

## Guidelines for Entering Hours:

<https://n22.ultipro.com/Login.aspx?ReturnUrl=%2f>

- Substitute teachers **MUST** log hours at the location on the day that they are working .
- The Office of Catholic Schools and Payroll Services will **NOT** be entering hours for substitute teachers.

## Process for Paying Hours from Previous Pay Periods

1. Substitute teacher lets the school know that they have hours missing from a prior pay period.
2. The school lets Payroll Services know of the historical hours that need to be paid.
3. Payroll Services will payout the hours on the next scheduled pay date.

### Location Coding

- 0006 [0006 Holy Rosary Church]
- 0014 [0014 St. Alphonsus Church]
- 0017 [0017 St. Bernadette Church]
- 0019 [0019 St. Catherine Parish]
- 0022 [0022 St. John]
- 0030 [0030 St. Paul Parish]
- 0032 [0032 St. Therese Parish]
- 0039 [0039 Holy Family Parish]
- 0040 [0040 St. Cecilia Parish]
- 0044 [0044 St. Louise Parish]
- 0045 [0045 St. Madeleine Sophie]
- 0049 [0049 St. Brendans Parish]
- 0060 [0060 St. Joseph Parish]
- 0062 [0062 Holy Rosary Parish]
- 0071 [0071 St. Vincent De Paul]
- 0076 [0076 St. Nicholas Parish]
- 0083 [0083 Holy Family Parish]
- 0086 [0086 St. Rose Parish]
- 0091 [0091 St. Thomas More Parish]
- 0094 [0094 St. Monica Parish]
- 0100 [0100 St. Pius X Parish]
- 0104 [0104 St. Michael Church]
- 0108 [0108 Queen of Angeles Church]
- 0119 [0119 St. Anthony Pari Sch]
- 0128 [0128 St. Michael Church]
- 0139 [0139 St. Charles Borromao]
- 0152 [0152 Our Lady of Lourdes]
- 0155 [0155 St. Joseph Church]
- 0250 [0250 Bishop Blanchet High]
- 0252 [0252 J.F. Kennedy HS]
- 0254 [0254 O'Dea High School]
- 1002 [1002 Assum St Bridget Sch]
- 1004 [1004 Christ the King School]
- 1005 [1005 Holy Family School]
- 1008 [1008 Our Lady of Fati Sch]
- 1009 [1009 Our Lady of Guad Sch]
- 1010 [1010 Our Lady of The Lake Sch]
- 1015 [1015 St. Anne School]
- 1016 [1016 St. Benedict School]
- 1020 [1020 St. Edward School]
- 1021 [1021 St. George School]
- 1023 [1023 St. Joseph School]
- 1024 [1024 St. Luke School]
- 1026 [1026 St. Mark School]
- 1028 [1028 St. Matthew School]
- 1033 [1033 St. Mary School]
- 1043 [1043 Sacred Heart School]
- 1046 [1046 Assumption School]
- 1051 [1051 Our Lady Star of the Sea]
- 1061 [1061 St. Philomena School]
- 1066 [1066 Icolph School]
- 1068 [1068 St. Mary Magdalen Sc]
- 1079 [1079 St. Joseph School]
- 1099 [1099 Immaculate Concep Sch]
- 1115 [1115 All Saints School]
- 1122 [1122 St. Francis of Assisi Sc]
- 1135 [1135 Holy Rosary School]
- 1140 [1140 St. Frances Cabrini]
- 1147 [1147 St. Patrick School]
- 1150 [1150 Visitation School]

