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California State University, Los Angeles
Payment Authorization for Substitute Teacher Pay

MEMORANDUM

TO: PAYROLL DEPARTMENT **Date:** _____

FROM (department name): _____

NAME OF CHAIRPERSON: _____ **Signature:** _____

SUBJECT: SUBSTITUTE TEACHER PAY

**Prepared by (first and last name): _____ Ext: _____

1. Services Performed by (Name): _____ PS Position #: _____
   Employee ID #: _____ Record #: _____
   Social Security Number: _____
   Substitute for _____ Dept. _____
   The substitute is employed ☐, was employed ☐, never employed ☐ at CSULA.
2. REASON FOR REQUESTING SUBSTITUTE TEACHER:

3. Position number to be charged: GFND _____ _____
   Unit Class Hourly Rate: $_____
   Chart Field: _____ _____ _____ _____
   Account Fund Dept ID Program Total Payment: $_____

SERVICE DATES AND HOURS WORKED - INDICATE THE DATE(s) AND THE NUMBER OF HOURS THE REGULAR FACULTY MEMBER WILL REPORT ON HIS/HER ABSENCE REQUEST FORM (F634) FOR THE

4. PAY PERIOD IN WHICH THE ABSENCE OCCURRED:

5. DESCRIPTION OF SERVICES:
   Dates of Substitution Course No. Total Hours Taught Classification of Hours (Lecture or Activity/Lab)

**Retirement System: ☐ PERS ☐ STRS ☐ Other:_____
**Retired Annuitant: ☐ yes ☐ no **FERP: ☐ yes ☐ no
**Funding Source State Contract: ☐ yes ☐ no

6. Approved by: _____ _____ _____
   (Authorized Signature) Date Ext.

**Mandatory

PROCEDURES:

- For Substitute Teacher Pay, college resource managers or designee should ensure
  - All Substitute Teacher Pay forms be completed and signed by the Department Chair and Dean.
  - PS position number that has already been entered is reflective of the appropriate class code, reporting unit and chartfield prior to submittal.
  - List each day substituted on a separate line.
  - Show the total amount of time worked per day (record in hours).
  - Time must be submitted in increments of ½ hours (not less).
  - Indicate the time worked as Lecture hours or Activity / Lab hours.
  - A substitute teacher that has never worked for CSULA or has been away for more than one year must come to HRM for I-9 clearance.