Substitute Usage Tracking Guide for School Timekeepers
May 2007

OVERVIEW

Purpose of this Guide
This guide is designed to assist school timekeepers:
- Understand their role and responsibilities in the entry and collection of substitute usage data.
- Correctly enter substitute usage data into the payroll system as well as input subsequent adjustments and/or corrections.
- Understand the substitute usage codes and other components used in this process.
- Obtain a general understanding of the substitute tracking process, reports and how this data is used.

DoDDS-E Substitute Tracking Goal
To identify the type and quantity of substituted days used throughout DoDDS-Europe in relation to the number of substitute resources authorized for a given fiscal year.

Overview of the DoDDS-E Substitute Tracking Process
DoDDS-E Manpower tracks substitute usage by extracting substitute payroll data which has been input by school timekeepers. When a school timekeeper enters timecard information into the payroll system for a substitute, a specific substitute usage code is also entered into the Job Order field which identifies the type of employee requiring a substitute, the reason a substitute was utilized and the number of substitute days used. This data is extracted from the payroll system each pay period and downloaded into a separate Substitute Usage System (SUS) managed by Manpower. Using SUS, Manpower is able to generate reports and identify any incorrect/missing substitute usage entries.

Overview of the School Timekeepers Role:
When entering substitute time and attendance (T&A) data into the payroll system, timekeepers are required to also enter specific substitute usage data in addition to the normal data required for payroll purposes. School timekeepers modify and/or correct such information as needed.

Why Substitute Usage Data is Collected:
Substitute usage data is a tool used by various components of DoDDS-E:
- To ensure that limited substitute resources are not exceeded, used appropriately, and in the most efficient manner possible.
- To account for various types of substitute day authorization categories.
- Identify substitute usage trends and other data needed to seek/implement enhancements and other changes involving substitute resources.

Timekeeper Assistance: The following resources are available to assist with questions related to substitute usage tracking:
- **Substitute Usage Guide for Administrators**: A detailed look at DoDDS-E substitute usage guidelines, policies and practices.
- **DSO**: Each district office has a designated POC for substitute usage tracking and should be your initial contact.
- **DoDDS-E Manpower**: Your DSO POC will direct you to the Resource Management Office Margo Webb (DSN 338-7350) as needed.

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I). SUBSTITUTE USAGE & TRACKING CODES

DoDDS-E Manpower has developed unique substitute usage codes which are used by school timekeepers in conjunction with the existing payroll system. The substitute usage code identifies:

- the pay plan type (TP, GS) of the employee requiring a substitute
- the reason a sub was utilized (sick leave, vacancy, LWOP etc.)
- who is charged for the sub day usage
- the number of substitute days utilized

When completing a substitute's timecard in the payroll system, the timekeeper must select the appropriate substitute usage code for each day the substitute is used in a given pay period. It is important to note that the substitute usage code and other requested substitute usage data is in addition - and separate from - the information normally required to process payroll.

I. TP SUB USAGE CODES

CODES	DESCRIPTION	NON-ADD DAY?
A	Sick Leave (short term)	No
B	Administrative Leave	No
C	Any Purpose Leave	No
D	Leave w/o Pay (LWOP) / Absent w/o Leave (AWOL)	Yes
E	Vacancy	Yes
F	Leave for Official Association Duty	No
G	Other (CSC, Study trips, athletic trips, miscellaneous coverage)	No
Professional Development (PD) Day Codes *Substitute covering for TP utilizing PD day during normal work day*		
H	DoDEA Directed PD Day	No
J	DoDDS-E Directed PD Day	No
K	DSO Directed PD Day	No
L	Principal Directed PD Day	No

> For use when sub is providing coverage for appropriate TP pay plan employees (Classroom Teachers, Nurses).

> Non-Add Days are not charged against your school allocation. Rather, they are charged to DoDDS-E.

> For use only when a sub is covering for a TP employee absent for purposes of Professional Development.

II. GS SUB USAGE CODES

CODES	DESCRIPTION	NON-ADD DAY?
M	Sick Leave (short term)	No
N	Administrative Leave	No
O	Annual Leave	No
P	Leave w/o Pay (LWOP) / Absent w/o Leave (AWOL)	Yes
R	Vacancy	Yes

> For use when sub is providing coverage for appropriate GS pay plan employees (SPED Aides etc. when other coverage option do not exist)

III. TP & GS SUB USAGE CODES

CODES	DESCRIPTION	NON-ADD DAY?
X	Long Term Sick Leave (LTSL)	Yes
Y	DoDDS-E Substitute Pool (DoDDS-E Sponsored Student Activities)	Yes

> For use when a sub is providing coverage for appropriate TP & GS pay plan employees

A). Substitute Usage Code Description and Detail

GS & TP Short Term Sick Leave (Codes A & M): Use for all health and medical related absences (including those related to workers compensation claims) for the first 10 consecutive sick leave days. After the 10th consecutive sick leave day, substitute usage code X should be used as described below.

Long Term Sick Leave (LTSL) (Code X): The X code should be used when a substitute is used to cover for a GS or TP employee on sick leave exceeding 10 consecutive work days. LTSL starts with the eleventh (11) day and continues for all following consecutive sick leave days. The ability to use the LTSL code stops if, for any reason, there is a break in the number of consecutive sick leave days utilized for a given GS or TP employee. Proper use of the X code is essential since these days are considered to be "non-add days" and will not be charged against your school's substitute day allocation.

In situations where a teacher is absent for an extended period for purposes normally related to the use of official sick leave and is using a combination of interspersed sick leave and LWOP in order to keep LQA benefits, it is permissible to count both LWOP and actual official sick leave days in order to meet the 10 consecutive day requirement.

Professional Development (PD) Days (Codes H, J, K & L: PD substitute days constitute a separate and distinct authorization, or "pot", of substitute days which is maintained separately from your school's regular substitute day allotment. Therefore, substitute days coded with a PD substitute usage code are not charged against your school's allocation - rather they are charged against the appropriate pot of PD substitute days.

