Substitute Timesheet Instructions

SLPS can pay a person(s) as a contractor for your substitute need.  They must have 60 Credit hours to work as a sub (MO DESE requirement).  Below is the process for having SLPS contract a substitute on your behalf.

* Have the contractor to go SLPS nonpublic website and submit the required documentation to become a vendor
* School email’s nonpublic email address the name of contract and a copy of the unofficial transcripts  **(this is critically important as we need to know who the sub is so the purchasing office will add them to our system)**
* School get confirmation email from SLPS regarding the creation of vendor (or email stating what is needed)
* School submits Payment Request Form and the attached SLPS Nonpublic Substitute Time Card
* SLPS processes payment request and a check is cut and sent to the address on file for the contractor

**How to fill out the SLPS Nonpublic Substitute Form:**

* Enter Contractor Name, Address, City, State, Zip, Phone, and Email (should match what was already submitted)
* Select your School from the drop down list
* Select the month from the drop down list in which your filling out time
* **Pay Periods for Subs will be (1st-15th, 16th – End of Month)**
  + Select the Beginning of the Pay Period (1st or 16th)
  + Select the End of the Pay Period (15th, 28th, 30th, or 31st)
* **Select Substitute Type:**
  + Daily Sub – Person that may work sometimes, but not everyday
  + Building Sub – Person works everyday, but moves around from classroom to classroom depending on need
  + Long-Term Subs – Person filling the need of a teach who is out and only covering that class
    - Rates
      * Daily - $93.00
      * Building - $120.00
      * Long-Term -- $145.00
    - Based on this information, Select the Substitute type
      * The rate will automatically fill in based on the substitute type
  + Enter if they were present for that day of the month
    - **Click the present box and select Y or N for all the days in the Pay Period**
      * The Daily total will calculate automatically
      * Total Pay will calculate automatically based on what you fill out in the form.
* **Print the form, both the Principal (or authorizing agent) and Contractor must sign the form.**
* Attach the signed sub timesheet and a completed SLPS Purchase Request form, and send email to [nonpublic@slps.org](mailto:nonpublic@slps.org)