



# SHASTA UNION HIGH SCHOOL DISTRICT

BUSINESS SERVICES MANUAL

# ACCOUNTING GUIDELINES

The purpose of this handbook is to familiarize District personnel with the fundamental procedures for purchasing supplies, materials, equipment, and services. The objective of the Accounting Department is to establish an effective organizational structure for controlling the procurement and distribution of all goods and services. This ensures that the District complies with legal and State requirements as well as Governing Board policies.

The procurement function is a key responsibility of the Governing Board, which retains sole approval authority and responsibility for all purchase contracts of the District, unless specifically delegated by official Governing Board action.

This purchasing handbook serves as a reference guide for the methods used within the Accounting Department and assists users in addressing day-to-day questions related to purchasing and procurement activities. The handbook adheres to the Government Code of the State of California, specifically sections 54202 and 54204, which require the following:

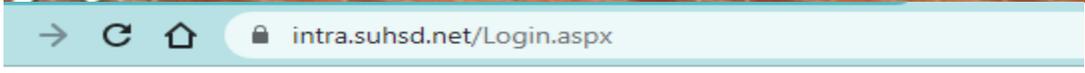
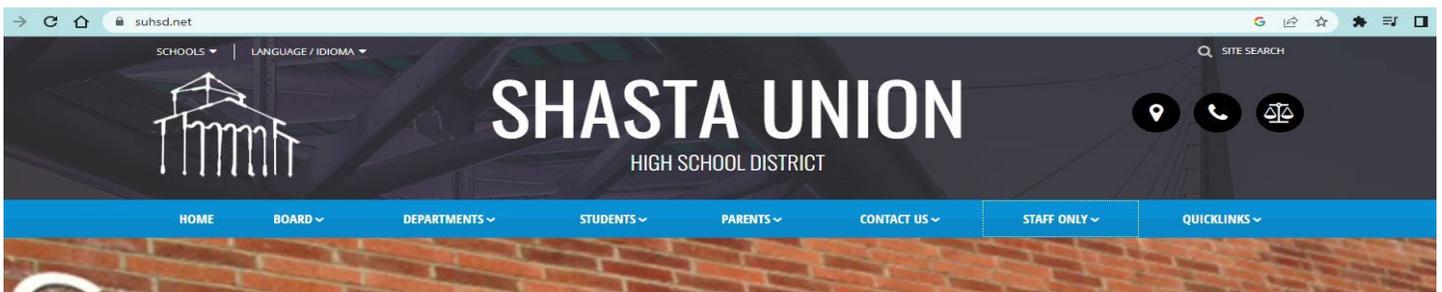
- 54202: Every local agency must adopt policies and procedures, including bidding regulations, governing the purchase of supplies and equipment. All purchases by the local agency must comply with the duly adopted policies and all relevant laws. No policy, procedure, or regulation inconsistent or conflicting with this statute shall be adopted.
- 54204: If the local agency is not a city, county, or city and county, the policies outlined in Section 54202 must be adopted through a written rule or regulation, with copies made available for public distribution.

The Governing Board's intent is to ensure that the Purchasing Department, representing the District, accomplishes the following:

- Act in the best interest of the District in all transactions.
- Consider public service as a sacred trust, prioritizing the District in which we are employed.
- Obtain the maximum value for every dollar spent.
- Comply with applicable provisions of the Shasta Union High School District Board of Education, state, and Federal laws governing purchasing.
- Conduct purchasing and contracting without favoritism or prejudice, avoiding unfair practices and providing equal opportunities to all vendors.
- Conduct purchases on a competitive basis when required by law.
- Solicit formal bids as per the guidelines in this purchasing handbook.
- Establish descriptive specifications for desired materials and, when possible, attract and develop a group of responsible bidders capable of offering the best prices, quality, and service.

- Utilize efficient procedures, records, and reports in carrying out the purchasing function.
- Maintain a bidder's list and vendor file for the District.
- Publicly open advertised bids at the designated time and place.
- Award contracts to the lowest responsible bidder(s) who meet all specifications or reject all bids.
- Standardize equipment and supplies used within the District.
- Employ open or blanket purchase orders with vendors where a continuous supply flow is necessary for the District.
- Collaborate with organizations and individuals dedicated to enhancing the development and integrity of the purchasing profession.
- Utilize piggyback contracts, authorized by the Governing Board, to acquire equipment or supplies within the legal limits.
- Stay updated on local, State, and Federal laws relevant to public purchasing.
- Facilitate purchasing transactions through timely processing of requisitions, purchase orders, formal contracts, or other applicable written instruments.
- Decline personal gifts or gratuities.
- Evaluate each transaction based on its merits and promote fair, ethical, and legal trade practices.
- Adhere to all applicable provisions of the California Public Contract Code, California Education Code, and California Government Code.
- California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. When utilized correctly, CMAS streamlines the procurement process.