PD substitute days are authorized and designed specifically to provide coverage for absent TP educators attending a recognized PD activity. PD sub day authorizations are sub-divided into four categories (DoDEA, DoDDS-E, DSO and Principal directed). When a substitute is used to provide coverage for a PD day related absence, the timekeeper needs to identify which entity directed the activity and assign the proper substitute usage code. The appropriate substitute usage codes for DoDEA and DoDDS-E directed activities are specified in the DoDDS-E Friday Packet along with each PD training release announcement. Substitute usage codes for DSO and Principal directed PD days are indicated by the DSO or school principal as a PD training is announced.

DoDDS-E Substitute Pool (Code Y): DoDDS-E maintains a separate authorization or "pool" of substitute days to be used for specific DoDDS-E sponsored student activities. These activities are identified by DoDDS-E in the release announcement for each activity. It is important to code these days accurately so that your school's regular substitute day authorization is not charged. Substitute usage for student activities not specifically identified as a "DoDDS-E Substitute Pool (Y)"day need to utilize the "Other (G)" code.

Non-Add Days (Codes D, E, P, R, X & Y): Certain substitute usage codes on the chart above are designated as "non-add days". This means that when a substitute is utilized for these purposes, the substitute day is charged to DoDDS-E as opposed to your school.

Substitute usage codes which do not fall into the non-add day category are charged against your school's allocation with the exception of the PD substitute usage codes. PD substitute usage codes are not charged against your school's substitute day allocation, rather they are charged to separately maintained pots of PD substitute days held at DoDDS-E or the DSO.

Leave without Pay/Absent without Leave (Codes D & P): Use when coverage is provided for an employee on official LWOP or who is AWOL. LWOP is often authorized for extended medical absences. In this case, use the appropriate LWOP code as opposed to the Sick Leave code (The LTSL discussion above provides guidance when LWOP is used in conjunction with sick leave).

Using Multiple Substitute Codes for the Same Day: The substitute tracking system can only recognize one substitute usage code per each individual Job Order field entry. Therefore, if you have a substitute utilized for different purposes on the same day, you need to complete two separate line entries – each with the same day and work week. Recognizing that substitutes can only be utilized in quantities of half and whole days, enter "0.50" into the "Hours" column for both entries. Now, you are able to enter a distinct sub usage code for each half of the day.

II). OVERVIEW of TIMEKEEPER PROCESS

A). Using the Payroll System

Use Time and Attendance (T&A) Timecard Format 1 in the Payroll System (DCPS) when completing a substitute's timecard to enter the appropriate substitute usage code information. The substitute usage codes are only used on the substitute's T&A record - not on the absent employee's T&A record.

The appropriate substitute usage code should be entered into the Job Order field in addition to the fields you normally complete when entering a substitute's timecard data.

<table>
<tr>
<td>T&A Timecard Format 1
Timekeepers should use the T&A Timecard Format screen they are familiar with. Both Format 1 and 2 will work.</td>
<td>Substitute's Timecard
Substitute Usage code entries are made on the substitute's T&A – not the employee for whom they substituted.</td>
<td>Job Order Field
Sub usage data is entered in the Job Order Field</td>
</tr>
</table>

B). Entering Data into the Job Order Field.

Timekeepers need to enter up to 3 pieces of information in the Job Order Field. This data must be precisely entered in the exact order indicated below with a single blank space separating each item. Any entries not made in this precise matter will be rejected and returned to the timekeeper for correction via the SUS Rejected Entry Report.

Substitute Usage Code
This data is required & must be the first entry.

Single Blank Space

Name of Employee
Employee requiring a substitute

Single Blank Space

4-digit ORC
Organization code of the school *borrowing* the substitute (ONLY if applicable)

B Jane Smith 2242

DCPS - B - AZSTDFNZ

File   Edit   View   Communication   Actions   Help

```
V04.40                    T&A TIMECARD FORMAT 1                    12/02/04
SITE ID    TAG     ACT      ORG    EMPLOYEE ID    DATE          NAME
38090000   0909  226500   226500   999 99 9999   12 11 04    MIRTH PAM L
SUP DATE EFF 01/11/04     EMP STA CD A    GR/UNGR IDC G    EMP TYP CD T   WKD SCD J
SCD DATE EFF 11/18/02      TA STA CD A     JON                            AWS 0
                SUN     MON     TUE     WED     THU     FRI     SAT        PLTN ROT
TOUR (WK 1)     .00     .00     .00     .00     .00     .00     .00
TYP HRS/SFT  RG  0   RG  0   RG  0   FG  0   RG  0   RG  0   RG  0
NIGHT DIFF      .00     .00     .00     .00     .00     .00     .00
TOUR (WK 2)     .00     .00     .00     .00     .00     .00     .00
TYP HRS/SFT  RG  0   RG  0   RG  0   RG  0   RG  0   RG  0   RG  0
NIGHT DIFF      .00     .00     .00     .00     .00     .00     .00
            TYP                                        E/H LST TEM NIGHT  INJ  ALT
 AC WK DY HR  HOURS            JOB ORDER              OTH HR  SFT DIFF    NO   IDC
  A  1  2  RG  1.00   A John Doe
  A  1  3  RG  1.00   B Jane Smith 2242



 2082  NO DAILY TOUR AVAILABLE

MA + b                                                              16/040
```

Move the cursor to an unprotected position and retry the operation   swast.mech.disa.mil:9023

