

LPSS Payroll Procedures

School Secretarial/Clerical Training

Prepared by: Payroll Staff

LAFAYETTE PARISH SCHOOL SYSTEM
PAYROLL PROCEDURES FOR SUBSTITUTE/OVERTIME REPORT FORMS

All substitute report forms should be turned in to the Payroll Department on the 3rd working day of the following month. Any substitute report forms needing an additional approval by a Central Office Staff, should be forwarded directly to that department.

INFORMATION NEEDED FOR PROCESSING SUBSTITUTE REPORT FORMS

- A. All substitute report forms **must be stamped with a substitute card** that is issued by the Human Resource Dept. The sub card provides information such as; name, address, and social security number. Any substitute report form received without being stamped with the substitute card will be returned to the school. The school will be responsible for paying for that substitute. All substitutes should be approved by the Human Resource Dept before reporting to work on a school campus.
- B. All substitute report forms should have the following information provided when submitted for payment; location, date(s) worked, time worked, full name of person being replaced, and position of person being replaced.
- C. All forms must be signed by the substitute and approved by the appropriate school official.
- D. The account number to be charged should be provided.

OVERTIME REPORTING FORMS

All overtime worked should be submitted for payment on an overtime report form. These forms can be provided by the Payroll Dept. When submitting overtime forms please provide information as to who is responsible for payment. If overtime is worked because of a rental of a facility, please submit forms to the Planning & Facilities Dept. for approval.

Please check with the Payroll Dept. periodically for current overtime rates for employees.

Substitute Teacher Pay Scale (see attached)

Payments made by schools (see attached)

Check Distribution (see attached)

SUBSTITUTE TEACHER PAY PRACTICE

NON-DEGREED WITHOUT CAT TEST	\$36.05 PER DAY
NON-DEGREED WITH CAT TEST	\$38.05 PER DAY
DEGREED	\$48.00 PER DAY
CERTIFIED	\$60.00 PER DAY

Non-Degreed, Degreed, and Certified substitute teachers shall be paid at a daily rate as listed above. However, when a substitute teacher teaches more than 15 consecutive days for the same teacher, the substitute shall be paid according to the following:

1. Non-Degreed substitute teachers (without CAT Test) after teaching more than 15 consecutive days for the same teacher, shall receive \$61.00 per day for all days taught beyond the 15 days.
2. Non-Degreed substitute teachers (with CAT Test) after teaching more than 15 consecutive days for the same teacher, shall receive \$63.00 per day for all days taught beyond the 15 days.
3. Degreed substitute teachers after teaching for more than 15 days for the same teacher, shall receive \$75.00 per day for all days taught beyond the 15 days.
4. Certified substitute teachers after teaching for more than 15 consecutive days for the same teacher, shall be paid on the basis of a Bachelor and zero years of experience on the minimum state salary schedule plus local increment for all days taught beyond the 15 days - \$174.80 per day.
5. In critical areas, the Superintendent has the authority to pay certified substitutes starting on day one with a Bachelors and zero years experience.

TEACHER ASSISTANT - NON DEGREED OR WITH CAT TEST	\$36.05
DEGREED & CERTIFIED	\$38.05
ON THE 11TH DAY	\$70.14
CLERICAL ASSISTANT ON THE 11TH DAY OR 80 HOURS	\$ 8.64
SECRETARY I ON THE 11TH DAY OR 80 HOURS	\$11.53

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