



**Payroll Procedures for Classroom Coverage Supplemental Pay**

Conroe ISD will begin offering classroom coverage supplemental pay for the 2023-2024 school year for full-time teachers of record who volunteer to assist with unfilled absences by covering a classroom during their conference time or host additional students in their classroom.

This program will evenly split the certified substitute teacher rate amongst the number of teachers who cover the unfilled absence. At secondary campuses, it will either split the rate if coverage is for a full or half day, or it will assign the appropriate rate if the coverage occurred during the teacher’s conference period.

**2023-24 Pay Rates:**

Conference Period Coverage	Splitting Classes
<ul style="list-style-type: none"> <li>Traditional schedule- \$19 per period</li> <li>Block Schedule- \$38 per period</li> </ul>	<ul style="list-style-type: none"> <li>Shared rate of \$115/full day-unfilled absence</li> <li>Shared rate of \$57/half day-unfilled absence</li> </ul>

**Splitting Classes - Full Day (Half Day):**

Allotment Per Day for Unfilled Absence Coverage (half day)	Number of Teachers Splitting Students	Total Compensation Per Teacher (half day)
\$115 (\$57)	1	\$115 (\$57)
\$115 (\$57)	2	\$57 (\$28)
\$115 (\$57)	3	\$38 (\$19)
\$115 (\$57)	4	\$28 (\$14)
\$115 (\$57)	5	\$23 (\$11)
<b>Classes can be split amongst more than 5 teachers if needed.</b>		

Only full-time teachers (who have conference periods built into their schedules and who have a roster assigned) are eligible for this supplemental pay. Examples of positions NOT eligible for this supplemental pay include: Non-exempt employees (paraprofessionals, campus secretaries, PEIMS clerks, etc.), Instructional Coaches, Student Success Managers, ISS teachers, Principals, Assistant Principals, Counselors, 504 Coordinators, PBIS Liaisons, Interventionists, Reading Intervention Teachers, Nurses, Librarians.

Eligible absences are teacher absences that are in Frontline, that require a substitute, and that are unfilled. This includes School Business absences.

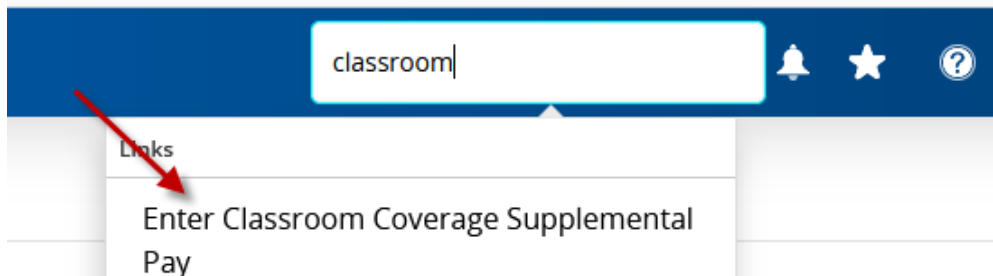
## Data entry in the Classroom Coverage Supplemental Pay system in eFinance:



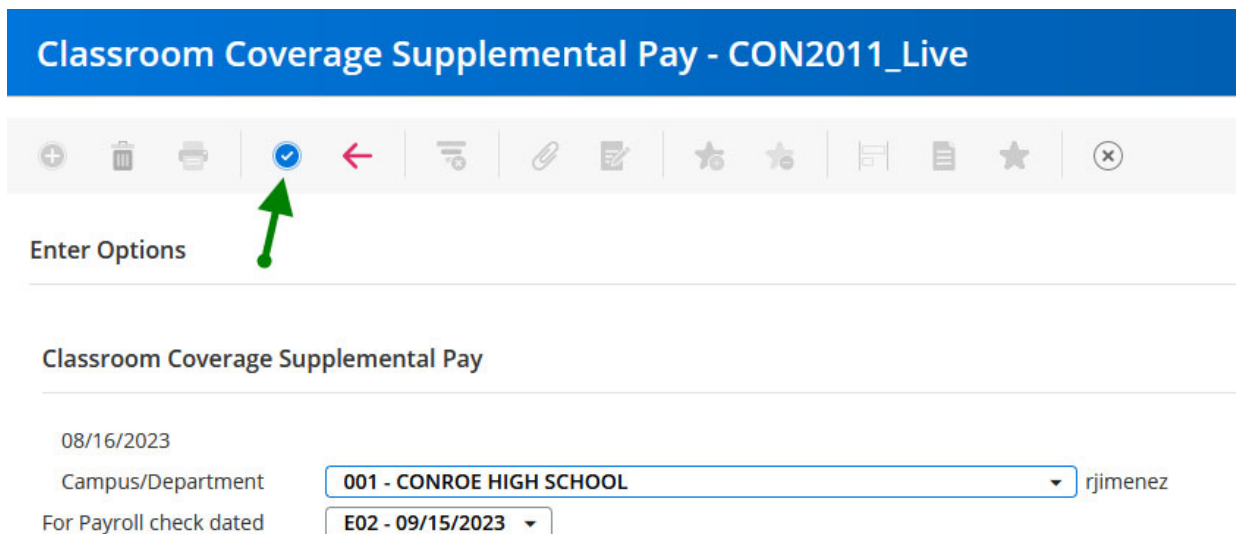
The ideal web browser to use in order to avoid having issues with viewing all of your data is Microsoft Edge.