Start   Nov... DCP... DCP... DCP... DC... Payr...   8:58 AM

C). *Sample Substitute Usage Entries*

The sample entries below demonstrate proper entry of substitute usage data and highlights proper use of the "HOURS" field for substitutes.
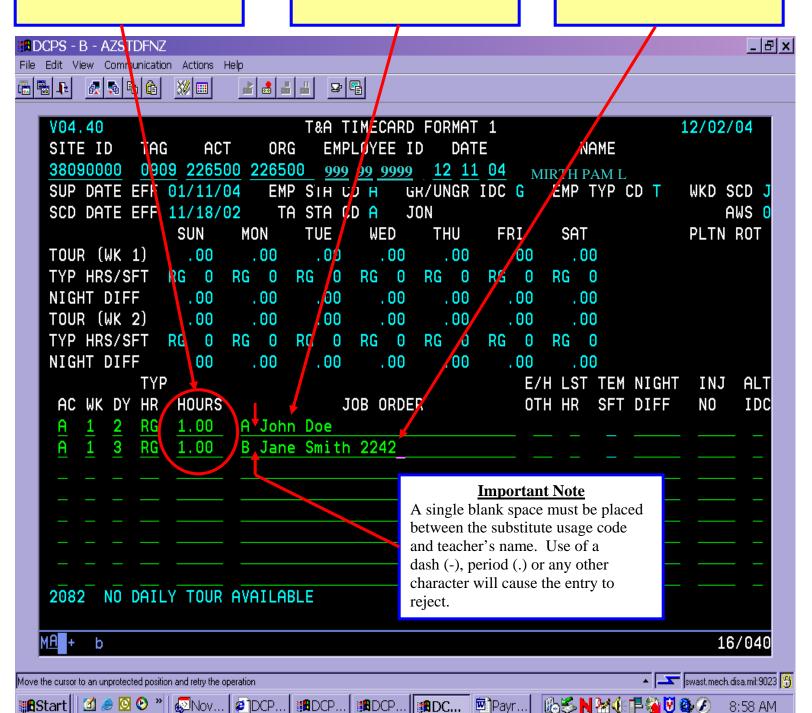
"HOURS" Worked Field
For substitutes, "HOURS" worked are entered in terms of whole or half days. Also see slide on next page.

Sample Entry #1
This entry indicates that this substitute was used to provide coverage for teacher John Doe on short-term sick leave for this entire day.
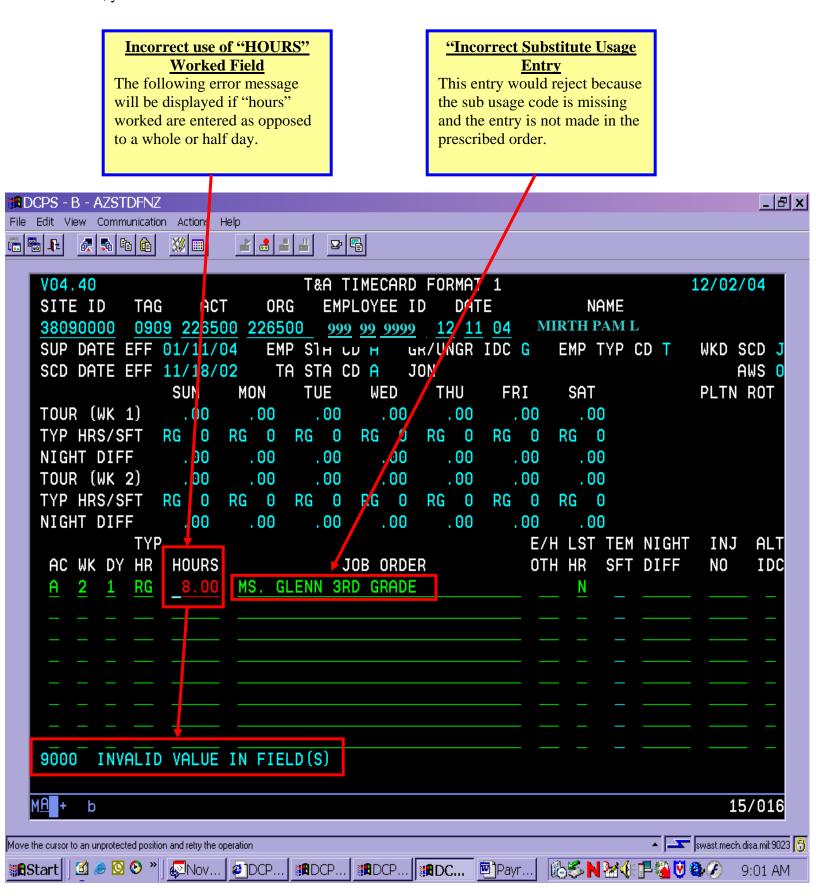
Sample Entry #2
This entry indicates that this substitute was loaned to Butzbach ES on this day to provide coverage for teacher Jane Smith on Admin Leave.

Important Note
A single blank space must be placed between the substitute usage code and teacher's name. Use of a dash (-), period (.) or any other character will cause the entry to reject.

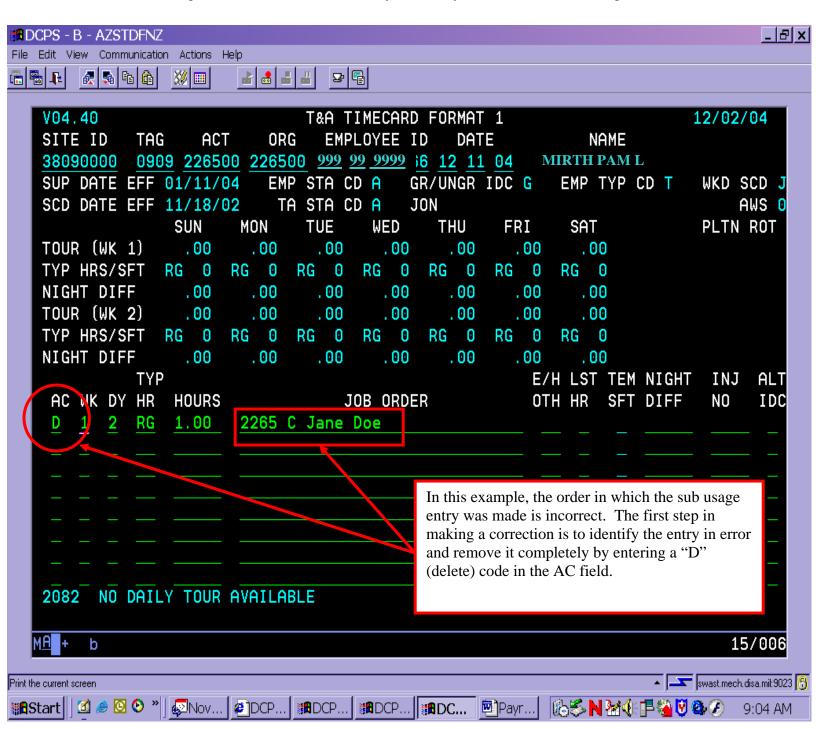## D). Sample _Error_ Message when "HOURS" Worked Field is Incorrectly Entered

