



# HR CONNECTIONS

A DEDICATED EDITION ON SUBSTITUTES,  
FRONTLINE, RECONCILIATION AND BEYOND

## March Substitute Teacher Bonus Incentive



For March 2022, substitute teachers with NO CANCELLATIONS and who qualify as outlined below, will be paid on April 10th, 2022.

18 days worked= \$300  
15 days worked= \$180  
12 days worked= \$120  
9 days worked= \$60

Benefit eligible substitute teachers working full time at various schools throughout Jordan School District, DO NOT QUALIFY for the monthly substitute teacher bonus incentives, since they are required to work every school (contract) day.

### A Note on Substitute Bonus

## Benefitted Substitute Reminder

When they are covering a classroom, *their assignment should be entered in Frontline.*

If no substitute is needed and the benefitted sub is working in another capacity *you should enter in Frontline an absence under **Vacancy** and use Absence Reason "**Benefitted Sub , No Assignment Available.**"*

If the benefitted sub is absent they should enter their absence using the appropriate leave in Skyward Employee Access.

## HR Recommends

We have just survived our first month of bi-monthly payroll for substitutes. We have learned a lot as we assume all of you have done as well.

As part of that learning we wanted to share our recommendations for best practice so that you can stay on top of all of the deadlines.

- **Continue to use the Sign in and out sheet** for reconciling discrepancies. *If there is a discrepancy, the Human Resources Department will ask for the sign in and out sheets.*
- **Enter subs in Frontline daily**, or in advance as much as possible.
- **Reconcile at least weekly**- when we say reconcile we are encouraging you not only to complete the reconciliation that you have in Frontline, but also compare those absences to absences in Skyward. *We are creating a tutorial for the recommended full reconciliation process.*

## Important Payroll Reminders

- Days subbed from the 1st-15th will be paid on the 25th of the same month
- Days subbed from the 16th to the last day of the month will be paid on the 10th of the following month
- Substitute Bonuses will be paid on the 10th of each month through the end of the contract year.

In order to meet these important pay deadlines for substitutes, Payroll recommends administrative assistants are reconciling substitutes in Frontline on a weekly basis.

- Compare in and out times against the substitute sign in and out sheet.

**(no longer required to turn into Payroll)**

- Ensure all substitutes at your location have been entered into Frontline.
- Verify that the budget paying the substitute is correct, **before** the file is uploaded.
- The budget code listed in the Notes to Administrator should match Accounting Code listed.
- Confirm Friday substitutes worked the whole day with students and adjust Frontline from custom to full day.
- Remind Nutrition Managers to be entering substitute nutrition workers on a daily basis and reconciling weekly.

If you have any questions, please contact the Payroll Department at 801-567-8154.

**The goal of the reconciliation is to solve problems and reconcile the differences between Skyward and Frontline at the local school/department level BEFORE the District level audit.**

3/1/2022

3/16/2022

Upcoming Payroll Deadlines

## Discontinued Absence Reasons

*The following absence reason codes have been discontinued, please do not use them.*

- Family Sick
- Quarantined/Working

## Isolation Leave Reminders

As employees are absent due to a positive Covid 19 diagnosis, if you are entering their absences in Skyward and/or Frontline please use their own leave time as per the memo.

Time entry should reflect sick, annual, personal, or no pay and appropriate absences will be adjusted to Isolation Leave at a later date by Jane Olsen.

*Isolation leave questions should be directed to Jane Olsen at [jane.olsen@jordandistrict.org](mailto:jane.olsen@jordandistrict.org)*



Thanks to everyone who attended and/or helped with the Teacher Transfer fair. We had a great time getting to see all of you.