

# SUBSTITUTE COMPENSATION INFORMATION

Direct deposit of pay is required for substitutes. A notice of your direct deposit can be found on-line at this site: <https://employeeinfo.wsfcs.k12.nc.us/docagent/> or click on the "Employees" tab on the WS/FCS website and choose "E-Docs".

**It is very important that you keep a monthly record of the days and the sites in which you worked (note whether it was a half day or a full day and whether it was for a teacher or a teacher assistant).**

If you notice that you did not get paid for a day that you worked, **DO NOT call the sub office or the payroll department.** Please contact the secretary of the school for which you worked and he/she will email the payroll department. The school must verify by email that you actually worked on the dates in question.

**Remember as well that substitute teaches are ineligible for unemployment benefits.**

## I. Substitute teacher and substitute teacher assistant rate of pay is the same.

- |   |                  |                      |
|---|------------------|----------------------|
| A. Non-Certified Substitute                               | \$80.00 per day  | \$40 per half day    |
| • Does not hold and has never held a teaching certificate |                  |                      |
| B. Non-Certified Substitute                               | \$86.00 per day  | \$43 per half day    |
| • Has completed Effective Teacher Training (ETT)          |                  |                      |
| C. Certified Substitute                                   | \$103.00 per day | \$51.50 per half day |
| • Holds a valid or expired teaching certificate           |                  |                      |

## II. Substitute Compensation Pay - top portion of 'Notice of Direct Deposit' (on reverse side)

1. **GROSS:** Daily rate X number days substituted for an employee (Ex: \$72/day X 4 days = \$288.00)
2. **CODE:** The three numbers underlined indicate the location/school of the employee
3. **DAYS EMPL:** Number of days substituted for the employee
4. **DESCRIPTION:** Name of employee for whom you substituted

## III. Substitute Teacher Pay Cut-Off dates and Pay Dates

### Substitute Teacher/LT Sub

### Pay Date

August 17, 2015 – September 11, 2015	September 30, 2015
September 12, 2015 – October 12, 2015	October 30, 2015
October 13, 2015 – November 9, 2015	November 30, 2015
November 10, 2015 – December 4, 2015	December 31, 2015
December 5, 2015 – January 14, 2016	January 29, 2016
January 15, 2016 – February 10, 2016	February 29, 2016
February 11, 2016 – March 11, 2016	March 31, 2016
March 12, 2016 – April 13, 2016	April 29, 2016
April 14, 2016 – May 12, 2016	May 31, 2016
May 13, 2016 – June 17, 2016	June 28, 2016

## IV. Substitute Teacher Assistant Pay Cut Off dates and Pay Dates

### Substitute Teacher Assistant/LT Sub-Vacancy

### Pay Date

August 17, 2015 – August 31, 2015	September 16, 2015
September 1, 2015 – September 30, 2015	October 16, 2015
October 1, 2015 – October 31, 2015	November 16, 2015
November 1, 2015 – November 30, 2015	December 16, 2015
December 1, 2015 – December 31, 2015	January 15, 2016
January 1, 2016 – January 31, 2016	February 16, 2016
February 1, 2016 – February 29, 2016	March 16, 2016
March 1, 2016 – March 31, 2016	April 15, 2016
April 1, 2016 – April 30, 2016	May 16, 2016
May 1, 2016 – May 31, 2016	June 16, 2016
June 1, 2016 – June 17, 2016	June 28, 2016

## TOP PORTION OF PAYROLL CHECK

WINSTON SALEM/FORSYTH COUNTY SCHOOLS  
Notice of Direct Deposit

							Withholding
Status	Exemptions	Withholding	Retirement	Install Pay	Direct Pay	Account	
Federal	S	01	0.0	00000			
State	S	01	0.0		No	Yes	

  

Gross	Code		Days Paid	Days Empl	Description
248.00	2-5100-003-182-424-000-00	(Kimberly Park)	4.00	(4 days)	For Doe, Jane
31.00	2-5100-027-182-416-000-00	(Kernersville Elem.)	.50	(1/2 day)	For Doe, John
62.00	2-5100-027-182-486-000-00	(Parkland)	1.00	(1 day)	For Mouse, Mickey

CODE	SCHOOL	CODE	SCHOOL
308	Ashley Elementary	446	Forsyth Middle College
311	Atkins	447	Middle Fork
314	Bolton	448	Mineral Springs Elementary
320	Brunson	452	Mineral Springs Middle
326	Caleb's Creek	453	Moore
330	Carver/Jacket Academy	457	Morgan
332	Career Center	454	Mt. Tabor
334	Cash	460	North Forsyth High
336	Carter Vocational	462	North Hills Elementary
338	Elementary School Academy	464	Northwest
344	Children's Center	472	Old Richmond
348	Clemmons Elementary	476	Old Town
350	Clemmons Middle	478	Main Street Academy
351	Cook Elementary	480	Paisley
354	Downtown School	486	Parkland
362	Early College of Forsyth	488	L.E.A.P. @Kennedy
364	East Forsyth High	490	Petree Elementary
366	East Forsyth Middle	492	Philo/Hill
368	Easton	494	Piney Grove
372	Flat Rock Middle	495	Reagan High
376	Forest Park	496	Reynolds
380	Gibson Elementary	504	Rural Hall
382	Glenn	508	Sedge Garden
384	Griffith Elementary	512	Sherwood Forest
390	Hall-Woodward	514	Smith Farm
392	Hanes	516	Southeast Middle
398	Hospital / Homebound	520	South Fork
400	Ibrahim	528	Southwest
403	Jefferson Elementary	530	Speas
406	Jefferson Middle	531	The Special Children's School
416	Kernersville Elementary	532	Union Cross
420	Kernersville Middle	536	Vienna
424	Kimberly Park	540	Walkertown Elementary
426	Kimmel Farm	542	Walkertown High
427	Kingswood	544	Walkertown Middle
428	Konnoak	548	Ward Elementary
430	Diggs/Latham	556	West
432	Lewisville	560	Whitaker
436	Lowrance	564	Wiley
440	Meadowlark Elementary	568	WS Prep Academy
442	Meadowlark Middle		