As discussed in the above slide, when completing the "HOURS" field on a substitute's timecard, it is entered in terms of whole (1.0) or half days (0.5) as opposed to hours worked per day. If you enter actual hours, you will receive the error below.
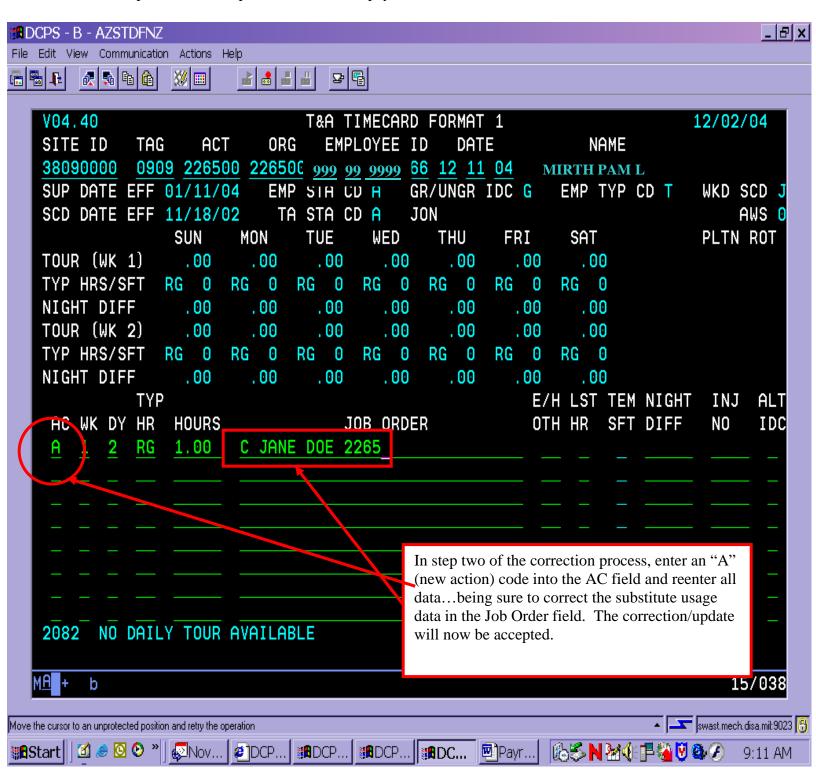
Incorrect use of "HOURS" Worked Field
The following error message will be displayed if "hours" worked are entered as opposed to a whole or half day.

"Incorrect Substitute Usage Entry
This entry would reject because the sub usage code is missing and the entry is not made in the prescribed order.

E). *Making adjustments or corrections to previously submitted sub usage data*

To make a correction or modification to previously submitted information that involves adding or adjusting only the sub usage data entered into the Job Order field (not adjusting time worked), the following steps must be completed in the payroll system. Note: Once a record or entry is saved by using the F9 key, any subsequent adjustment will need to take place using these steps – otherwise, the updated information may not be retained.

STEP #1: Find the specific day on the T&A screen in the timecard which needs adjusting and make note of all current data. Enter a "D" (delete) into the AC filed for the day which needs to be adjusted. This will delete the line completely. Note: if only adjusting data in the Job Order field (and not the amount of time worked), using the "C" (correction) code may result in your corrections not being retained.

In this example, the order in which the sub usage entry was made is incorrect. The first step in making a correction is to identify the entry in error and remove it completely by entering a "D" (delete) code in the AC field.

STEP #2: Return to the same week and day of this record. Enter an "A" for *new action* and reenter the data for this line to include the corrected substitute usage data in the job order field. Once complete, the change/update to the job order field will be accepted. This corrected data will then be incorporated into the SUS reports when manpower next extracts payroll data.
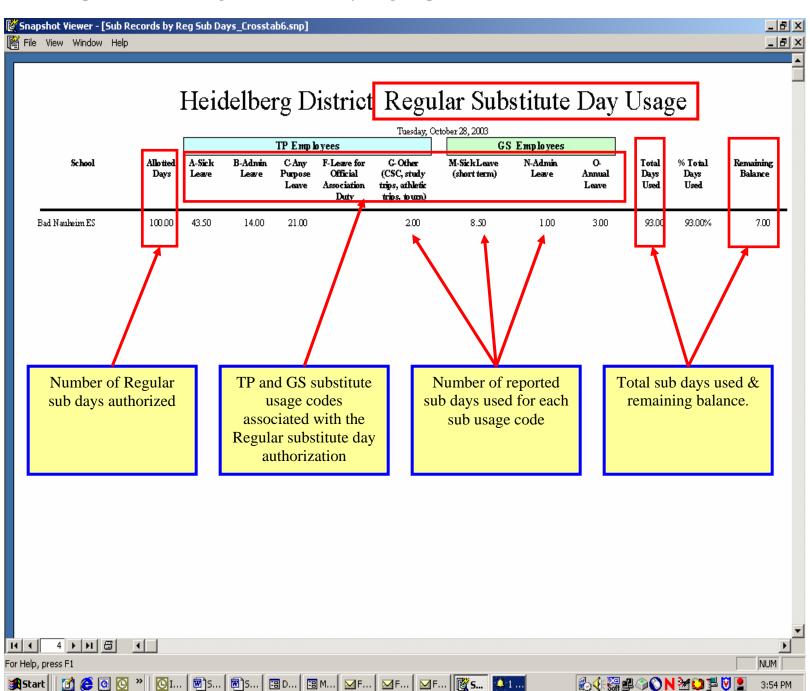

In step two of the correction process, enter an "A" (new action) code into the AC field and reenter all data…being sure to correct the substitute usage data in the Job Order field. The correction/update will now be accepted.

