

California State University, Los Angeles
Payment Authorization for Substitute Teacher Pay
MEMORANDUM

TO: PAYROLL DEPARTMENT

Date: _____

FROM (department name): _____

NAME OF CHAIRPERSON: _____ **Signature:** _____

SUBJECT: SUBSTITUTE TEACHER PAY

****Prepared by (first and last name):** _____ **Ext:** _____

1. **Services Performed by (Name):** _____ **PS Position #:** _____
Employee ID #: _____ **Record #:** _____
Social Security Number: _____
Substitute for _____ **Dept.** _____
The substitute is employed _____, was employed _____, never employed _____ at CSULA.

2. **REASON FOR REQUESTING SUBSTITUTE TEACHER:**

3. **Position number to be charged: GFND** _____ **Unit** _____ **Class** _____ **Hourly Rate:** \$ _____
Chart Field: _____ **Account** _____ **Fund** _____ **Dept ID** _____ **Program** _____ **Total Payment:** \$ _____

SERVICE DATES AND HOURS WORKED - INDICATE THE DATE(s) AND THE NUMBER OF HOURS THE REGULAR FACULTY MEMBER WILL REPORT ON HIS/HER ABSENCE REQUEST FORM (F634) FOR THE

4. **PAY PERIOD IN WHICH THE ABSENCE OCCURRED:**

5. **DESCRIPTION OF SERVICES:**

Dates of Substitution _____ **Course No.** _____ **Total Hours Taught** _____ **Classification of Hours (Lecture or Activity/Lab)** _____

****Retirement System:** PERS STRS Other: _____
****Retired Annuitant:** yes no ****FERP:** yes no
****Funding Source State Contract:** yes no

6. **Approved by:** _____ **Date** _____ **Ext.** _____
(Authorized Signature)

****Mandatory**

PROCEDURES:

- For Substitute Teacher Pay, college resource managers or designee should ensure
 - All Substitute Teacher Pay forms be completed and signed by the Department Chair and Dean.
 - PS position number that has already been entered is reflective of the appropriate class code, reporting unit and chartfield prior to submittal.
 - List each day substituted on a separate line.
 - Show the total amount of time worked per day (record in hours).
 - Time must be submitted in increments of ½ hours (not less).
 - Indicate the time worked as Lecture hours or Activity / Lab hours.
 - A substitute teacher that has never worked for CSULA or has been away for more than one year must come to HRM for I-9 clearance.