**Timing:** You must wait until at least the day after an absence is entered in Frontline to utilize the Classroom Coverage Supplemental Pay system for that absence. If you try to enter pay and a confirmation number does not populate, check the absence in Frontline to verify that it is unfilled, a sub was required, and that it was entered prior to today.

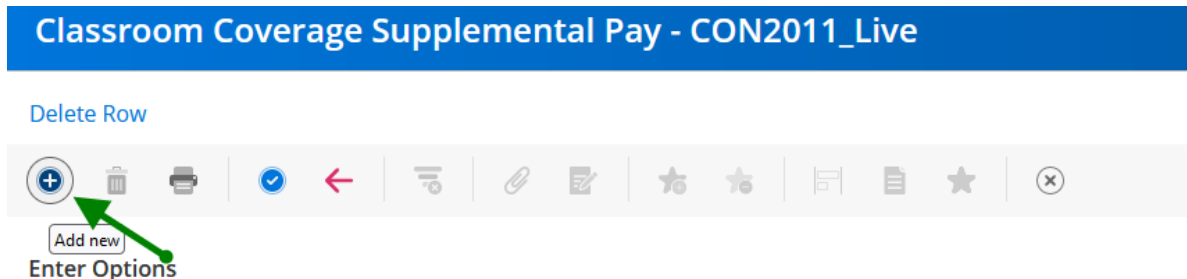
Search for the program using the search bar in eFinance



Verify that your campus and the appropriate check date are populated, then click the blue checkmark to enter that pay period:



Click the Plus sign to add a new entry:



This is a High School campus for the purpose of demonstrating both types of coverage. Elementary/Intermediate campuses will not have the Conference option in the program.

**Example 1 – Classroom Split coverage:**

Enter the absent teacher’s employee id number, then verify the name. Enter the absence date and select the coverage type (classroom split or conference), in this example, we are selecting Classroom Split. The Frontline confirmation number will automatically populate. If the absence is split in Frontline, you will need to select the appropriate confirmation number. Enter the number of teachers who provided coverage.

Enter Employee/Vacancy Unfilled Absence Information

Absent Empl No.  Employee Name  Dept  Budget Code  Percent

Absence Date  Coverage Type  Confirmation Number  Number of Teachers   Continuous

Covering Teacher

Enter the teacher(s) who covered the classroom. As you enter the teacher’s employee number, the teacher’s name will appear below. When you enter the last teacher, it will automatically save your entry, and it will appear in the summary screen to the left (do not click OK (the blue check)). The program will set the task code and assign the appropriate rate to each of the covering teachers, which you will be able to view when you print your report.

**Classroom Coverage Supplemental Pay - con 20.11 ACA 08-22-23**

Delete Row



Enter Options

Classroom Coverage Supplemental Pay

08/22/2023  
 Campus/Department  rcontell  
 For Payroll check dated  Due to PR 08/23/2023

[Payroll Balancing Reports](#) [Make TimeCards](#) [Re-open for User](#)

Emp No	Employee Name	Dept	Absence Date	Confirmation No	Task	Description	Cov Type
222222	Test Teacher	001	08/22/2023		CC11	Full Day 2 Teacher Coverage	S

When entry is complete, it will appear in this summary section

Enter Employee/Vacancy Unfilled Absence Information

Absent Empl No.  Employee Name  Dept

Absence Date  Coverage Type  Confirmation Number  Number of Teachers

Covering Teacher

Emp No	Covering Employee Name	Task	Rate
444444	Test Teacher-	CC11	57.0
55555	Test Teacher	CC11	57.0

Budget Code	Percent
1994110000111000	1.0000

*This is a High School campus that is on a block schedule, so the rates displayed below are based on the block schedule rate.*

### Example 2 – Conference Period Coverage (Secondary Campuses only):

Enter the absent teacher’s employee id number, then verify the name. Enter the absence date and select the coverage type (classroom split or conference split), in this example, we are selecting Conference. The Frontline confirmation number will automatically populate. If the absence is split in Frontline, you will need to select the appropriate confirmation number. Enter the number of teachers who provided coverage. Then enter the employee id numbers of the teachers who provided coverage. After you enter the last id number, it will automatically save your entry, and it will appear in the summary section to the left (do not click OK (the blue check)). The program will set the task code and assign the appropriate rate to each of the covering teachers, which you will be able to view when you print your report.