III). SUBSTITUTE USAGE SYSTEM (SUS) REPORTS

DoDDS-E manpower extracts substitute usage data from the payroll system at the completion of each pay period and downloads it into a separate Substitute Usage System (SUS) database. Using SUS, manpower is able to generate reports and identify any incorrect/missing substitute usage entries. [Note: schools are not able to use the payroll system to generate their own reports.]

Manpower provides biweekly SUS reports to each district office who in turn distribute to school administrators. The report is broken into five separate sections - each reporting on a different combination of related substitute usage codes. In each component of the report, actual usage is compared to the various categories of substitute day authorizations. An additional report highlights any rejected entries received during that pay period and is discussed separately in the next section.

These reports provide a handy way for timekeepers to validate that their usage is being captured correctly, identify any substitute coding issues and to resolve any issues identified by the DSO and/or principal.

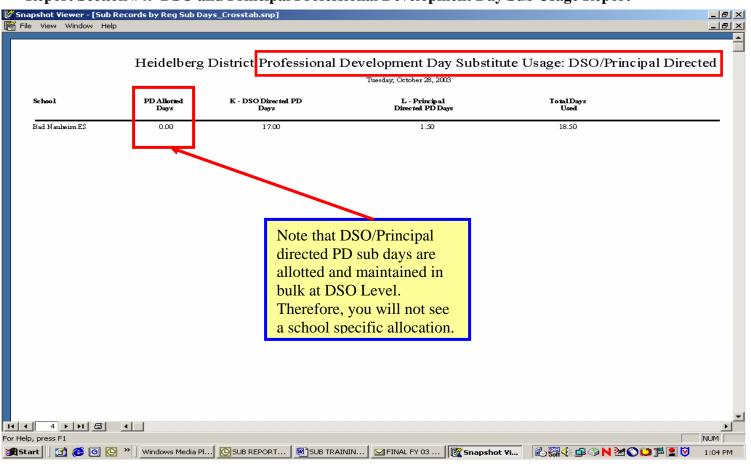**Report Section #1: Regular Substitute Day Usage Report (for individual school)**

Report Section #2: Non- Add Day Regular Substitute Usage Report

Report Section #3: DoDDS-E Student Activities Substitute Pool Report

Report Section #4: DSO and Principal Professional Development Day Sub Usage Report

Report Section #5: DoDEA and DoDDS-E Professional Development Day Substitute Usage Report

IV). REJECTED SUBSTITUTE USAGE ENTRIES

Substitute Usage Records with Errors and Number of Records – By Selected PP Report: Timekeepers receive a report each pay period if there are any substitute usage entries not completed or done so incorrectly. All rejected entries must be corrected via the payroll system or otherwise resolved. Outstanding rejected entries are cumulative tracked in DSO level reports. A "by school" listing of outstanding rejected entries is available upon request.

A). TOP 5 MOST COMMON ERRORS

The following screen shots provide examples of the 5 most common errors along with a description of why the entry rejected.

Error #1: Invalid character is entered between the substitute usage code and teacher's name - rather than the required single blank space.

Snapshot Viewer - [N Records with SSN and Name By District2.snp]

File   View   Window   Help

Substitute Usage Records with Errors and Number of Records - By Selected PP
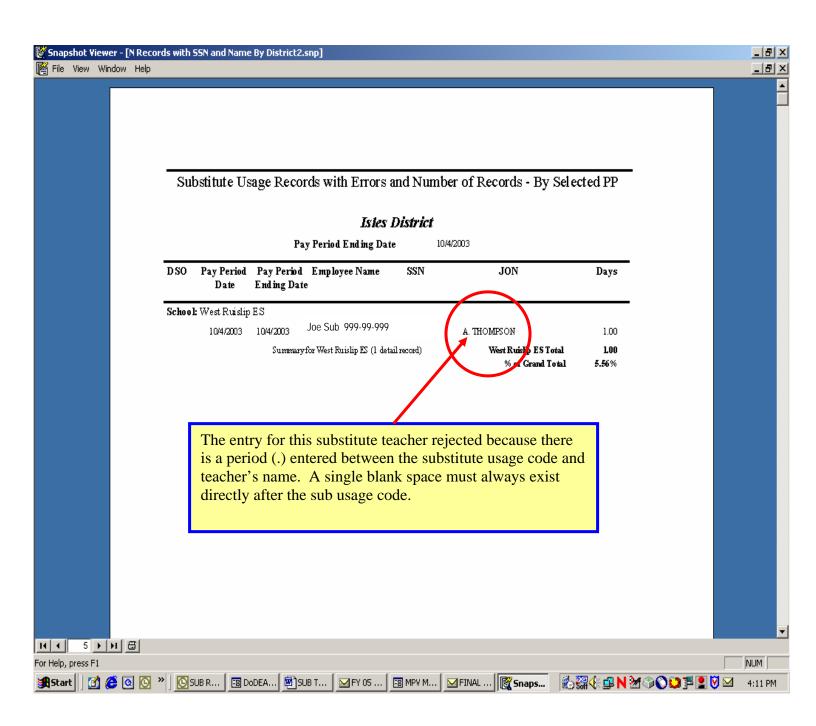
Isles District

Pay Period Ending Date   10/4/2003

DSO	Pay Period Date	Pay Period Ending Date	Employee Name	SSN	JON	Days

School: West Ruislip ES

| | 10/4/2003 | 10/4/2003 | Joe Sub 999-99-999 | | A. THOMPSON | 1.00 |

Summary for West Ruislip ES (1 detail record)   West Ruislip ES Total   1.00
                                                        % of Grand Total   5.56%

The entry for this substitute teacher rejected because there is a period (.) entered between the substitute usage code and teacher's name. A single blank space must always exist directly after the sub usage code.

For Help, press F1   NUM

Start   SUB R...   DoDEA...   SUB T...   FY 05 ...   MPV M...   FINAL ...   Snaps...   4:11 PM

Error #2: The Job Order field is left blank. In most cases, information was simply not entered. However, these occurrences should be reviewed to ensure that this record actually belongs to a substitute. In some cases when a substitute transitions into another DoDDS-E job, their SSN may continue to extract into the sub report (report these occurrences directly to manpower).

