# Quick Guide to Time and Class Coverage Approval | OKCPS

**Class Coverage and Loss of Plan time Overview:**

**Certified Collective Bargaining Agreement:**
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.

1. 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.
2. 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.
3. 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.

**Classified Collective Bargaining Agreement Teaching Assistants as Substitutes:**

A. Teacher Assistants should be used as substitute teachers on an emergency basis only, not as a matter of convenience. An emergency shall be defined as an unforeseen crisis that demands prompt action. The building administrator shall make a reasonable attempt to exhaust the substitute list prior to assigning a Teacher Assistant to substitute. Assistants, who are used as substitutes for teachers who are absent, will be compensation at the following rate:
   1. 1 to 3 hours (elementary) or periods (secondary) will be paid at a rate of $15 per day.
   2. 3 to 4.5 hours (elementary) or periods (secondary) will be paid at a rate of $35 per day.
   3. More than 4.5 hours (elementary) or (secondary) will be paid at a rate of $55 per day. (max per day)

B. The Teaching Assistant is responsible for submitting for substitute pay within thirty (30) calendar days of the time of coverage.

**If the Teaching Assistant's job is funded through the Federal Title I funding, substitute pay cannot be granted from that funding source and the classified employee should not be used as a substitute.

Classified Teaching Assistant substitute claim form will need to be **sent to Compensation@okcps.org** for payment and will not be entered into SAP by the timekeeper.

Leave Approval:
When entering in the dates for time approval, please make sure to go one to 2 pay periods back in order to approve leave that may have been entered in late.
248/245 day employees are paid current, so all leave must be approved for this group through the end of the pay period and not just to the date of approval.
Leave **must be approved** by the principal before the payroll cutoff time each pay period.

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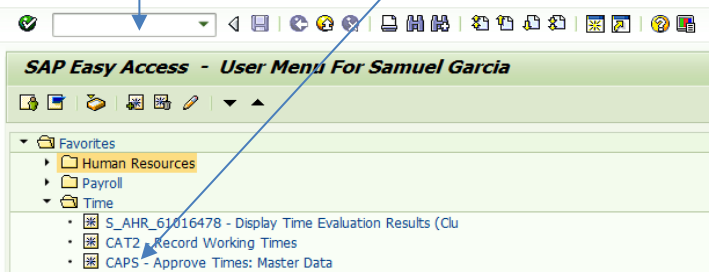
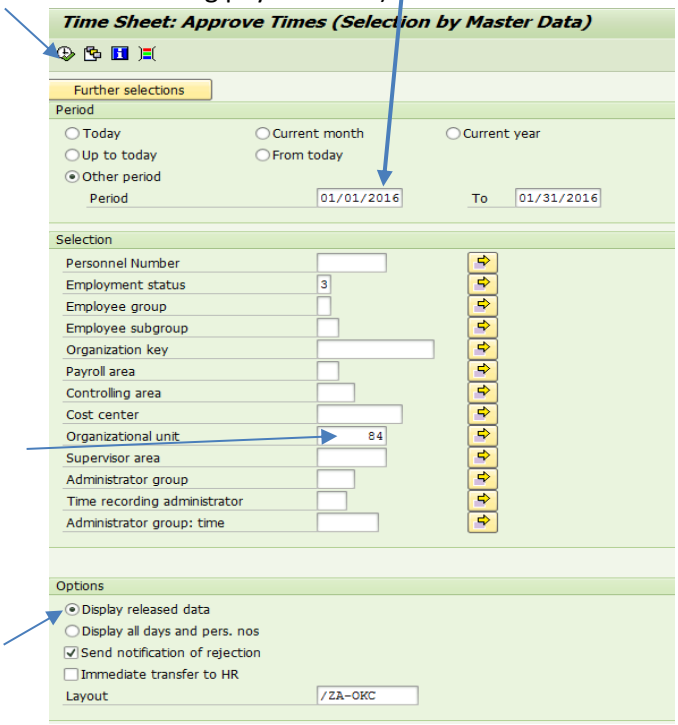
1. In SAP select transaction CAPS or enter it here.



