

SUBSTITUTE PACKET

PAYROLL INFORMATION

Welcome to Augusta County Public Schools! Substitutes are needed for various positions throughout the school year. Job opportunities vary based on the location and positions available and may include daily, weekly or long-term assignments. Employment requirements shown below must be provided PRIOR to becoming an active substitute with Augusta County Public Schools.

PERSONNEL DOCUMENTS/REQUIREMENTS:

- Employment application
 - Virginia Department of Social Services Registry/Child Protective Services Central Registry Release of Information form
 - TB form
 - Fingerprinting
 - Drug-Free Workplace form
-

PAYROLL DOCUMENTS:

- Employment Eligibility Verification (Form I-9): Complete Section 1 ONLY. Sections 2 and 3 to be completed by School Board Personnel ONLY.
 - Required Original Identification for I-9: Refer to List of Acceptable Documents located on the back of the I-9 form.
 - Federal Tax Form (W-4)
 - NOTE: For advice on tax withholdings, please consult your tax preparer or advisor.
 - State Tax Form (VA-4)
 - Direct Deposit Application: Submit with either voided check or written bank verification showing routing and account number
 - Direct deposit is mandatory
 - Original, signed form is required. No email or scanned copies are accepted.
 - Deadline for direct deposit changes - 1st of the month
-

PAY RATES:

POSITION	PAY RATE - HOURLY	ADDITIONAL INFORMATION
Substitute teacher	\$ 9.00	
Substitute aide	\$ 8.30	
Substitute teacher, long-term	\$ 18.00	16 or more consecutive days; possess teaching license or BS, BA degree with experience in the area substituting
Substitute aide, long-term	\$ 9.30	16 or more consecutive days
Homebound Instructors	\$ 30.00	

***NOTE: Substitutes are employed and paid on an hourly basis without issuance of an employment contract

TIMEKEEPING REQUIREMENTS:

All substitutes will record their time on the automated Timeclock system. Each school assigns an administrator to oversee the Timeclock function. Report issues or clocking errors immediately to the administrator.

If schools do not open due to inclement weather or emergency, the substitute will not work or be paid.

PAY PERIODS:

Substitute employee payroll is dated the fifteenth (15) day of the month for the hours worked in the preceding month. *Example: hours worked October 1st through 31st will be paid on November 15.*

- If the 15th falls on a weekend, deposits will take place the prior Friday.

PAYSTUBS:

Employees may view their paystub on the school boards secure, web-based payroll information access system called E-Stub. Directions to access E-Stub are as follows:

- Go to the school board website, www.augusta.k12.va.us. Click on the E-Stub icon located under the *Site Shortcuts* or *Staff* section.

- At the BAI Municipal Software log in screen, type **ACSB** (all caps) for both the User Name and the Password. No Company Number is required. ***This initial log-in User Name and Password will not change.***



- Click the Log On button. This gives access to the School Boards system.
- You are now looking at the Navigation Menu for Augusta County Schools. To view E-Stub, select “Check Processing” from the Function drop down box.
- First time users must create a PIN before continuing. Click on the “***To create a PIN or for other PIN options, click [here](#)***” in the upper, right-hand section and create a new PIN.
- Fill out the information requested in all of the fields. **Your first and last names must match what is in the payroll system (no nicknames).** Payroll enters name information from your completed tax forms.
- **PLEASE NOTE:** The PIN is case sensitive.
- The email address can be your work or home address.
- Once all information is complete, click on the Submit button.
- Click on Return to Processing, and enter your last name, birth date, and newly created PIN. This will take you to the Pay Stub Inquiry screen.
- You may now select the pay date information you wish to view or print.