Error #3: Substitute usage data is not entered in the correct order in the Job Order field.

Error #4: Use of payroll reporting codes as opposed to substitute usage codes. Only the substitute usage codes listed above can be used in conjunction with substitute tracking process.

Within the screenshot:

Substitute Usage Records with Errors and Number of Records - By Selected PP

Mediterranean District

Pay Period Ending Date   3/22/2003

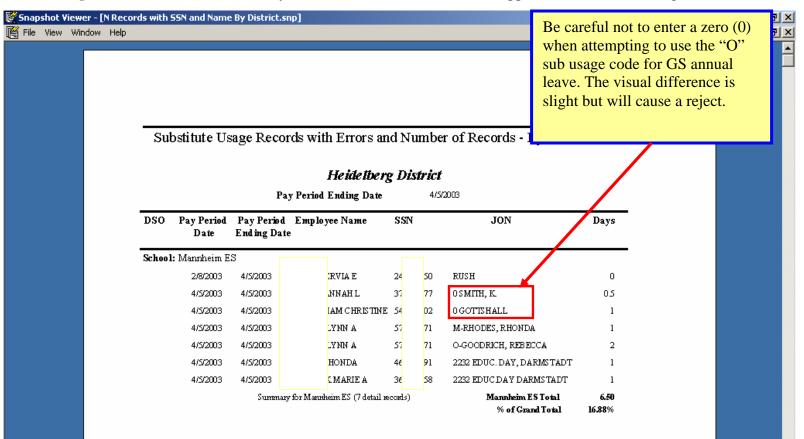| DSO	Pay Period Date	Pay Period Ending Date	Employee Name	SSN	JON	Days
School: Gaeta ES/MS						
	3/22/2003	3/22/2003	Joe Sub	999-99-9999	LS WILSON	1.00
		Summary for Gaeta ES/MS (1 detail record)			Gaeta ES/MS Total	1.00
					% of Grand Total	-0.85%

> When deciding upon the appropriate sub usage code, you must select from the DoDDS-E sub usage code developed expressly for the sub tracking process. The use of any other codes will reject.

Example #5: A zero (0) is mistakenly entered in the Job Order field as opposed to an "O" sub usage code.

> Be careful not to enter a zero (0) when attempting to use the "O" sub usage code for GS annual leave. The visual difference is slight but will cause a reject.

Within the screenshot:

Substitute Usage Records with Errors and Number of Records - ...

Heidelberg District

Pay Period Ending Date   4/5/2003

DSO	Pay Period Date	Pay Period Ending Date	Employee Name	SSN		JON	Days
School: Mannheim ES							
	2/8/2003	4/5/2003	RVIA E	24	50	RUSH	0
	4/5/2003	4/5/2003	NNAH L	37	77	0 SMITH, K.	0.5
	4/5/2003	4/5/2003	IAM CHRISTINE	54	02	0 GOTTSHALL	1
	4/5/2003	4/5/2003	LYNN A	57	71	M-RHODES, RHONDA	1
	4/5/2003	4/5/2003	LYNN A	57	71	O-GOODRICH, REBECCA	2
	4/5/2003	4/5/2003	HONDA	46	91	2232 EDUC. DAY, DARMSTADT	1
	4/5/2003	4/5/2003	K MARIE A	36	58	2232 EDUC DAY DARMSTADT	1
		Summary for Mannheim ES (7 detail records)				Mannheim ES Total	6.50
						% of Grand Total	16.88%

V). FAQ Sheet

GOAL:
Identify and track the type and quantity of substitute days utilized for a given fiscal year.

INSTRUCTIONS FOR TIMEKEEPERS:
- Use Time and Attendance (T&A) Format 1 in the Payroll System (DCPS) when completing a substitute's timecard to enter the appropriate substitute usage information.
- The appropriate substitute usage code should be entered into the Job Order Number (JON) field on the T&A screen in addition to the fields you normally complete.
- **The substitute usage code *must* be the first entry in the JON field and *must* be immediately followed by a *single* blank space**. The name of the teacher for whom they substituted should then be added after this blank space. All entries not made in this precise manner will be rejected.
- When loaning a substitute to another school, the 4-digit Organization Code (ORC) of the school actually using the substitute so that the correct school can be charged the substitute usage. The ORC code should be placed after the teacher's name for which the sub was used.

> **SEE ATTACHED SCREEN SHOT FOR EXACT PLACEMENT IN *JON* FIELD**
> Sample Entry #1: A JOHN DOE
> Sample Entry #2: B JANE SMITH 2242

QUESTIONS AND ANSWERS: (new or modified Q&As are highlighted in BLUE text)

I. Making Corrections

1). How do I make corrections to substitute usage codes for prior pay periods?
To make a correction that involves adding or adjusting the JON field in the payroll system (not adjusting time worked), find the specific day on the T&A screen in the timecard for which the JON field info must be corrected or added. Enter a "D" code into the AC field for the day which needs to be adjusted.   This will delete the line. Now, go back, enter an "A" for "new action" and reenter the line completely for that day - including the proper sub usage code and teacher's name.   The change/update should now be accepted

II. Loaning Your Substitutes to Another School

2). How do we report substitute usage when we loan a substitute to another school?
When entering the loaned substitute's T&A into DCPS, place the 4-digit ORC (see attached list) of the school actually using the substitute into the Job Order Number (JON) field *after* you have entered the appropriate substitute usage code and teacher name.
> *For example: If you have a substitute that covered for a teacher on Administrative Leave named Jane Smith at a school other than your own (say Butzbach ES) you would code the JON field on your T&A screen:*
> *"B Jane Smith 2242"*

NOTE: The ORC code only needs to be used when you loan a substitute to another school. It is not needed when you report substitute usage for your own school or borrow a substitute.

Please be aware that our Substitute Usage System (SUS) is separate and distinct from the actual payroll system. Therefore, you will continue to see previously submitted and applied loaned substitute entries in the payroll system (DCPS) for your school. Do not be alarmed, these have already been manually applied to the correct school in SUS.

