

Example – Class Coverage Form

Oklahoma City Public Schools

Certified Class Coverage and Loss of Plan Time Claim Sheet

Last Name: Tina First Name: Thompson
 School Name: Hillside ID #: 101123

Certified Collective Bargaining Agreement on Class Coverage:

- A. All teachers who are required during their planning period to cover a class for a teacher or adjunct instructor shall be compensated at a rate of \$10.25 for an elementary period, \$17.50 for a middle school period, \$17.50 for a high school seven-period day, and \$26.25 for a high school block period.
- B. All teachers shall be compensated at a rate of \$3.00 per student per day for students assigned to their classroom all day because of an absence of a teacher or adjunct instructor.
 - a. For less than a full day, teachers compensated according to the rate above shall receive a pro-rated amount for the time students were assigned to their classrooms.
 - b. Secondary teachers on a four-block schedule shall be compensated at a rate of \$1.00 per student per class period for students assigned to their classroom because of an absence of a teacher or adjunct instructor.
 - c. Secondary teachers on a regular block schedule shall be compensated at a rate of \$.60 per student per class period for students assigned to their classroom because of an absence of a teacher or adjunct instructor.
- C. All class coverage and loss of plan time pay is to be submitted within thirty (30) calendar days of the time of coverage.

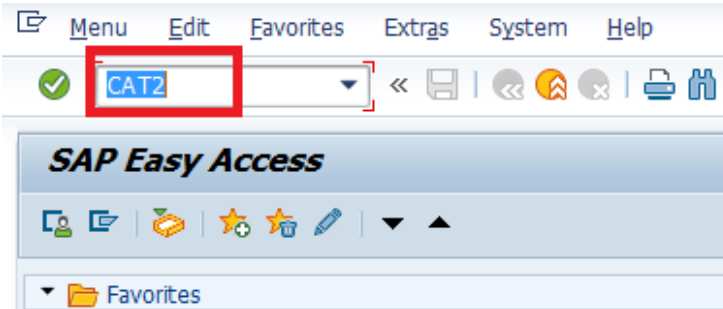
Instructions: Please complete this form as a writable pdf and save to a folder on your computer with your name and the pay period or date of coverage (i.e. **Doe, Jane 7.16.17 to 7.30.17 class coverage** or **Doe, Jane 7.22.17 class coverage**) in the subject line of the email. Email the pdf to your school's timekeeper to review and enter into SAP. The principal will review and approve before each pay period. Emailing the form will provide both you and the timekeeper the specific dates of submission. Note: The submission date as well as the payroll cutoff date and/or principal approvals will determine when the payment is made. Form must be filled out completely or the form will be sent back for resubmission which will delay payment.

NOTE: All time must be entered in military time:. EX: If you work 5 hours & 30 mins = 5.50, work 45 mins = .75, work 2 hours = 2, etc.
Military Time: 5 mins = .08, 10 mins = .17, 15 mins = .25, 20 mins = .33, 25 mins = .42, 30 mins = .50, 35 mins = .58, 40 mins = .67, 45 mins = .75, 50 mins = .83, 55 mins = .92, 60 mins = 1.00

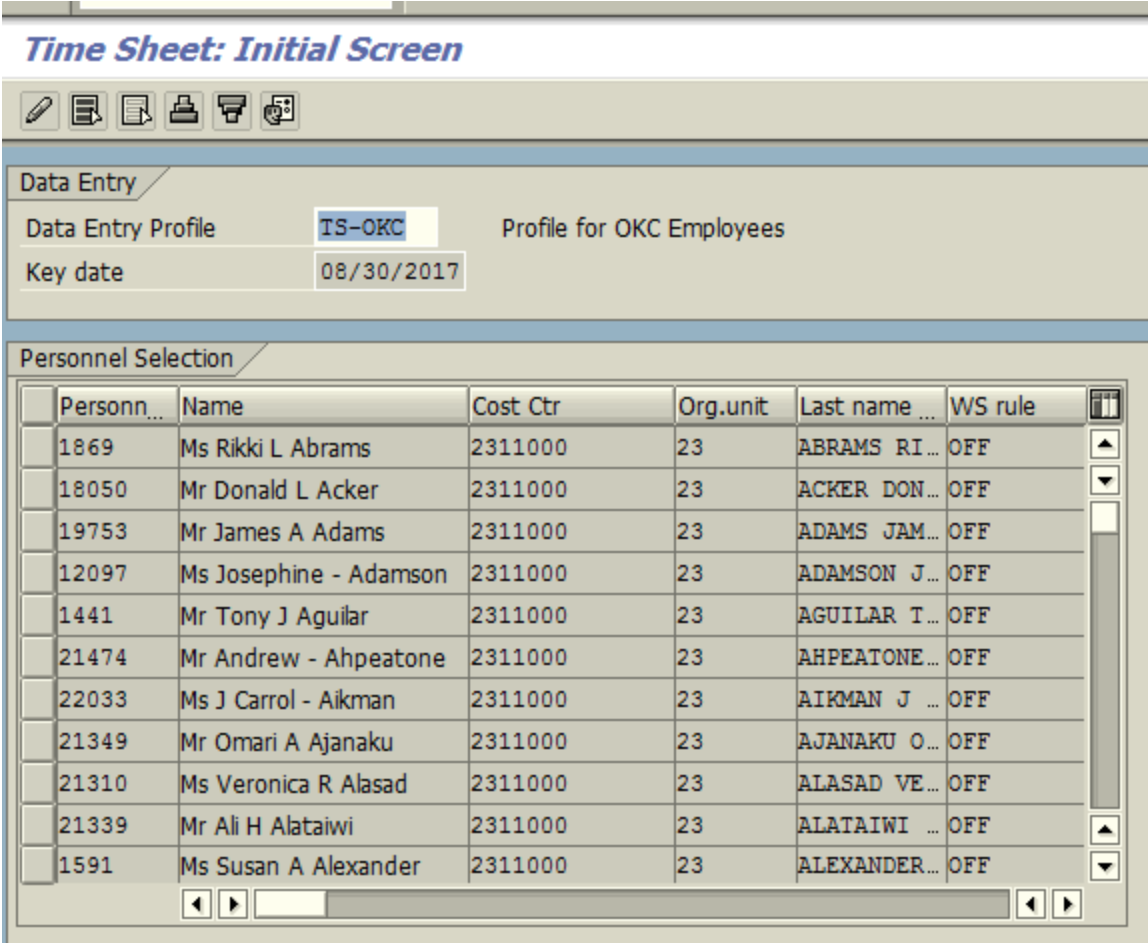
Class Coverage: Absent Teacher	Date	# of Students	Length of Coverage (Military Time)	Total
<u>Bill Smith</u>	<u>08/01/17</u>	<u>15</u>	<u>.50</u>	<u>9.00</u>
<u>Janie Rogers</u>	<u>08/02/17</u>	<u>20</u>	<u>7.00</u>	<u>60.00</u>
<u>Vacant 2nd grade teacher</u>	<u>08/03/17</u>	<u>30</u>	<u>3.50</u>	<u>18.00</u>
<u>James Doe</u>	<u>08/06/17</u>	<u>22</u>	<u>2.00</u>	<u>13.20</u>
<u>Julie Wilson</u>	<u>08/07/17</u>	<u>8</u>	<u>.75</u>	<u>4.80</u>