### Job Code Title

- SUB0006 [Sub Teacher Holy Rosary SEA]
- SUB0014 [Sub Teacher St Alphonsus]
- SUB0017 [Sub Teacher St Bernadette]
- SUB0019 [Sub Teacher St Catherines]
- SUB0022 [Sub Teacher St John]
- SUB0030 [Sub Teacher St Paul]
- SUB0032 [Sub Teacher St Therese]
- SUB0039 [Sub Teacher Holy Family AUB]
- SUB0040 [Sub Teacher St Cecilia]
- SUB0044 [Sub Teacher St Louise]
- SUB0045 [Sub Teacher St Madeleine]
- SUB0049 [Sub Teacher St Brendans]
- SUB0060 [Sub Teacher St Josephs CHE]
- SUB0062 [Sub Teacher Holy RosaryED]
- SUB0071 [Sub Teacher St Vincent De]
- SUB0076 [Sub Teacher St Nicholas]
- SUB0083 [Sub Teacher Holy Family Kirk]
- SUB0086 [Sub Teacher St Rose]
- SUB0091 [Sub Teacher St Thomas Mor]
- SUB0094 [Sub Teacher St Monicas]
- SUB0100 [ Sub Teacher St Pius X]
- SUB0104 [Sub Teacher St Michaels OLY]
- SUB0108 [Sub Teacher Queen of Ange]
- SUB0119 [Sub Teacher St Anthonys]
- SUB0128 [Sub Teacher St Michael SNO]
- SUB0139 [Sub Teacher St Charles B]
- SUB0152 [Sub Teacher Our Lady of L]
- SUB0155 [Sub Teacher St Josephs VAN]
- SUB0250 [Sub Teacher Bishop Blanch]
- SUB0252 [Sub Teacher John F Kenned]
- SUB0254 [Sub Teacher Odea]
- SUB1002 [Sub Teacher Assumption St]
- SUB1004 [Sub Teacher Christ the Ki]
- SUB1005 [Sub Teacher Holy Family SEA]
- SUB1008 [Sub Teacher Our Lady of]
- SUB1009 [Sub Teacher Our Lady of G]
- SUB1010 [Sub Teacher Our Lady of T]
- SUB1015 [Sub Teacher St Annes]
- SUB1016 [Sub Teacher St Benedict]
- SUB1020 [Sub Teacher St Edward]
- SUB1021 [Sub Teacher St Georges]
- SUB1023 [Sub Teacher St Joseph SEA]
- SUB1024 [Sub Teacher St Luke]
- SUB1026 [Sub Teacher St Mark]
- SUB1028 [Sub Teacher St Matthew]
- SUB1033 [Sub Teacher St Marys]
- SUB1043 [Sub Teacher Sacred Heart]
- SUB1046 [Sub Teacher Assumption]
- SUB1051 [Sub Teacher Our Lady Star]
- SUB1061 [Sub Teacher St Philomena]
- SUB1066 [Sub Teacher Icolph]
- SUB1068 [Sub Teacher St Mary Magda]
- SUB1079 [Sub Teacher St Joseph ISSA]
- SUB1099 [Sub Teacher Immaculate Co]
- SUB1115 [Sub Teacher All Saints]
- SUB1122 [Sub Teacher St Francis]
- SUB1135 [Sub Teacher HRRS Juan Die]
- SUB1140 [Sub Teacher St Frances Ca]
- SUB1147 [Sub Teacher St Patrick]
- SUB1150 [Sub Teacher Visitation Ca]

## Sub Pool Time Entry & Approval Guide



*A step-by-step guide to entering and approving your hours.*

## Payroll Services Office

800.348.9092

206.274.7662

FAX: 206.957.8898

[payrollservices@seattlearch.org](mailto:payrollservices@seattlearch.org)

## “Correct” Time Entry

1. Select Pay Code “10 [Salary Hours]
2. Enter the lump sum hours under

| Date           | PayCode          |
|----------------|------------------|
| Fri 08/05/2016 | 10[SALARY HOURS] |

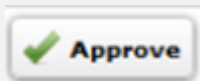
the Reg column.

3. Using the drop down menu, select the location code.

| Reg  |
|------|
| 7.50 |

| Location                      | Job                                 |
|-------------------------------|-------------------------------------|
| 1150 [1150 Visitation School] | SUB1150 [Sub Teacher Visitation Ca] |

4. Using the drop down menu, select the job code.
5. Save timesheet.
6. Once all hours have been entered for the pay period, select “Approve” to submit your timesheet.



## “Incorrect” Time Entry

⇒ See below as location and job code DO NOT match.

| Location                      | Job                       |
|-------------------------------|---------------------------|
| 1150 [1150 Visitation School] | SUB3015 [Sub Default Job] |

**Job code SHOULD NOT be 3015.**

⇒ Job codes that are entered incorrectly will pay out at an incorrect rate of pay.

⇒ Location coding that is entered incorrectly will result in billing the wrong school. (See example below.)

| Location                    | Job                                 |
|-----------------------------|-------------------------------------|
| 1033 [1033 St. Mary School] | SUB1068 [Sub Teacher St Mary Magda] |

(See above as location and job number and name do not match.)

## Pay Periods & Pay Dates

**\$ 1st—15th -> 25th**

*unless that falls on a holiday*



[Click on icon to be redirected to Payroll Calendar PDF](#)

**\$ 16th—end of month ->**

**pays out on the 10th**

*unless it falls on a Holiday*

### REMEMBER:

- ◇ Hours should be entered **every day** at the location PRIOR to leaving for the day.
- ◇ Timecard should be self-approved by the **last day** of the pay period.
- ◇ **Questions?**  
Contact Payroll Services Office - 206.274.7662 or via email: [PayrollServices@seattlearch.org](mailto:PayrollServices@seattlearch.org)