3). Can I update substitute usage codes for a loaned substitute after it has been submitted?
It is possible to make updates/corrections to a previously accepted loaned substitute entry using the process described in #1 above. However, we recommend that great care be taken so that loaned substitute entries (in particular) are entered properly the first time. Multiple updates to the same entry become increasingly difficult to identify and trace and increase the risk of the sub day being charged improperly.

III. Substitute Usage Codes

4). What are "non-add days" and are they charged against my school's substitute day allocation?
Non-add substitute days are not charged against your school's allocation of substitute days. Non-add days consist of the following sub usage categories:
- LWOP: Substitute Usage Codes D & P
- Vacancy: Substitute Usage Codes E & R
- Long Term Sick Leave (LTSL): Substitute Usage Code X
- DoDDS-E Substitute Pool: Substitute Usage Code Y

5). When is it appropriate to use the Long Term Sick Leave (LTSL) "X" code?
The LTSL code should be used when a substitute is used to cover for a GS or TP employee on sick leave exceeding 10 consecutive days. LTSL starts with the eleventh (11) day, and continues for all following <u>consecutive</u> days of sick leave taken for a given TP or GS employee. Substitute days used to cover for GS or TP employees on LTSL will not count against your school's substitute day allocation.

6). If a teacher is using a combination of sick leave and LWOP in order to preserve LQA benefits, how can they meet the LTSL 10 consecutive day requirement?
In situations where a teacher is absent for an extended period for purposes normally related to the use of official sick leave and is using a combination of interspersed sick leave and LWOP in order to keep LQA benefits, it is permissible to count both LWOP and actual official sick leave days in order to meet the 10 consecutive day requirement.

7). What is the DoDDS-E Sub Pool "Y" code and when should I use it?
The DoDDS-E sub pool is a separate pot of substitute days that is made up of regular sub days contributed by each DSO and set aside for specific DoDDS-E sponsored student activities. DoDDS-E, in conjunction with the DSOs, establish a master calendar of student activities that governs how many sub days each DSO must contribute and when such substitute days can be utilized. Timekeepers should utilize the "Y" code only when a substitute is used to cover for an absent teacher taking part in one of the specifically identified activities.

8). Can I enter more than one substitute usage code into the JON field?
Each T&A entry line in DCPS can support only one recognized sub usage code in the JON field. Therefore, if you have a substitute teacher utilized for different purposes on the same day, you need to complete two separate line entries – each with the same day and work week. Recognizing that substitutes can only be utilized in quantities of half and whole days, enter "0.50" into the "Hours" column for both entries. Now, you are able to enter a distinct sub usage code for each half of the day.

9). The substitute usage codes do not mention anything about PD day usage by GS employees. In the past, I recall that this type of information was collected, why not now?
GS employees are not issued nor can use PD days. PD days are utilized only by TP employees. GS employees taking training outside the normal duty day or during summer recess receive overtime pay and no substitutes are involved. Substitutes used to cover GS employees who are taking training during the normal school day and require a substitute to cover them during their absence would use the Administrative Leave code "N".

IV. Data Entry Issues

10). Sometimes when I revisit a new substitute usage entry, I find that the substitute usage data I just entered has disappeared. What should I do?
In order to get the code to stay in the JON field, enter a "C" (for "change") in the action code field and reenter the information. The JON field should now retain the substitute usage code.

11). I notice that the Job Order Number (JON) field already contains data. What should I do?
You can overwrite any information that is currently there.

12). Can I add my own notes or comments in the JON field in addition to the required information?

You are able to add your own notes and comments to this field if you desire. The important thing is that you *first* enter the required sub usage data before your own notes. *For example: "G John Doe (Study Trip to Wiesbaden)".*

13). There is not enough room to type all this info in JON field.   What should I do?
There are 30 character spaces in the JON field. The combination of the T&A reporting code, the ORC code (if needed in the case of a loaned substitute), and the mandatory "blank spaces" after each entry will use 7 character spaces. This will leave you with 23 character spaces for the teacher's name or any other notes.

You should adopt a standard practice for entering and abbreviating teacher names to alleviate space the problem. Some schools have decided to use only last names. Others have abbreviated unusually long last names to fit the screen.

14). I see one field titled "JON" towards the top of my DCPS screen and one titled "Job Order" further below, which one should I use?
While both fields indicate that they are a Job Order Number (JON) field, only the bottom "Job Order" field will allow you to enter a substitute usage code for each day of the pay period. This is the field you need to populate. *See the attached sample DCPS screen shot.*

15). Do I enter the substitute usage codes in the Time and Attendance (T&A) screen for the teacher or the substitute?

The substitute usage codes are used on the substitute's T&A record and not for the absent teacher.

16). Do I have to enter a teacher name after the code?
We have found that having the teachers' names in the JON field greatly added to our capability to address issues brought up by schools. Therefore we highly recommend that you enter the teacher's name on whose behalf a substitute was used (after the Substitute usage code in the JON field). DoDDS-E will not be tracking or generating reports on these names.

17). Under "Instructions for Timekeepers" above, it states that we should use "T&A Format 1 in DCPS".   I am unfamiliar with what you mean by "Format 1".
Format 1 is the DCPS screen that you normally use enter T&A information. Some Timekeepers are unaware that other T&A formats exist. For our purposes, you can continue to input the substitute usage codes directly into the Format 1 screen.

18). What if I want to use T&A format 2 to enter this data. Is this a problem?
No, it is not a problem. For simplicity, we suggest that Timekeepers stick with what is familiar. However, if you wish to enter this data into T&A Format 2, it is ok. We will still be able to collect the data**.**

V.   Substitute Usage Reports

19). How do I obtain a substitute usage report for my school?
DoDDS-E Manpower provides substitute usage reports to the DSOs every two weeks. The DSO can distribute these reports to the schools at their discretion. Requests for your school's substitute usage report should be directed to your DSO.

20). Can I generate my own substitute usage reports directly from the Payroll System?

No. The substitute usage reports are not generated directly from the Payroll system. Rather, data from the Payroll System is extracted into a separate Substitute Usage System (SUS) residing at DoDDS-E. SUS is used to manage and generate all reports.