**ALL FORMS FOR Shasta Union High School District CAN BE FOUND ON THE STAFF WEBSITE:**



**.ogin**

Username:

Password:

**Login**

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## Verification Process:

All purchase requisitions, direct pays, and travel reimbursements must undergo verification to ensure the following:

1. **Verification of prior authorization** (ANY TRAVEL OR PURCHASE MUST BE APPROVED PRIOR TO PURCHASE OR TRAVEL)
2. Sufficient Budget: The available budget must be adequate to cover the requested expenses.
3. Appropriate Signatures: Requisitions and conference requests must be signed by the appropriate authorized personnel.
4. Correct Account Codes: The correct account codes must be assigned to each transaction for accurate accounting.
5. Complete Vendor Name and Address: The vendor's name and address must be provided in full.
6. Clear and Accurate Description of Products or Services Requested: The description of the requested products or services should be clear and accurate.
7. If the purchased item will impact a classroom or office and/or need to be installed by maintenance it **must be approved by the District Maintenance and Operations Director before it will be approved for purchase.**

# Petty Cash Reimbursement Form (D215)

Petty Cash and Personal Reimbursement:

Petty cash is only allowed for purchases under \$35. Reimbursements from petty cash require prior authorization from both the department head and the principal. To request petty cash reimbursement, fill out form D215 and submit it to the respective site administrator. Ensure that the request is signed by both you and the site administrator. Attach receipts for actual purchases and avoid combining personal items with school-related purchases on the same receipt. Reimbursements must match the exact amount on the receipt. Purchases exceeding the \$35 limit will be processed through the accounting department as an employee reimbursement.

	<b>Shasta Union High School District</b> <b>PETTY CASH</b>	NUMBER: _____  DATE : <b>6/20/23</b>												
<b>AUTHORIZATION FOR DISBURSEMENT OF FUNDS</b> REIMBURSEMENT NOT TO EXCEED \$35.00														
+ DO <input checked="" type="checkbox"/> EHS <input type="checkbox"/> FHS <input type="checkbox"/> PHS <input type="checkbox"/> SHS <input type="checkbox"/> SLC <input type="checkbox"/> Transp. <input type="checkbox"/> UPreg <input type="checkbox"/> Other:														
<b>VENDOR</b>	<b>ITEM PURCHASED</b>	<b>AMOUNT</b>												
<b>Dollar Tree</b>	<b>Calculators</b>	<b>5.00</b>												
<b>Dollar Tree</b>	<b>Pencils</b>	<b>10.00</b>												
<b>ACCOUNT #</b>														
<b>01.XXX.XXXX.XXXX.XXXX.XXXX.XXXX.XXXX</b>														
Reason for Purchase:														
<b>Classroom Testing Supplies for students</b>														
<b>INVOICE TOTAL</b>		<b>15.00</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">CASH RECONCILIATION</th> <th style="width: 20%;">DATE</th> <th style="width: 50%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>CASH OUT</td> <td></td> <td></td> </tr> <tr> <td>CASH RETURNED</td> <td></td> <td></td> </tr> <tr> <td>TOTAL PAID OUT</td> <td></td> <td></td> </tr> </tbody> </table>			CASH RECONCILIATION	DATE	AMOUNT	CASH OUT			CASH RETURNED			TOTAL PAID OUT		
CASH RECONCILIATION	DATE	AMOUNT												
CASH OUT														
CASH RETURNED														
TOTAL PAID OUT														
Requested by: <b>Jane Doe</b>	Authorized by: <b>Signature required</b>													

# Purchase Requisition Form (D211)

## Purchase Orders:

The procedure for purchasing materials, supplies, and equipment using District funds is as follows:

1. Purchase requisitions will be converted into purchase orders only if sufficient unencumbered funds are available or additional appropriations have been arranged through established channels. Approval must be obtained in advance, except for emergency purchases.
2. Specifications for the purchase should be as detailed as possible when submitting them to the Accounting Department. Employees cannot make commitments to vendors without proper authorization. Specifications for instructional items should be developed by the appropriate instructional departments.
3. It is encouraged to anticipate material and service needs to facilitate orderly and non-emergency- based purchases.
4. Requisitions are not legally binding contracts for purchase. A purchase order will be issued after the requisition meets all the requirements mentioned above.

## Receipts of Goods/Services:

When goods or services are received directly by the site or department, the signed and dated packing slip or invoice must be sent to the Business Office within three working days.

## Blanket Purchase Orders:

Blanket purchase orders should be used when multiple purchases are expected throughout the year from a single vendor. This includes recurring purchases of parts, supplies, contracts, leases, planned repairs, and similar items.

**Shasta Union High School District**

**PURCHASE REQUISITION**

<b>Date</b>	<b>6/20/2023</b>	<b>PO #</b>	
		<b>REQ#</b>	
<b>Vendor Name:</b>	Sample Form	<b>SHIP TO:</b>	Shasta High School Dist.
<b>Vendor Address:</b>	123 ABC Drive		C/O Accounting
	Redding, CA 96001		2200 Eureka Way Ste B
<b>Vendor Phone #</b>	530-241-3261		Redding CA 96001
<b>Vendor Fax #</b>			
<b>Budget Year:</b>	<b>2023-2024</b>	<b>Requestor:</b>	Jane Doe

QTY	Item Number	Description	Unit Price	Total
				-
2	ABC001	Mechanical Pencils	5.00	10.00
3	ABC002	Cases of Copy Paper	15.00	45.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

<b>Note: Purchases made in the name of the District</b>			<b>SUB TOTAL</b>	55.00
<b>without an authorized purchase order may be considered</b>			<b>SALES TAX</b>	3.99
<b>an obligation of the person making the purchase and not</b>			<b>SHIPPING (10%)</b>	5.90
<b>an obligation of the District (BP 3310 &amp; BP3314)</b>			<b>TOTAL</b>	64.89

Fund (2)	Site (2)	Prog (4)	Sub-Prog (3)	Object (4)	Mgr (3)	Resc (4)	Goal (4)	Func (4)	Distribution Amount
01	XX	XXXX	XXX	XXXX	XXX	XXXX	XXXX	XXXX	50.00
01	XX	XXXX	XXX	XXXX	XXX	XXXX	XXXX	XXXX	14.89

Requested by:	Jan Doe	Site Administrator:	Signature
Department Head:	Signature	District Administrator:	

## Travel/Conference/Mileage Reimbursements:

Timely processing of travel-related requisitions is crucial. Fill out and have forms approved for conference requests **no less than 30 days prior to travel to allow for necessary arrangements**. Submit conference registration, hotel accommodations, and travel arrangements to the district office as soon as possible. When booking conferences, ensure sufficient time for reservations and advance payment, especially for early bird specials. Employees need to work with their principal or immediate supervisor to have the hotels paid via the district and not on their personal credit cards.

