

Faculty Substitute Pay

In order for substitute pay to be processed for an individual, he/she must have an active part-time recommendation on file in Human Resources. **Pay to a substitute is accomplished using a Substitute Hourly Instructor Timesheet.** The guidelines for submission are different depending on the type of class being taught, and the status of the instructor substituting.

If the instructor substituting is a full-time or semesterly instructor, then:

A Substitute Hourly Instruction Timesheet is completed. The budget on the course being taught does not matter. Payroll can override the budget and add the pay to the individual's regular check. Send the Substitute Hourly Instruction Timesheet to the Payroll Department, MC 1116-D.

If the instructor substituting is an hourly instructor, then:

A Substitute Hourly Instruction Timesheet is completed. The budget on the course being taught **does** matter, as Payroll **cannot** override the budget. The instructor substituting must have a part-time recommendation on file that matches the budget number for the course being taught. If he/she does not, then a part-time recommendation must be completed and sent to HR. Send the Substitute Hourly Instruction Timesheet to the Payroll Department, MC 1116-D.

There is one other way to handle this if both instructors are already hourly and teaching in the same budget. In this case, the adjustment can be handled on their regular timesheets without the requirement to submit a substitute timesheet.

If the instructor substituting is not currently an active instructor (does not have a full-time assignment, nor a part-time recommendation for the current semester) but is a former instructor, then he/she is treated as a former employee and must have all the required paperwork for a former hire. The assignment should be listed as "standard hourly" on the part-time recommendation even if the course taught is a semesterly one. Rate of pay = \$19.50.

If the instructor substituting is not an employee (has never taught at HCC before) then he/she is treated as a new employee and must have all required paperwork for a new hire. The assignment should be listed as "standard hourly" on the part-time recommendation, even if the course taught is a semesterly one. Rate of pay = \$19.50.

In addition, the instructor who was absent from the class has a pay effect.

If full-time: take vacation, leave, etc.

If semesterly or standard hourly: a docking sheet, Semester Hour Payroll Adjustment, should be submitted to Payroll.

If hourly: hours will not be put on his/her timesheet.