Step 1: Primary Teacher communicate via email or phone to secretary & Assoc. Dean regarding Substitution (CLC ID #, date, sub, location)

Step 2: Once Primary Instructor Communicate via email or phone substitution details to secretary a confirmation will be emailed to sub verifying commitment

Step 3: Secretary begins Salary Adjustment Paperwork and has reporting Associate Dean sign after substitute follows up with secretary that the assignment has been complete

Step 4: Secretary submits signed adjustment form to Ed. Affairs to process

Step 5: Ed Affairs submit paperwork to Human Resources and assign to Payroll

Please note: Salary adjustment forms will not begin until the day that your noted substitution date has been completed. Once the substitution has taken place and no immediate changes have been made, you can expect that your forms will be signed by the Associate Dean immediately. Also note, if your paperwork does not align with the payroll submission dates, your pay may be delayed. Once the paperwork leaves our department it then enters the payroll cycle. Please refer to the payroll cycle for spring 2009 on our adult education intranet webpage.