For airfare, it's recommended to book at least 30 days in advance for the best value. Flights need to be submitted ahead of time and allow for the district or site principals ample time to process on a district credit card. Airfare should be booked through your supervisor or through the district office on a district credit card. Employees need to work with their principal and supervisor to get the airfare paid and not put flights on their own personal credit cards. (The district will not reimburse for spouse/partner travel nor for upgrades to allow for families.)

When more than one employee is attending a conference it is district policy to have attendee's car pool. Mileage reimbursement and parking will be paid to only 1 person.

When submitting the travel claim form (Form D310), attach the actual receipt for airfare, hotels, and baggage, parking and Uber/taxi reimbursements. The district does not pay for flight upgrades or gratuities.

Hotels associated with the conference should be booked in advance and if time permits and the hotel allows, the district office can issue a check or send in a credit card authorization for lodging costs.

Upon check-out, obtain a detailed itemized receipt, which must be returned to the accounting department. Only parking expenses will be reimbursed in addition to the hotel cost, and any other amenities or extras are the employee's responsibility.

Travel claims must be submitted to the district office within 10 days of travel, accompanied by original itemized receipts (except for meals and mileage). The district will reimburse for Uber/Taxi/Shuttle to and from an airport to the hotel and back. The district **will not** reimburse for Uber/Taxi/Shuttle to and from the hotel to other destinations such as dinners, site seeing, etc. Most conferences are designed so that access to restaurants and such are within walking distance of the event.

Anyone attending a meeting or conference outside of the Redding area must fill out a Conference and Travel Request Form (D310) prior to traveling.

## Meal Reimbursement:

Per IRS regulations: **Meal reimbursement is applicable only for overnight stays.** The district will only provide reasonable meal reimbursements based on the rates recognized by the IRS. **Tips and alcohol purchases are not eligible for reimbursement.**

Meals are also not reimbursed when 1.) The meal is being provided by the event 2.) The hotel offers meals for breakfast, etc. 3.) For add-on meals at Events that are not included as part of the event itself.

**SHASTA UNION HIGH SCHOOL DISTRICT  
CONFERENCE & TRAVEL REQUEST**

Must have prior approval for any travel to take place. Advance notice required for pre-paid expenses through the Accounting Department.

NAME John Doe SITE SHS DATE 7/1/23

**CONFERENCE DETAILS** (Attach conference brochure or itinerary)

Conference Name: School Services Purpose: Professional Development

Location: Hyatt Regency 1209 L St City, State: Sacramento, CA

Departure Date & Time: 8/1/23 11:00 am Return Date & Time: 8/4/23 5:30 Pm

Substitute Dates: N/A

**EXPENSES** (who will be funding this travel)

Funding/Account Code: 01.xx.xxxx.xxx.5210.xxxx.xxxx Signature (If not funded by site Principal)

**CURRENT PER DIEM RATES:** MILES = 65.5 cents per mile BREAKFAST = \$13.00 LUNCH = \$15.00 DINNER = \$26.00  
 \*Per Diem meals do NOT need receipts\* All other expenses (air fare, registration, hotel, tolls and etc.) must be submitted with receipts.  
 Any meals included with conference or hotel will not be eligible for reimbursement.

	BEFORE TRAVEL	AFTER TRAVEL	
	ESTIMATED COSTS	ACTUAL COSTS	COSTS TO BE REIMBURSED
Conference Registration (attach completed form) <input type="checkbox"/> Accounting to send in registration and pay fee <input checked="" type="checkbox"/> Already registered Payable to: <u>School Services</u>	\$250.00		
Lodging/Hotel (attach reservation) <input type="checkbox"/> Accounting to reimburse traveler upon return <input checked="" type="checkbox"/> Accounting to mail check to Hotel Payable to: <u>Hyatt Regency</u>	\$500.00		
Air Fare (attach reservation) <input type="checkbox"/> Accounting to reimburse to traveler upon return <input type="checkbox"/> Accounting to reimburse to traveler before travel (attach receipt)	N/A		
Rental Car (attach reservation)	N/A		
Parking (attach receipt upon return)	included with Hotel		
Miles (attach map, route from your worksite to destination)	200 x \$ .655 = 131	___ x .655 = ___	___ x \$ .655 = ___
<b>MEALS: REIMBURSED FOR OVERNIGHT, OUT-OF-TOWN TRAVEL ONLY</b>			
Breakfast (Necessary travel beginning before 7:01 AM and lasting at least four hours)	0 x \$13 = 0	___ x \$13 = ___	___ x \$13 = ___
Lunch (Necessary travel beginning before 11 AM and extending at least four hours)	2 x \$15 = 30	___ x \$15 = ___	___ x \$15 = ___
Dinner (Necessary travel beginning before 5 PM and extending to 6:59 PM)	3 x \$26 = 78	___ x \$26 = ___	___ x \$26 = ___
Other:			
Other:			
<b>TOTAL</b>	<b>\$989</b>		

Professional Growth Credit Requested? Yes  No

Article B. 1. 5.3 ... (Certificated employees) shall pay all costs related to attendance at conferences, workshops, inservice training, or any other meeting(s), if the employee receives, or intends to receive, unit credit for advancement on the salary schedule ... If the employee's attendance is approved by the supervising administrator, the District will pay the cost of a substitute and employee's regular pay when the absence occurs on a scheduled workday.