Classroom Coverage Supplemental Pay - con 20.11 ACA 08-22-23
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Delete Row

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Enter Options

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**Classroom Coverage Supplemental Pay**

08/22/2023  
Campus/Department: 001 - CONROE HIGH SCHOOL | rcontell

For Payroll check dated: E02 - 09/15/2023 | Due to PR 08/23/2023

Payroll Balancing Reports
Make TimeCards
Re-open for User

Emp No	Employee Name	Dept	Absence Date	Confirmation No	Task	Description	Cov Type
333333	Test Teacher	001	08/22/2023		CC02	Block Sched Conf Period Cover. C	

When entry is complete, it will appear in this summary section

**Enter Employee/Vacancy Unfilled Absence Information**

Absent Empl No: 333333 | Employee Name: Test Teacher | Dept: 001

Absence Date: 08/22/2023 | Coverage Type: Conference | Confirmation Number: | Number of Teachers: 2

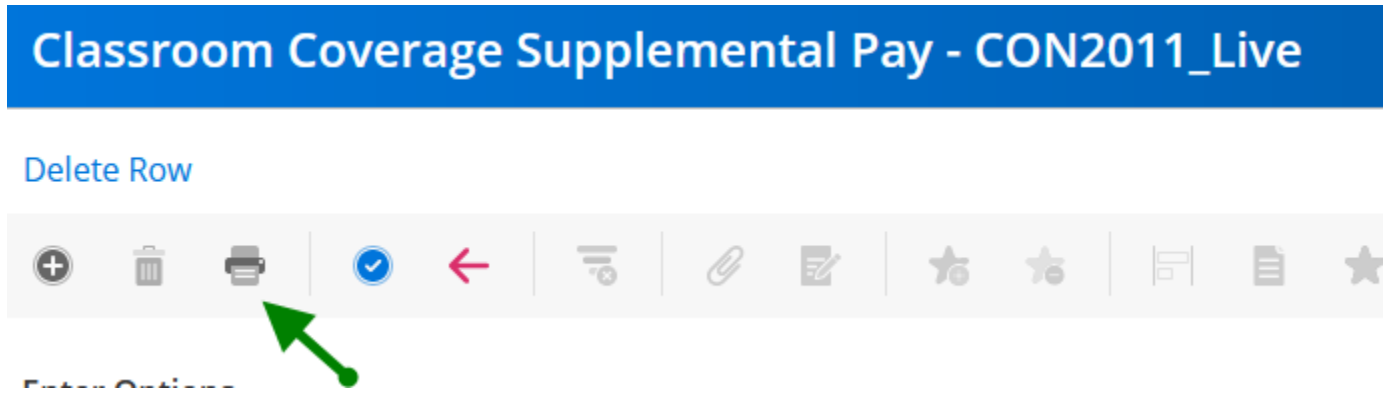
Covering Teacher

Emp No	Covering Employee Name	Task	Rate
444444	Test Teacher	CC02	38.0
555555	Test Teacher	CC02	38.0

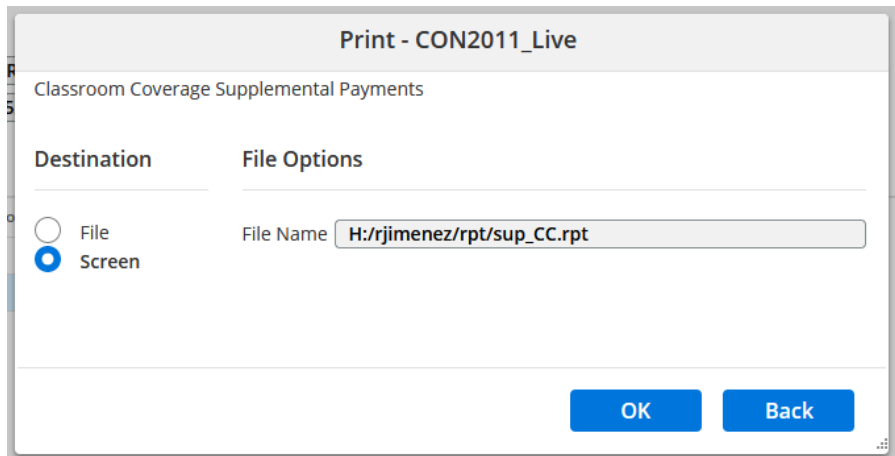
Budget Code: 1994110000111000 | Percent: 1.0000

