



SOUTHERN WESTCHESTER BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

CENTER FOR SPECIAL SERVICES

1606 Old Orchard Street, White Plains, New York 10604
(914) 948-7271 • Fax (914) 948-7598

To: All Substitutes

From: Luz Ramírez

Date: September 2019

Re: Substitute Information Packet

Welcome to the 2019 - 2020 School Year at Special Services! Enclosed you will find your Substitute Information Packet. This packet includes:

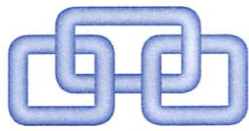
- A. Procedures on how to complete a timesheet. Please be advised of the process regarding timesheet management.
 - 1) Make sure to fill-out a timesheet for **each** location, **weekly**. Each timesheet should be completed legibly **and** in its entirety. **All timesheets** must have your signature, have noted the Teacher in Charge and the Principal's signature for authorization. Timesheets should be sent to me to insure timely payment. Please refer to the back of the timesheet for the "Timesheet Schedule".
 - 2) Be advised when a job assignment is completed and the time worked is authorized, your timesheet will be forwarded to my attention. **Any unauthorized or unsigned timesheets will not be processed.**
 - 3) Timesheet(s) **must** be forwarded to **Staff Attendance at Rye Lake Campus** for verification against the AESOP system.
- B. A Locations and Directions Guide listing all our sites, alphabetically by school district. It contains directions on how to get to each one.
- C. A Program Information Schedule listing each site's school start times for students and staff. **Substitutes should be at your assigned site the same time as staff, and remain there to assist the teacher.**
- D. AESOP instructions. You may call the AESOP system the night before to see available assignments, and accept an assignment. If you do not call the system, I will call you between 6:30 - 7:00am to let you know where coverage is needed.

It is important to report to the site on time and to be as helpful to the class as possible.

The rate of pay is \$95.00/day for Aides/Teacher Assistants and \$120.00/day for certified staff.

Please call me should you have any questions at (914) 948-7271, Ext. 1212.

COMPONENT DISTRICTS: Ardsley, Blind Brook, Bronxville, Bryam Hills, Dobbs Ferry, Eastchester, Edgemont, Elmsford, Greenburgh Central Seven, Greenburgh Eleven, Greenburgh Graham, Greenburgh North Castle, Harrison, Hastings-on-Hudson, Hawthorne Cedar Knolls, Irvington, Mount Pleasant Blythedale, Mount Pleasant Central, Mount Pleasant Cottage, Mount Vernon, New Rochelle, Pelham, Pleasantville, Pocantico Hills, Port Chester, Rye City, Rye Neck, Scarsdale, The Tarrytowns, Tuckahoe, Valhalla, White Plains



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Date: September 2019

To: All Substitutes

From: Luz Ramírez

Re: Timesheet Submission

Please be advised, **effective immediately**, any timesheet that is submitted **without** your **Employee ID** number listed **will not be processed** (you **cannot** use your social security number). The timesheet will be returned to you and will then have to be re-submitted.

Your Employee Identification Number is on the upper, left-side corner of your pay stub. You will need this number to list on every timesheet you submit. If you are unsure of your employee identification number, you can call the Payroll Department at (914) 937-3820 or me at (914) 948-7271, Ext. 1212.

There are some older timesheets in circulation that ask for your social security number. **DO NOT USE THESE FORMS.** For your convenience, I am sending you a supply of current timesheets. During the course of the school year as you run out of your supply, please contact me at the mentioned number to let me know to send you another supply.

Thank you for your understanding in this matter.

Enclosures

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To: All Substitute Personnel

From: Luz Ramírez

Date: September 2019

Re: Substitute Timesheet Procedures

Please exercise the following procedures when filling out Substitute Timesheets:

1. Make sure to fill out your personal information in the top portion of the timesheet.
2. Make sure to complete the information relating to the workday(s), including who you are subbing for.
3. **Sign your timesheet before** reviewed for approval.
4. Make sure you get your timesheet **signed each day you are at a different site**. Have the Teacher in Charge print his/her name so the timesheet can be given to the principal for approval. If you are returning to the same site the following day, you may use the same timesheet; otherwise, use another one. If you run out of timesheets, give me a call to mail you some.
5. Your Employee ID number will be on your 1st paycheck. This number should be put on every timesheet you submit after your first check. Timesheets submitted without your Employee ID number will be returned by the Payroll Department for completion, resulting in the possibility of having your pay delayed onto the next pay cycle.
6. On the last day of each pay period (refer to the back of the timesheet), mail or drop-off your original timesheet to me after the principal signs it. This lends itself to timely, processing and payment.

Please find enclosed new timesheets with an additional line for authorization.

If you have any concerns regarding the above procedures or questions on your timesheets, please call me at (914) 948-7271, Ext. 1212. If you are unable to solve your concern over the phone, you may **schedule an appointment** to come in. If an appointment is not made in advance, you will not be seen regardless of circumstances.

We appreciate your cooperation in following these procedures.

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