**BEFORE TRAVEL**

John Doe 6/1/23  
 Employee Signature Date

Required 6/2/23  
 Principal Signature Date

\_\_\_\_\_  
 Superintendent Signature Date

**AFTER TRAVEL**

I agree that, within 10 days after my return, I will submit a copy of this claim, detailing all expenses that are incurred for the described activity. I acknowledge my responsibility to submit receipts in accordance with Board Policy.

\_\_\_\_\_  
 Employee Signature Date

D310-1/1/22



# AUDIT CONTROL REQUIREMENTS

**Original Invoices:** The Business Office retains all original invoices, contracts, and supporting documents submitted for payment. Copies of invoices or support should be retained by the respective sites. Paying from duplicate copies of invoices may result in duplicate payments.

**Sufficient Budget:** Prior to authorizing any expenditure, it is essential to ensure that there is sufficient budget available.

**Payment Processing: Direct Pay:** All payments must be accompanied by the original invoices. The forms for payment should include all necessary signatures.

**Purchase Orders:** Invoices should be dated after the Purchase Order issue date. Payments will not be made for invoices dated prior to the Purchase Order date.

For new Vendors a signed w9 from the vendor must be included with the purchase request.

- **Purchase Order with Receiving:** For goods or services received or provided, a packing slip or a copy of the invoice must be initialed and dated.
- **Blanket Purchase Order (one-time payment):** For services or intangibles (such as software licenses) received, a copy of the invoice must be initialed and dated.
- **Blanket Purchase Order:** For goods or services received or provided, a packing slip or a copy of the invoice must be initialed and dated in order for a payment to be processed.

## CONTRACTED SERVICES (INDEPENDENT CONTRACTORS)

The District utilizes two methods of payment for services: payroll for employees and accounts payable for independent contractors, also known as consultants. Determining the status of an individual providing services to the district as either an employee or an independent contractor involves adherence to various complex laws, including common law, statutes, and IRS regulations.

The following circumstances require an individual to be compensated as an employee when providing services to the district:

1. When the individual is performing the duties of an existing job classification, they cannot be classified as an independent contractor.
2. When the individual does not meet the legal definition of an "independent contractor."

According to SUHSD board policy (BP3600), consultants are authorized to provide expert professional advice or specialized technical or training services that are not required on a continuous basis and cannot be fulfilled by district staff due to limitations in time, experience, or knowledge. Consultants, whether individuals, firms, or organizations, may assist management with decisions and project development in areas such as finance, economics, accounting, engineering, law, administration, instruction, or other relevant matters.

As part of the contracting process, the Superintendent or their designee must determine, in compliance with Internal Revenue Service guidelines, that the consultant is appropriately classified as an independent contractor. District employees performing extra-duty consultant services cannot be retained as independent contractors and must be considered employees for all purposes, even if the additional services are unrelated to their regular duties.

All consultant contracts must receive approval from the Board. The district is prohibited from contracting for consulting services that can be obtained at no cost from a public agency or official, unless those services are unavailable from the public source due to reasons beyond the district's control.

Equal opportunity must be afforded to all qualified firms or resource persons for consultant contracts, regardless of race, creed, color, gender, national or ethnic origin, age, or disability.

Independent contractors applying for a consultant contract must submit a written conflict of interest statement, disclosing financial interests as determined necessary by the Superintendent or their designee, based on the range of duties to be performed by the consultant. This statement will be considered when deciding whether to recommend the consultant's employment, in accordance with the districts conflict of interest policy (cf. 9270).

# SHASTA UNION HIGH SCHOOL DISTRICT PAYROLL INFORMATION

# PAYROLL CONCEPTS

The Payroll Concepts Manual serves as a reference guide for various personnel within the District, including administrators, office technicians, school administrative assistants, time reporters, and all District employees. It provides a comprehensive collection of payroll information, documents, forms, and relevant sections from personnel policies and Collective Bargaining Unit Agreements.

It is important to note that the manual does not substitute the Collective Bargaining Unit Agreements, Board Rules, or Personnel Commission Rules. Instead, it serves as a helpful guide for users. The manual is structured into key payroll subjects that are frequently referenced by administrators and personnel involved in time reporting.

Overall, the Payroll Concepts Manual facilitates effective payroll administration within the District, ensuring accurate and efficient processes are followed.

## Timecards

The time card serves as the official document within the District for recording an employee's attendance or absence for the purpose of time reporting.

The use of the time card is mandatory according to the Board Policy and is subject to review by the District's designated auditors.

It is essential to maintain records that substantiate the reported time for salary payment in the Payroll Administration. These records must be kept on file at the respective location for a period of five years, as specified in the Board of Education report.

Prior to reporting any absence time, it is necessary to complete and obtain approval for the appropriate absence certification forms.

- Certificated Absence Form
- SSEA Extra Duty Time Card
- Classified ESP Employee Absence and Leave Form
- Classified CSEA Employee Absence and Leave Form
- Classified Time Card
- Classified Extra Duty

# Instructions for completing Timecards

Leave Definitions (In-depth descriptions can be found in the contracts):

- **Sick Leave** – Employees are entitled to sick leave for injury or illness and shall be prorated if only a portion of the day is used
- **Personal Leave (deducted from the sick leave bank)** – Can be used when their absence is not covered under another leave policy
- **Personal Necessity Leave (deducted from the sick leave bank)** – To care for an immediate family member when sick, appear in court under an official order, to attend religious observances, as well as other items as allowed per the Union Contracts
- **Bereavement Leave** – Entitled to 5 days for immediate family member and not deducted from the salary of the employee
- **Jury Duty** – Only granted if an employee is serving on a jury.
- **School Business** – Granted to employees for to attend meetings and trainings required by the district, pre-approved conferences, athletic events in which an employee is the coach, and other various school activities as approved by the district.