Timekeeper – Entering class coverage into SAP for teachers

1. Access CAT2 in SAP



2. Select the appropriate teacher on the manpower



- click the pencil  or F5 on the keyboard

Time Sheet: Data Entry View

Personnel Number: 1011 Ms Tina M Thompson Cost Ctr: 22011000
 Data Entry Period: 08/16/2017 - 08/31/2017 Week: 33.2017

LT	Rec. CCtr	Rec. Order	A/A...	Val. basis	E..	MU	Total	08/16	08/17	08/18	08/19	08/20	08/21	08/22	08/23	08/24	08/25	08/26	08/27	08/28	08/29	08/30	08/31
					H		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					H		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Once in Data Entry View enter A/A Type (list of class coverage related A/A types are at the end of this document please select the one that applies to the duration of the class and/or type coverage)
- Enter the number from the SAP Val. Basis column from the Class Coverage form in column Val. basis (to determine/review the valuation basis please review the end of this document).
- Enter the last 2 numbers of the A/A type in the evaluation code (example: 0094 is the A/A type and 94 is the evaluation code).
- In the date that the coverage occurred please list the duration of the class coverage in military time (if the teacher covered the class for 5 hours or more 1.00 would go in the date column)

Time Sheet: Data Entry View

Personnel Number: 1011 Ms Tina M Thompson Cost Ctr: 22011000
 Data Entry Period: 08/01/2017 - 08/15/2017 Week: 31.2017

LT	Rec. CCtr	Rec. Order	A/AType	Val. basis	Evaluation type for atts/abs	MU	Total	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15
						H	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0094	9.00	94	H	0.00	2.00														

*Note: In the above example Val. Basis column is 9.00 and the 2.00 is inputted on the 08/01/2017 date column. This is determined by the following Ms. Thompson has covered a class that had 15 students for a full 2 hours. (example: 15x\$0.60 = 9.00) which is located on the form.

You will complete these same steps for each day listed on the form.

- Press 'Save' or press 'Ctrl+S' to complete time entry.

New attendance and evaluation codes:

Class Coverage:

New A/A Type *	Description	Val. Basis (verified by Timekeeper)	Dates Column	Evaluation Type for atts/abs	Schools
0094	Class coverage less than 5 hours	Enter # Students * \$0.60	Enter # hours (cannot be more than 4.99 hours in military time)	94	
0095	Class coverage 5 hours OR more	Enter # Students * \$3.00	Enter 1 to represent a whole day	95	
0096	Class coverage – Block Schedule	Enter # Students * \$1.00	Enter # of periods	96	Only used by Belle Isle, Northeast, and Classen SAS.

Loss of Plan:

New A/A Type *	Description	Val. Basis (verified by Timekeeper)	Date Column	Evaluation Type for atts/abs	Schools
0097	Loss of Plan Period – Elementary	\$10.25	Enter # of lost plan periods	97	
0098	Loss of Plan Period – Secondary	\$17.50	Enter # of lost plan periods	98	
0099	Loss of Plan Period – Block	\$26.25	Enter # of lost plan periods	99	Only used by Belle Isle, Northeast, and Classen SAS.

For questions regarding class coverage, please email Compensation@okcps.org or call Human Resources Compensation Department at 587-0832.