Long Term Sub Feature

Overview

This feature allows a long-term sub to be added into a position without changing the name of the original staff member. All names within a position will carry over to the financials pages in separate line items allowing for individualized reporting. As a reminder, prior to using the Long Term Sub feature, be sure the staff member meets the criteria per the Michigan Provider Manual provided below.

Michigan Provider Manual Policy Information

Long-term substitute staff replacing permanent staff on leave may be added to the staff pool lists. The following criteria apply when long-term substitutes are utilized:

- A long-term substitute staff must be employed by the ISD/Local Educational Agency (LEA) for at least 30 calendar days within the quarter.
- The ISD/LEA may report the name of the long-term substitute staff any time after the sampling moments are distributed.
- The long-term substitute staff must meet all of the program requirements and provider qualifications necessary to participate in the Medicaid school based services program staff pool.
- If listed on the staff pool list, the substitute staff must complete the time study moment.
- The cost reflected should be the sum of the cost of the regular staff on leave and the long-term substitute staff.
- All audit liability for the financial data reported and the tracking of the moments is the responsibility of the ISD/LEA reporting entity.
- All staff whose costs are included in the cost pool, including long-term substitutes, must be included in the sample universe for the time study.

The following information is a guide to use the long-term sub feature.

Step 1 – On the SPL page, click on the staff member/position that will have the long-term sub.

Cost Pool:	AOP	⌄
Job Category:	Early Identification/Intervention Personnel	⌄
Shift Type:	Full Time	⌄
Job Position Id:	43558	
Job Title:		
Description:		

Employment Status	Employee ID	Email	Name	Start Date	End Date	Delete
District Payroll		new@enhancement.com	Enhancement, New	10/01/2018		✖

Action:	Edit	⌄

Edit staff:

☐ Check to enable editing of last name/email ONLY if you are NOT performing a replacement. To perform a replacement please select an appropriate option above.

Employment Type: ❓	District Payroll	⌄
Start Date: ❓	10/01/2018	
End Date: ❓	mm/dd/yyyy	
Email:	new@enhancement.com	

☐ **No Email**

☐ **Add Substitute**

Employee ID: ❓	
First Name: ❓	New
Middle Name:	
Last Name:	Enhancement
Suffix:	
Phone:	
Email CC Person:	⌄

Step 2 – Click on the check box that lists "Add Substitute". New required fields will display for the sub's information.

Create substitute staff:

Start Date: ❷	10/01/2018
End Date: ❷	mm/dd/yyyy
Employment Type:	[dropdown]
	(Required)
Email (new@enhancement.com):	
	(Required)
	☐ **No Email**
Employee ID: ❷	
First Name (New):	
	(Required)
Middle Name:	
Last Name (Enhancement) :	
	(Required)

Step 3 – Enter the long-term sub's information into the required fields and click save changes. An additional screen will display with policy information regarding long-term sub requirements. If the long-term sub meets these requirements, confirm your changes and continue.

Please Confirm

Can you confirm the long-term sub being entered into the position meets the following:

- A long-term substitute staff must be employed by the ISD/Local Education Agency(LEA) for at least 30 calendar days within the quarter
- The long-term substitute staff must meet all of the program requirements and provider qualifications necessary to participate in the Medicaid school based services program staff pool
- If listed on the staff pool list, the substitute staff must complete the time study moment
- All audit liability for the financial data reported and the tracking of the moments is the responsibility of the ISD/LEA reporting entity

Cancel   Confirm

Step 4 – The long-term sub will be displayed in the position.

Employment Status	Employee ID	Email	Name	Start Date	End Date	Delete
District Payroll		new@enhancement.com	Enhancement, New	10/01/2018		✖
ⓘ District Payroll		awesome@stuff.com	Stuff, Awesome	10/02/2018		✖

Action: Edit ▾

Edit staff:

ⓘ There is currently a substitute in the position.

Cost Pool	Email	Emp Id	Name ⌃	Job Category	Job Position Id	Job Title	Person History
AOP	awesome@stuff.com		Enhancement, New (Stuff, Awesome)	Early Identification/Intervention Personnel	43558		▤

Removing

The removal process is the same as vacating an ordinary position.

Step – 1 Click on the position filled with the long-term sub. Use the action dropdown and select vacate.

ⓘ District Payroll		awesome@stuff.com	Stuff, Awesome	04/10/2018	✖

Action: Vacate ▾

End Date for Stuff, Awesome: ❓ 5/10/2018

☑ Are you sure you want to create a vacancy for this position?

◀ ▶ ☐ Edit Another?   Cancel   Save Changes

Once vacated, the original staff member will be back in the position and displayed on the SPL. When clicking on the position, a history will display all staff members in the position.

Employment Status	Employee ID	Email	Name	Start Date	End Date	Delete
ⓘ District Payroll		awesome@stuff.com	Stuff, Awesome	04/10/2018	05/10/2018	✖
District Payroll	E0000023844	test23844@test.com	, Stacy	08/16/2014		✖

Financials

Any long-term sub that was in a position will have their own line item on the financial pages. Entering costs for long-term subs is the same as normal staff.

Name ⌃	Job Category	Cost Pool	Job Title	Job Span	Salary	Benefits	Materials & Supplies	Staff Professional Dues & Fees	Staff Travel & Training	Fed Offset	State Offset	Gross	Net
SUBSTITUTE: Stuff, Awesome	Personal Care Services Provider	Pers. Care	Personal Care		$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$50,000.00