Certificated Timecards:

In the case where a certificated employee has a supplemental assignment, such as Adult Education or Driver Safety, it is necessary for them to accurately record the time for their supplemental assignment on the SSEA Extra Duty Timecard. Separate time cards should be maintained for each additional assignment. This practice ensures the District can provide documentation to support its claims for government funding.

Employees absent from duties for less than one whole work day shall be charged sick leave on the basis of a six-period day, prorated to the period, or major fraction thereof.

In addition, certificated employees are required to complete the Semi-Annual Certification Form and the Multi-Funded Time Report Form for the fiscal year. These forms help track and report time accurately for funding and auditing purpose

## **Earning Additional Leave through Period Subbing:**

If a teacher is requested or volunteers to substitute during the teacher's preparation period, the teacher will be paid the Class 2 rate from the Schedule of Hourly Pay. This will be recorded on the teacher's time card by the site administrator and paid at the end of each month. However, the teacher can choose, when accepting a preparation period substitution assignment, to earn additional leave in increments of two tenths (0.2) of a day instead of pay.

**The employee must choose compensation "with pay" or "earn additional leave credit" on the period substitute form** and signed with signatures by both employees and the site Administrator. Compensation can be paid on an employee's paycheck on the following month.

If the period sub is for school business, no deduction in leave to the unit member shall be made. If the teacher completes the equivalent of a full day within a school year, this amount may be converted to an additional day of personal leave and used under Section 11.9. Additional leave earned through substituting shall be carried over to the following school year, but must be used or paid out by the end of the first semester of that year at the prorated share of the substitute teacher per diem daily rate. Additional leave earned through substituting not used or paid out by the end of the first semester of that year will be paid out at the end of the first month of the next semester. Any staff member wishing to have accrued additional leave credit earned through substituting paid out at the end of any other month will notify payroll on or before the 1st of the month.

## **Certificated Substitute:**

Certificated substitutes can be categorized as day-to-day substitutes, who are assigned on an as-needed basis. These substitutes are paid a daily base rate and are not eligible for holiday pay but are eligible for 24 hours of illness/personal necessity benefits. Substitutes who sub for a teacher with a 6<sup>th</sup> period assignment, **must** circle 6<sup>th</sup> period yes in order to be compensated by payroll.

If a certificated substitute has previously accrued illness hours through another assignment, they may have the option to utilize those hours during their substitute assignment. However, this is subject to authorization by the administrator of the school site where they are working.

An **extended day-to-day substitute** refers to a substitute who serves for more than 20 consecutive working days in the same assignment, either as a replacement for a specific absent employee or in an unfilled position within regular K-12 settings.

Upon approval of the request, the substitute will be designated as an extended day-to-day substitute and will receive payment at the extended day-to-day substitute rate.

When the extended assignment concludes, the substitute will revert to their previous status as a day-to-day substitute and will be compensated accordingly.

**SHASTA UNION HIGH SCHOOL DISTRICT**

Request for a Substitute at:  EHS    FHS    PHS    SHS    SCA  
 48-hour notice is required except in an emergency.      Date Submitted: 8/1/23  
 Teacher requesting substitute: John Doe for 8/17/23 (dates)  
 Period(s) including your prep period, if not requesting a full-day substitute:  
 Prep period: 3rd  
 0.     1.     2.     3.     4.     5.     6.     7.

<input checked="" type="checkbox"/> Full Day
Frontline # _____
<input type="checkbox"/> Partial Day/ Period(s) _____
<input type="checkbox"/> No Substitute Needed

Check the appropriate reason for the request, if it is school business state the nature and location of the activity below:

- Personal Necessity (Article 11.8)     Doctors Appointment (Article 11.2)     Illness/ Sick Leave (Article 11.2)  
 Personal Leave (Prior day notice to site principal is required, Article 11.4)     Bereavement (Article 11.6)  
 Additional Leave Credit (Must be used in full-day increments)     Jury Duty (Article 11.7)  
 School Business (Must be pre-approved by the site principal or vice principal)     Other (Articles 11.3, 11.4, 11.5)

<input type="checkbox"/> District Meeting/ Conference: _____ Location: _____	<input type="checkbox"/> Athletics (Sport) _____	<input type="checkbox"/> Negotiations _____	Bill to: _____
--	---	--	-------------------

Teacher's Signature: John Doe      Date: 8/1/23

**This section is to be completed by the substitute**

EMPLOYEE (complete other side)       SUBSTITUTE  
 Days taught: 1    6<sup>th</sup> Per  Yes    No (Circle One)  
 Substitute (PLEASE PRINT): Jane Smith      Last 4 of SSN: 1234  
 Address: 2200 Eureka Way Redding, CA 96001  
 Phone: 530-222-2525      Email: jsmith@yahoo.com  
 Substitute Signature: Jane Smith      Date: 8/17/23  
 Administrator's Signature: JL      Date: 8/17/23

Payroll use only: Account Code \_\_\_\_\_

**Complete this side for period substitutes**

Teacher requesting substitute: \_\_\_\_\_ for \_\_\_\_\_ (date)