Please Note: Everything is saved in the program as you enter the data. You can enter these every day from the first date that the pay period is available to you through the payroll due date and it will keep all of your entries. **One of the reports that you will print is the back-up documentation that you will need to have signed by each covering teacher. You will need to develop a process at your campus to ensure that you are able to provide the signed reports to payroll by the payroll due date each pay period.**

After you have entered your data, you will print the reports using the printer icon near the top of the screen:



This will print 2 reports, so do not close out of the program until both have printed. After you click the printer icon, you will click OK in this box to bring the first report to screen:



This report will be the one that includes each absent teacher and their covering teachers. You will have your Principal sign this report so you can submit it to Payroll.

The absent teacher information is on the right side of the report and the covering teachers are on the left.

Note that with Test Teacher 2, the entries show up twice for each covering teacher. This is because he has a split budget code. The total for the entry is correct at \$38, in this example.

CISD Classroom Coverage Supplemental Payment  
For CONROE HIGH SCHOOL  
Checks dated 09/15/2023

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(sup\_teach\_cov.4g1)

EMP NO	AMOUNT	FUND	FC	SO	ORG	BUD	ACCT	E	ABSENCE	DT	UNITS	RATE	EMPL NO	NAME	TEACHER ABSENCE INFORMATION	CONFIRM NO	COV TYPE
EMPLOYEE								X	PAID FOR	WORKING							
111111	57.00	1993	11	00	001	220PI	6118	E	08/15/23		1.00	57.00	111111	Test Teacher	State Days > State Personal		Classroom Split
-----																	
	\$57.00	TOTAL for : 111111															
111111	57.00	1993	11	00	001	220PI	6118	E	08/15/23		1.00	57.00	111111	Test Teacher	State Days > State Personal		Classroom Split
-----																	
	\$57.00	TOTAL for : 111111															
222222	6.46	1993	11	00	001	23000	6118	E	08/15/23		1.00	38.00	222222	Test Teacher 2	Local Personal > Local Personal		Conference
222222	31.54	1993	11	22	001	23000	6118	E	08/15/23		1.00	38.00	222222	Test Teacher 2	Local Personal > Local Personal		Conference
-----																	
	\$38.00	TOTAL for : 222222															
222222	6.46	1993	11	00	001	23000	6118	E	08/15/23		1.00	38.00	222222	Test Teacher 2	Local Personal > Local Personal		Conference
222222	31.54	1993	11	22	001	23000	6118	E	08/15/23		1.00	38.00	222222	Test Teacher 2	Local Personal > Local Personal		Conference
-----																	
	\$38.00	TOTAL for : 222222															
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	\$228.00	TOTAL															

This report is approved by: \_\_\_\_\_  
ROTASHA SMITH  
Principal

Go back to eFinance/Classroom Coverage Supplemental Pay to click OK in this box and wait for the prompt for the next report:

Program Status

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Finished /tmp/sup\_CC.rpt3109.46\_12048

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OK

Click OK in this box to print the 2<sup>nd</sup> report to screen:

**Print - CON2011\_Live**

Classroom Coverage Supplemental Payments

<b>Destination</b>	<b>File Options</b>
<input type="radio"/> File	File Name <input type="text" value="H:/rjimenez/rpt/sup_CC_det.rpt"/>
<input checked="" type="radio"/> Screen	

This will print a multiple page report that includes one page for each teacher who covered a classroom. The covering teacher will need to review the report to verify their coverage dates, sign the report, and return it to you so that you can submit it with your payroll. This report was created so that timesheets will not be necessary, but so that we will have the appropriate back-up for the pay.

08/16/23 11:52:25  
EMPL NO: [REDACTED]  
CHECK DATE: 09/15/2023

[ISD Classroom Coverage Supplemental Payment  
for CONROE HIGH SCHOOL  
Checks dated 09/15/2023

Page 1  
(sup\_teach\_cov.4g1)

EMPLOYEE NAME: [REDACTED]  
CAMPUS: CONROE HIGH SCHOOL

ABSENCE DT	EMP NO	COVERED FOR	TASK	RATE	BUDGET CODE	AMOUNT	PD	TASK DESCRIPTION	CONFIRM NO
08/15/23	111111	Test Teacher	CC11	57.00	19931100 [REDACTED]	57.00		Full Day 2 Teacher Coverage	[REDACTED]

\$57.00 TOTAL

Teacher signature: \_\_\_\_\_  
Covering Teacher

Verify that you have a signed report from each covering teacher that is on your supplemental pay report before submitting both the signed supplemental pay report and the signed back-up reports to payroll by the payroll due date.