

PAYROLL VOUCHERS - FREQUENTLY ASKED QUESTIONS (FAQ)

INSTRUCTIONAL SUBSTITUTE PAYROLL VOUCHER FREQUENTLY ASKED QUESTIONS

Q: I don't believe my daily rate is correct. Who do I contact?

A: Payroll x68520 or Human Resources x68400

Q: I worked a half day, do I enter .5 unit or 1.0 unit?

A: Select the "half day" option for the building you were in and enter 0.5 unit

Q: I'm subbing for a traveling teacher. Which building do I select?

A: Select the building that is their home school.

Q: I'm not in for 1 teacher - I'm in as a roving sub to cover various meetings, etc. What do I put in the "Additional Info" section?

A: Just put "roving sub"

Q: I accepted 2 different half day subbing positions, but in the same building. What do I enter?

A: Enter a single full day entry for the building, and list the 2 teachers in the "additional info" screen.

Q: I accepted 2 different half day subbing positions, in different buildings. What do I enter?

A: Enter a separate half day in each building.

Q: I'm subbing 5 consecutive days for the same teacher. Can I enter a single voucher for a quantity of 5 days?

A: No. For a variety of reporting purposes, we currently need each day entered as a stand alone transaction.

Q: What does "Awaiting Pay Supervisor 1" or "Awaiting Pay Supervisor 2" mean?

A: Awaiting Pay Supervisor 2 means that the voucher is awaiting online approval by the building secretary in the building in which you were subbing. Awaiting Pay Supervisor 1 means it is awaiting online approval by the building principal in the building in which you were subbing.

Q: I received an email that my voucher was declined. Why?

A: Log into WincapWEB. Click on the "info" for the declined voucher. Once you are in that voucher, you can click the "history" tab at the top, at which point you will see who did and did not approve the voucher. Whoever disapproved or cancelled it had to enter a comment. Read the comment and either reach out to that person or create a corrected voucher. DO NOT CONTACT PAYROLL OR HR. These departments cannot see your voucher while it is in the approval stream.