**This section is to be completed by the substitute**

Check one:  With Pay     Earn Additional Leave Credit      Period: \_\_\_\_\_  
 Substitute (PLEASE PRINT): \_\_\_\_\_  
 Substitute Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Check one:  With Pay     Earn Additional Leave Credit      Period: \_\_\_\_\_  
 Substitute (PLEASE PRINT): \_\_\_\_\_  
 Substitute Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Check one:  With Pay     Earn Additional Leave Credit      Period: \_\_\_\_\_  
 Substitute (PLEASE PRINT): \_\_\_\_\_  
 Substitute Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Check one:  With Pay     Earn Additional Leave Credit      Period: \_\_\_\_\_  
 Substitute (PLEASE PRINT): \_\_\_\_\_  
 Substitute Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Check one:  With Pay     Earn Additional Leave Credit      Period: \_\_\_\_\_  
 Substitute (PLEASE PRINT): \_\_\_\_\_  
 Substitute Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Check one:  With Pay     Earn Additional Leave Credit      Period: \_\_\_\_\_  
 Substitute (PLEASE PRINT): \_\_\_\_\_  
 Substitute Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Shasta Union High School District**  
**Classified Sub and Student Time Card / Certificated Extra Duty, Home & Hospital, I/S**

Employee Name: John Doe Month: Aug Year: 2024  
 Site: EHS Employee Signature: John Doe  
 Position: EHS Home and Hospital Supervisor Signature: JC  
 Sub For: \_\_\_\_\_

Date	Regular	OT	Sub for / Remarks	Date	Regular	OT	Sub for / Remarks
1				17			
2				18			
3				19		1.25	EHS H & H
4				20		1.5	EHS H & H
5				21		1	EHS H & H
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16							

PAYROLL USE ONLY				
Total Hours	Account Code	Hourly Rate	Total Payment	Account Number

**Classified Employee Timecards:**

1. Accurate Records: SUHSD classified employees are required to maintain accurate records of the time they have worked using approved time-keeping documents. These records should reflect actual time worked, as well as any leave, breaks, absences, and time not devoted to work-related duties.
2. Employee Signature: Employees are responsible for signing their time-keeping records in the section designated for their signature. By signing, employees are confirming that the noted time on the record is accurate.
3. Supervisor Review and Signature: Time-keeping records must be reviewed for accuracy by a supervisor and bear the supervisor's signature in the designated section. The supervisor's signature must be obtained before submitting the records to the payroll department for processing.
4. Individual Responsibility: Employees should only sign or execute their own time-keeping records. It is strictly prohibited for anyone else to execute an employee's time-keeping record.
5. Timely Submission: Time-keeping records should be submitted for payroll processing according to established guidelines. Failure to submit the records on time may result in delayed or incorrect compensation for the employee.
6. Classified ESP/CSEA Absence forms shall be completed and turned into an employee's direct supervisor for prior approval of certain leaves.
7. All absences shall be recorded on the classified time card with the correct designation for the absence clearly marked. Any absence from work is required to be

indicated on an employee's time card.

SHASTA UNION HIGH SCHOOL DISTRICT  
CLASSIFIED ESP EMPLOYEE ABSENCE AND LEAVE FORM

Please complete and sign this form.  
CHECK APPROPRIATE BOXES FOR ABSENCE

PRINT NAME: Jane Doe

TODAY'S DATE: 6/26/23

WORK LOCATION: SHS

DATE(S) ABSENT: 6/15/23-6/16/23

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Bereavement</b>	<b>Personal Leave</b>	<b>Personal Necessity Leave</b>
<p>5 Day Maximum Article 9.3</p> <p>State Relationship: (member of immediate family)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>3 Day Maximum Article 9.7</p> <ol style="list-style-type: none"> <li>1. The primary responsibility of the employee is to the job assignment.</li> <li>2. The leave is intended to provide employees with an opportunity to attend to compelling personal obligations which cannot be met outside of normal work hours.</li> <li>3. Leave is deducted from sick leave, or is unpaid if sick leave is exhausted.</li> <li>4. Leave is limited to three (3) days per year.</li> <li>5. Leave is limited to five (5) employees per day per school.</li> <li>6. Prior day notice is required except in emergency situations.</li> <li>7. Leave does not include activities involving recreation or compensation.</li> <li>8. Leave is not cumulative from year to year.</li> <li>9. The Site Administrator may request substantiation from the employee if additional information is required.</li> </ol>	<p>7 Day Maximum, Article 9.6</p> <p>*NOTE: If absence is for an immediate family member</p> <p style="text-align: center;">STATE RELATIONSHIP:</p> <p>_____</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> -Death, accident, or illness involving immediate family, other relatives; accident involving the employee's personal property or the personal property of immediate family, or other relatives. These days are in addition to those provided for bereavement.</li> <li><input type="checkbox"/> -Appearance in court as a litigant; or as a witness under official order.</li> <li><input type="checkbox"/> -Inability to get to the employee's assigned place of duty because of circumstances beyond his/her control. Not less than one-half (1/2) day of leave may be used for this purpose except that not less than one (1) full day of leave may be used for this purpose in those instances where prior notification is not given.</li> <li><input type="checkbox"/> -Attend religious observances, weddings, ceremonies, or traditional observances honoring the employee or members of the employee's immediate family.</li> <li><input type="checkbox"/> -To attend legal or business matters of which cannot be scheduled outside of work day and are of compelling personal importance.</li> <li><input type="checkbox"/> -To take examinations related to advanced training which cannot be scheduled during off-duty hours.</li> </ul>

**AFFIDAVIT**

I have truthfully completed this form and have taken (or will take) the absence or leave within the Article limitations.