21). The district office sent me an error report titled "*Substitute Usage Records with Errors and Number of Records –By Selected PP*". What am I suppose to do with this report?
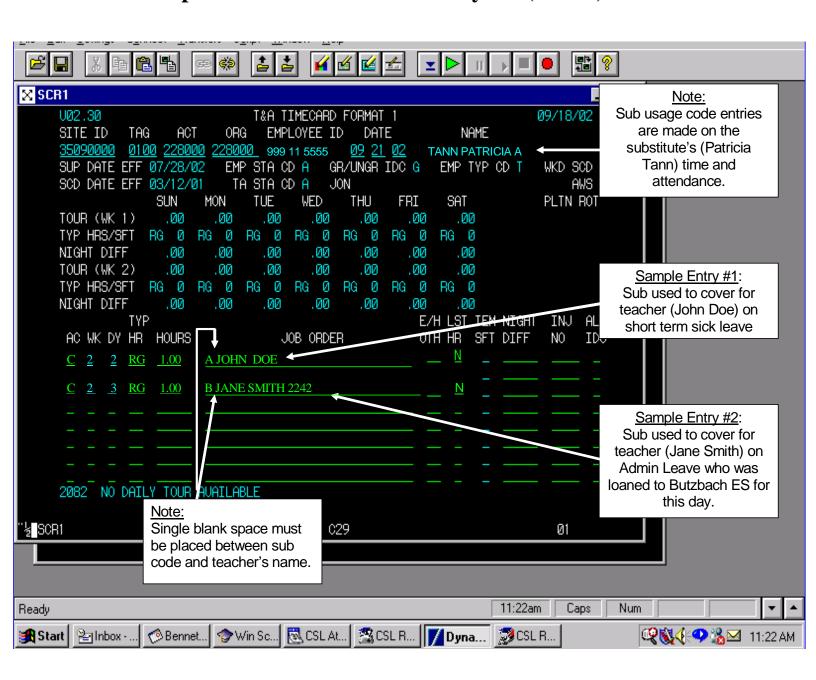This report identifies your school's rejected substitute usage entries for a given pay period. Most entries reject because substitute usage data was either not entered, or entered incorrectly, into the JON field. Timekeepers need to correct all rejected entries via the payroll system as described in Q&A #1.

VI. Questions

22). I have questions that are still not answered, who do I call?
Contact Margo Webb via e-mail or DSN 338-7350.

Sample Time and Attendance Payroll (DCPS) Screen

Note: Sub usage code entries are made on the substitute's (Patricia Tann) time and attendance.

Sample Entry #1: Sub used to cover for teacher (John Doe) on short term sick leave

Sample Entry #2: Sub used to cover for teacher (Jane Smith) on Admin Leave who was loaned to Butzbach ES for this day.

Note: Single blank space must be placed between sub code and teacher's name.

Organization Codes (ORC)

(For use in the JON field by a school loaning a substitute to another school.)

BAVARIA	ORC	HEIDELBERG	ORC	ISLES	ORC	KAISERSLAUTERN	ORC	MEDITERRANEAN	ORC
Ansbach ES	2783	Argonner ES	2251	AFNORTH ES	2158	Baumholder HS	2521	Ankara ES/HS	2460
Ansbach HS	2782	Aukamm ES	2261	AFNORTH HS	2152	Bitburg ES	2131	Aviano ES	2411
Bamberg ES	2723	Butzbach ES	2242	Alconbury ES	2831	Bitburg HS	2133	Aviano HS	2416
Bamberg HS	2724	Darmstadt ES/MS	2232	Alconbury HS	2812	Bitburg MS	2154	Aviano MS	2415
Boeblingen ES/MS	2765	Darmstadt MS	2233	Bahrain ES/HS	2880	Geilenkirchen ES	2156	Gaeta ES	2421
Garmisch ES/MS	2770	Dexheim ES	2265	Brussels ES/HS	2140	Kaiserslautern ES	2531	Incirlik ES/HS	2453
Grafenwoehr ES	2732	Giessen ES	2243	Croughton ES	2860	Kaiserslautern HS	2533	Lajes ES/HS	2873
Grafenwoehr MS	2738	Giessen MS/HS	2244	Feltwell ES	2841	Kaiserslautern MS	2532	La Maddalena ES/MS	2440
Hohenfels ES	2733	Hainerberg ES	2262	Geilenkirchen ES	2156	Kleine Brogel ES	2157	Livorno ES/HS	2441
Hohenfels HS	2734	Hanau MS/HS	2256	Kleine Brogel ES	2157	Landstuhl ES/MS	2534	Naples ES	2422
Illesheim ES	2713	Heidelberg HS	2212	Lakenheath ES	2842	Neubruecke ES	2522	Naples HS	2423
Patch ES	2762	Heidelberg MS	2211	Lakenheath HS	2844	Ramstein ES	2535	Rota ES	2471
Patch HS	2763	Mannheim ES	2221	Lakenheath MS	2843	Ramstein HS	2538	Rota HS	2472
Rainbow ES	2714	Mannheim HS	2223	Liberty IS	2845	Ramstein IS	2536	Sevilla ES/MS	2458
Robinson Barracks ES/MS	2764	Mannheim MS	2222	London Central ES/HS	2852	Ramstein MS	2537	Sigonella ES	2442
Schweinfurt ES	2752	Mark Twain ES	2213	Menwith Hill ES/HS	2833	Sembach ES	2539	Sigonella HS	2443
Schweinfurt MS	2753	Patrick Henry ES	2214	SHAPE ES	2121	Sembach MS	2540	Vicenza ES	2432
Vilseck ES	2735	Wiesbaden HS	2264	SHAPE HS	2153	Smith ES	2523	Vicenza HS	2433
Vilseck HS	2736	Wiesbaden MS	2263			Spangdahlem ES	2155		
Wuerzburg ES/MS	2742					Spangdahlem MS	2135		
Wuerzburg HS	2744			London Central Dorm	2851	Vogelweh ES	2541		
Wuerzburg MS	2743			St. Mawgan		Volkel ES	2143		
						Wetzel ES	2524		

Red indicates school is closing or moving.