

SHORT TEMPORARY & SUBSTITUTE PAF INSTRUCTIONS

Complete the Short-Term PAF to ensure employee payment. Short-Term and Substitute employees receive payment on the 15th of each month for the previous month work. To ensure timely payment follow the [Payroll Deadlines](#) available on the Downloads page. [Short-Term/Substitute Employment Policy and Procedures](#) are available in the Human Resources Downloads Page.

SUBSTITUTE EMPLOYMENT:

1. **New Hire Packet:** All new employees must complete a New Hire Welcome Packet. If the person has already worked for the district in the past, only complete the PAF. Employee can update their personal information in Websmart.
2. **PAF:** Complete a PAF for a New Hire (Add New Position), Re-employment, Salary Change, Labor Distribution Change, and Termination.
 - *Board Approval:* Enter the date the Short-Term position was board approved.
 - *Dates of Employment:* This determines the dates the time sheet will be available on Websmart or Department Entry. The default end date for all Short-Term employment is 06/30/YY.
 - *Position Number:* Consists of six Characters, i.e. 2L2416 or 2M2416
 - First character of the position indicates the campus location.
 - 1.Chancellor's Office
 - 2.Skyline
 - 3.Cañada
 - 4.CSM
 - Second character is an "L" indicative of regular Short-Term/Substitute and "M" is for miscellaneous employees.
 - Last characters indicate the department's organization number.
 - *Effective Date:* Enter the date you want the employment and or change to reflect.
 - *Employment Type:*
 - Box A: Short Term Employee
 - Short-Term employment requires Board Approval (AB 500).
 - Box B: Substitute Employee
 - If you check this box, also complete the "Complete this Section if Hiring a Substitute."
 - Substitutes do not need Board Approval.
 - Substitutes can only replace an employee absent from work:
 - i.e. Leave of Absence, Sick/Vacation Coverage, Vacant Position.
 - Substitutes replacing someone in a vacant position can only substitute for 60-Days during recruitment period.
 - Substitutes cannot replace someone detailing in another position.
 - Box C: Retiree returning to the same classification or lower classification.
 - Box D: Retiree- Retiree returning in same or higher classification.
 - Box E: Miscellaneous- Requires Board Approval.

- *Job Title:* This will show in Websmart.
- *Salary Schedule:*
 - Short Term Employees salary schedule is 6T, MH or 80% of regular salary schedules.
 - Shot-Term Retirees are paid from regular salary schedule, highest step, + LSI prior to retiring.
 - Substitutes are paid 100% from regular salary schedules (i.e. 40, 50, 60, 70...)
- *Average Monthly Hours:* Hours you expect employee to work.
- *Labor Distribution:* The position Org and Labor Distribution Org must match. If there is a change in Org then the position# also changes. Check this box for any other distribution change.
- *Web Approver and FYI:* Enter name and G# of approver and FYI.
- *Time Sheet Reporting System:* Indicate if you want the employee to see their time sheet in Websmart and enter hours or if the department approver wants will manually enter hours in banner.