6/26/23 Jane Doe  
Date Employee's Signature

Site Administrator Approval  
6/23/23 Must be signed by Principal or Immediate Supervisor  
Date Site Administrator Signature

PRINT NAME: Jane Doe  
WORK LOCATION: SLC

TODAY'S DATE: 5/1/23  
DATE(S) ABSENT: 5/30/23-5/31/23

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Bereavement</b>	<b>Personal Leave</b>	<b>Personal Necessity Leave</b>
<input type="checkbox"/> 5 Day Maximum for Immediate Family <input type="checkbox"/> 1 Day Maximum for Close Friend  Article 10.2  *NOTE: If absence is for an immediate family member, member of immediate family shall here mean; mother, father, mother-in-law, father-in-law, wife, husband, domestic partner, son, daughter, brother, sister of the employee; grandparents of the employee and spouse; the son-in-law or daughter-in-law of the employee; or any other relative in the immediate household of the employee.	3 Day Maximum Article 10.9  1. The primary responsibility of the employee is to the job assignment. 2. The leave is intended to provide employees with an opportunity to attend to compelling personal obligations which cannot be met outside of normal work hours. 3. Leave is deducted from sick leave, or is unpaid if sick leave is exhausted. 4. Leave is limited to three (3) days per year. 5. Leave is limited to five (5) employees per day per school. 6. Prior day notice is required except in emergency situations. 7. Leave does not include activities involving recreation or compensation. 8. Leave is not cumulative from year to year. 9. The Site Administrator may request substantiation from the employee if additional information is required.	7 Day Maximum Article 10.5  *NOTE: If absence is for an immediate family member, member of immediate family shall here mean; mother, father, mother-in-law, father-in-law, wife, husband, domestic partner, son, daughter, brother, sister of the employee; grandparents of the employee and spouse; the son-in-law or daughter-in-law of the employee; or any other relative in the immediate household of the employee.  <input type="checkbox"/> - Death, accident, or illness involving immediate family, other relatives; accident involving the employee's personal property or the personal property of immediate family, or other relatives. These days are in addition to those provided for bereavement. <input type="checkbox"/> - Appearance in court as a litigant, or as a witness under official order. <input type="checkbox"/> - Inability to get to the employee's assigned place of duty because of circumstances beyond his/her control. Not less than one-half (1/2) day of leave may be used for this purpose except that not less than one (1) full day of leave may be used for this purpose in those instances where prior notification is not given. <input type="checkbox"/> - Attend religious observances, weddings, ceremonies, or traditional observances honoring the employee or members of the employee's immediate family. <input type="checkbox"/> - To attend legal or business matters of which cannot be scheduled outside of work day and are of compelling personal importance. <input type="checkbox"/> - To take examinations related to advanced training which cannot be scheduled during off-duty hours.

**AFFIDAVIT**  
I have truthfully completed this form and have taken (or will take) the absence or leave within the Article limitations.

5/1/23 Date Jane Doe Employee's Signature

Site Administrator Approval  
5/1/23 Date Must be signed by principal or direct supervisor Site Administrator Signature

Shasta Union High School District – Classified Monthly Time Card

Site: EHS

Employee Name: John Doe Department Approval: Principal or Supervisor signature required  
 Signature: John Doe Month Ending: June 2023  
 Position: Paraprofessional Hours per day: 6.5 Sub for: N/A

Date	Hours	Code	Explanation	Date	Hours	Code	Explanation	Employee Exception Codes
1				17				V: Vacation
2	2	DR	Doctor Appt	18				S: Sick Leave (Paid Leave)
3				19	6.5	H	Holiday	PN: Personal Necessity (Attach form)
4				20				PL: Personal Leave (Attach form)
5				21				B: Bereavement Leave (Attach form)
6				22				A: Absent (Unpaid Leave)
7				23				WC: Worker's Compensation (Need Dr. Release)
8				24				D: State Disability (Must turn in SDI checks)
9				25				SB: School Business (Please Explain)
10				26	6.5	S	Sick Leave	J: Jury Duty (Must Turn in Checks)
11				27				O: Other (Please Explain)
12				28				BP: Board Policy Day
13				29				H: Holiday (Paid Time Off)
14				30				ED: Extra Duty (Extra work under 8 hrs/day)
15				31				OT: Overtime (Over 8 hrs in a day)
16	6.5	A	Absent					CTE: Comp Time Earned
								CTU: Comp Time Used

FOR PAYROLL DEPARTMENT ONLY									
Codes	No. of Hours	Hourly Rate	Total Payment	Account Code					

**Shasta Union High School District**  
**Classified Sub and Student Time Card / Certificated Extra Duty, Home & Hospital, I/S**

Employee Name: John Doe Month: Aug Year: 2024  
 Site: EHS Cafeteria Employee Signature: *John Doe*  
 Position: Cafe Sub Supervisor Signature: *JC*  
 Sub For: Jane Doe

Date	Regular	OT	Sub for / Remarks	Date	Regular	OT	Sub for / Remarks
1				17			
2				18			
3				19	4.25		EHS Cafeteria
4				20	4.25		EHS Cafeteria
5				21	4.25		EHS Cafeteria
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16							

PAYROLL USE ONLY				
Total Hours	Account Code	Hourly Rate	Total Payment	Account Number