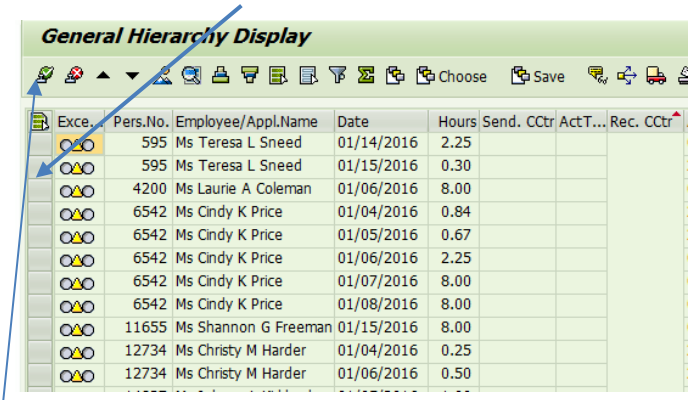

2. Complete the next screen with the information:
   - Date range you want to approve. (Put in a full month, not just the pay period just in case leave is entered late. Use beginning and ending payroll dates)




   - Enter Organization Unit number
   - Under Options, choose the "Display Released Data"
   - Click the Execute button at the top(clock)

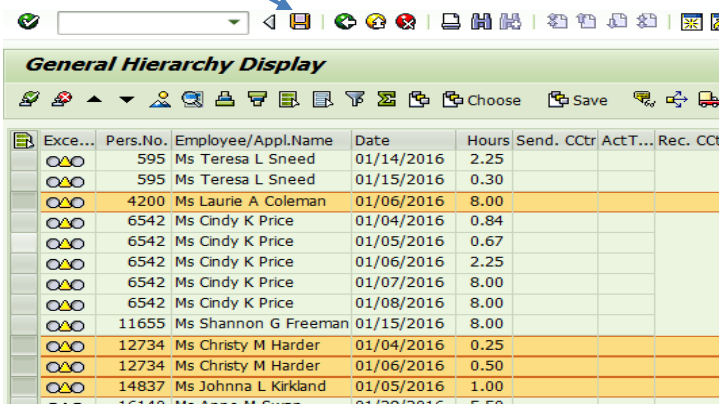
3. The next screen will look like the image below. In order to view/approve individual employees:
   - Click the pink line "Person of xx/xx/xxxx -

4. Choose the employees' time or class coverage you wish to approve. (Choose individual employees by pressing down the shift key while clicking the square to the left of the yellow cone).




Click the green check mark to indicate you approve the leave, class coverage or overtime.

6. Click Save. Once completed, click the back button until you reach the SAP main menu.




| Exce... | Pers.No. | Employee/Appl.Name | Date | Hours | Send. CCtr | ActT... | Rec. CCt |
|---|---|---|---|---|---|---|---|
| | 595 | Ms Teresa L Sneed | 01/14/2016 | 2.25 | | | |
| | 595 | Ms Teresa L Sneed | 01/15/2016 | 0.30 | | | |
| | 4200 | Ms Laurie A Coleman | 01/06/2016 | 8.00 | | | |
| | 6542 | Ms Cindy K Price | 01/04/2016 | 0.84 | | | |
| | 6542 | Ms Cindy K Price | 01/05/2016 | 0.67 | | | |
| | 6542 | Ms Cindy K Price | 01/06/2016 | 2.25 | | | |
| | 6542 | Ms Cindy K Price | 01/07/2016 | 8.00 | | | |
| | 6542 | Ms Cindy K Price | 01/08/2016 | 8.00 | | | |
| | 11655 | Ms Shannon G Freeman | 01/15/2016 | 8.00 | | | |
| | 12734 | Ms Christy M Harder | 01/04/2016 | 0.25 | | | |
| | 12734 | Ms Christy M Harder | 01/06/2016 | 0.50 | | | |
| | 14837 | Ms Johnna L Kirkland | 01/05/2016 | 1.00 | | | |