**Paycheck Stub Sample:**

PAYROLL HISTORY SNAPSHOT						Check Status Is Printed		
Shasta Union High School District - 035						ADVICE NO.: ACH-10099270		
EMPLOYEE NAME		Employee Id	Pay Period	PAY SITE		ISSUED		
JANE DOE		000001	01/01 - 01/31/2023	Z Payroll FH\$ Cert		01/31/2023		
PAY DETAIL	UNITS	RATE	EARNINGS	DEDUCTIONS	CURRENT	YTD		
SOCIAL SCI		420.84	7,744.80	* STRS	790.34	790.34		
				Federal WH	461.09	461.09		
				Medicare	102.85	102.85		
				State WH	91.75	91.75		
				* FSA	285.00	285.00		
				* Health & Wellness	366.21	366.21		
				** Summer WH	442.88	2,461.00		
				DISABILITY	44.74	44.74		
				LIFE	133.20			
				LOCAL DUES	18.00	18.00		
				UNION DUES	97.20	97.20		
				WHOLE LIFE	39.60	172.80		
TOTAL					2,872.88	4,890.98		
CURRENT GROSS PAY			\$7,744.80	* Reduces Taxable Earnings				
CURRENT TAXABLE GROSS PAY			\$6,303.06	NET PAY>>>>		\$4,871.74		
GROSS PAY		STRS/PERS	125 PLAN	DEFERRED	TAXABLE EARNINGS			
Calendar YTD		7,744.80	790.34	861.21	.00	8,303.06		
SICK	VACATION	ADD	HFA	HEALTH BENEFITS		EMPLOYEE	DISTRICT PAID	
BEG BAL: 203.80				Dental 125/CTA			117.26	
EARNED:				Life Ins.125/CTA			9.00	
USED:				Medical 125/PP08RXB	335.69		1,179.31	
END BAL: 203.80 H	0.00	0.00	0.00	Vision 125/CTA			22.08	
Leave Balances are as of 01/15/2023								
WITHHOLDING STATUS		FEDERAL: [M 2]		STATE: [M 2: 0]				
TB EXPIRES:		10/14/2026		TOTAL		335.69	1,327.65	

Employee Name

Pay Detail

Current Payroll Deductions

Calendar Year to Date Deductions

Leave Balances are displayed here

Employee Portion of Benefits

Withholding Amounts

District Portion of Benefits

**SCOE \* SHASTA UNION HIGH SCHOOL DISTRICT**  
 2200 EUREKA WAY, SUITE B \* REDDING, CA 96001  
 (530) 241 - 3281

ADVICE NO.: ACH-10099270  
 ISSUE DATE: 01/31/2023

BANK	ACCOUNT NUMBER	AMOUNT
JP Morgan Chase Bank, N.A.	*****5555	\$4,871.74

**\*NON-NEGOTIABLE\***

TO JANE DOE  
 4583 SHASTA DR  
 REDDING, CA 96002

AMOUNT \$4,871.74\*\*

Employee Name and Address on File with District

**Employment Notification:**

**Shasta Union High School District**

Employment Notification  
2023 - 2024 Fiscal Year

July 05, 2023

Verify Hire Date

Verify Tax

Withholding & Exemptions

JOHN  
4583 SH  
REDDING,

Verify Name and Address

Location  
913A - Z Payroll FHS Cert

**EMPLOYEE INFORMATION** (583) Primary Pay Cycle DE11

SSN/Type ###-##-0000/Certificated Home Telephone (530) 555-5555  
 Permanency PER - Permanent Direct Deposit (07/05/23) JP Morgan Chase Bank, N.A.  
 Hire/Retired Date 03/05/2015 TB Expiration Date 10/14/2026  
 Anniversary Date Probation Ends Seniority Date  
 Education Units Retirement (effective 07/05/23) SINGLE: STRS (Member) is primary, no secondary  
 Experience Base Date 08/13/2018

Taxes (07/05/23)	Marital Status	Exemptions	Additional Amount	Additional Percent	Multiple Jobs	Dependent Amount	Other Income	Deduction Amount
Federal	Married filing jointly	2						
State	M	2						

Salary Schedule Placement

**ASSIGNMENT INFORMATION** Number of Payments 11 - Arrears Payments 1 Monthly Salary (07/05/23)

Position #	Job Class	Calendar	Placement	Barg Unit	CTA	Location	Full Time Monthly	Annual Salary
64	SOCIAL SCIENCE TEACHER	T184	CTA 184- 5M/ 8			FOOTHILL HIGH SCHOOL	7,279.46	\$80,074.06
Total Assignment Earnings								\$80,074.06

**DEDUCTION INFORMATION**

DISABILITY	\$447.40
FSA	\$285.00
Health & Wellness	\$4,028.31
LIFE	\$1,332.00
LOCAL DUES	\$180.00
UNION DUES	\$972.00
WHOLE LIFE	\$396.00
<b>Total Deductions</b>	<b>\$7,640.71</b>

Employee Payroll Deductions

Employee FTE  
Hours per Day  
Days Paid

**DISTRICT PAID INFORMATION**

Health & Welfare Benefits	
Employer Portion of Benefits	\$15,931.85
<b>Total District Paid Benefits</b>	<b>\$15,931.85</b>

District Portion of Paid Benefits

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature and Date Required Yearly

<sup>1</sup> Calendar(s)  
T184 - CTA 184 DAYS

<sup>2</sup> Placement Salary Schedule(s)  
CTA 184 - CTA 184 DAYS - SCHEDULE A

# Shasta Union High School District Employee Portal

Shasta Union High School District can now access their information for paycheck stubs, taxes, health and welfare, address and so much more via the Escape Portal. To access the Escape Portal you can use the following web address: [myportal.suhsd.net](http://myportal.suhsd.net). Once you have accessed the site you will need to follow the instructions to set up a new account.

Logging in Process



Username – Employees email address

Password – The password is defined by the user.

Two Factor Authentication – The user will see a list of emails and/or cell phone numbers (depending on login setup) for the two factor authentication code.



Confirmation Code - The user has 5 minutes to enter the code they received via email or text.

A confirmation code was sent to you.  
This code will expire in.

4m 54s

Enter the confirmation code below.

Confirmation Code

---

[SIGN OUT](#)

[CONFIRM](#)