



Substitute Frequently Asked Questions (FAQ's)

Table of Contents

Aesop1

Assurance Letter1

CalPERS & CalSTRS2

Feedback2

Fingerprints3

General Questions3

Limit to Subbing & Long Term Assignment(s)4

Payroll4-5

Sick Leave6

TB Test Clearance, Hepatitis B, etc.6

W-2's7

Aesop

1. I was locked out of Aesop; can you please reset it for me to log in?

You have to wait 30 minutes every time that you lock yourself out of Aesop before you can log in again.

2. I already have a log in for Aesop with another district. Do I really need another username and password?

Yes, each district has their own Aesop system and they are not connected. If you try a log in using your username and password from another district with our Aesop system it will not let you in.

3. I haven't been receiving any phone calls from the Aesop system for jobs, why is that?

There could be a couple of things that are going on.

- a. Make sure that we have your most current phone number listed for the system to call you.*
- b. Make sure that you don't have music as your ring tone when someone calls. This will cause the Aesop system to hang up and skip you.*
- c. Make sure that all your certifications are up to date and none are expired. This will cause Aesop to not call you.*
- d. Seasonal highs and lows of demand of Substitutes.*

Assurance Letter

4. Do I receive a letter at the end of the school year about subbing for the next school year?

Yes, you will receive an assurance letter in June of each year asking if you will be returning for the next school year. This letter has to be returned by the date indicated on the letter or we will assume that you are no longer interested in being a substitute for Gateway Community Charters.

5. I sent my assurance letter back indicating that I will NOT be returning but now I would like to be a substitute for Gateway Community Charters again. Can I come back?

You can come back but you have to reapply and go through the whole process again.

CalPERS & CalSTRS

6. I am retired from CalPERS/CalSTRS, Can I still work for you?

CalPERS-If you are retired from CalPERS you cannot work unless you have reached your 180 days/6 months' probation period. Once you have reached this you cannot work over 960 hours per year.

CalSTRS-

7. I declined CalSTRS. Why is it being taken out of my paycheck?

You declined CalSTRS but unfortunately you are already an active member of CalSTRS and cannot decline membership.

8. I declined CalPERS. Why is it being taken out of my paycheck?

You declined CalPERS but unfortunately you are already an active member of CalPERS and cannot decline membership.

Feedback

9. I received a notification from Aesop to do a feedback for a recent assignment that I did. Do I have to complete this?

It is recommended that you completed this to let us know how the school site is doing and if there are any complaints that you would like us to know about or recommendations.

10. There is a paper copy of the feedback form. Do I fill this out instead of the Aesop feedback?

We would prefer the online version over the paper copy as we may not receive the paper copy. The online version alerts us right away once you have submitted it.

Fingerprints

11. I have been fingerprinted for another school district; can I use those instead of getting fingerprinted again?

Unfortunately, you will have to get fingerprinted again for Gateway Community Charters.

12. Will I have to pay for the fingerprints again?

You will not have to pay for fingerprints. Gateway Community Charters pays for the fingerprints, we give you two pieces of paper that you have to give to the locations that we provide and you won't have to pay.

13. There is a fingerprinting place closer to me but not on your list: will the papers still work?

Unfortunately, no they will not. If you go to a place that is not listed on the locations that we provide you will have to pay.

General Questions

14. Why do we have to have a valid email address?

We communicate mainly through email with all our employees and substitutes. We do need to have a valid email address.

15. When does the school year begin for Gateway Community Charters?

Gateway Community Charters school year begins in August and ends in June

16. Are you part of Twin Rivers USD?

Unfortunately we are not part of Twin Rivers USD.

17. Can I be a substitute for another position?

You have to email Nicki.Clatte@GCCCharters.org to see if you qualify to sub for another position. If you work in a position that you were not approved to work in you will be put on probation or removed from our substitute list.

Limit to Subbing & Long Term Assignment

18. Is there a minimum number of days I have to sub each month or be available to sub each month?

We do not have a minimum number of days that a substitute has to work each month or being available. We do send out emails to check in with substitutes throughout the year.

19. Is there any kind of limit on subbing for Gateway Community Charters?

There is no monthly limit. There is a yearly limit stated in the Substitute Handbook. If a substitute doesn't work within 365 days you will be removed from our substitute list.

20. I have a 30-Day Substitute Permit. Can I still work in a long term assignment?

Yes, you can still work in a long term assignment.

21. I am in a long term assignment. Do I still have to fill out a timecard?

Yes. You MUST submit a timecard to be paid.

Payroll

22. I forgot to turn in my timecard when I left the school site; can I drop it off at the GCC Central Office?

Unfortunately you need to drop it off at the school site and not at the GCC Central Office.

23. I turned in my timecard after the due date, what will happen since I turned it in late?

Your timecard(s) will NOT be processed till the next pay period. You HAVE to turn it in before the due date or on the due date because we have a due date for Payroll and cannot process late timecards. This is the Substitutes responsibility to turn in their timecards on time.

24. I signed up for Direct Deposit but I received a check in the mail, why?

Your first pay period that you work will be a live check because we have to double check your Account & Routing numbers to make sure that we can put your money in that account. The next pay period that you work you will have Direct Deposit and just a pay stub in the mail.

25. I worked at EPIC and it is not on my pay check that I received on the 10th. Where are my other days?

For the hours that you worked at our EPIC Charter you will receive your paycheck on the 15th of the month. If you have any questions, please feel free to contact my office or our Payroll Department @ 916-286-5199 x2317.

26. I worked at school site but did not turn in a timecard(s). Will I still get paid or will the site fill out a timecard(s) for me?

It is the substitute's responsibility to fill out the timecard(s). The school sites WILL NOT fill out your timecard(s) for you. If you do not fill out a timecard and turn it into the site before leave you will not be paid. You need to fill out a timecard before the due date and turn into the school site so that we can process your work hours.

27. I worked at EPIC but the days are not on my paycheck?

Our EPIC school is in the Yolo County Office of Education and they process their pay checks on the 15th of the month instead of on the 10th of the month. In the folder provided upon your hire there are pay schedules for our schools.

28. I have direct deposit but my pay check from EPIC was not direct deposited but a live check, why is this?

If you did not receive direct deposit this would be that you did not sign up for direct deposit with our EPIC school. You can find the direct deposit form here:

http://www.gcccharters.org/substitute/YCOE_Direct_Deposit_Form.pdf

29. I did not receive my paycheck on the pay date. Why?

It is possible that you did not work during the pay period. If you moved and did not inform us of your new address, than we sent it to your old address.

<http://www.gcccharters.org/staff/addressNameChange.pdf>

30. I moved but did not tell the Human Resources Department and now I did not get my paycheck.

We have to wait 5 business days from the pay date before we can cancel and reissue your check. If you have not received your check by the 5th business day, email Nicki.Clatte@gcccharters.org stating that you have not received your check yet and to cancel it. Once we have the new check you will be emailed to come and pick it up and sign the required paperwork.

Sick Leave

31. How do I know how much Paid Sick Leave I have?

You can find this on your pay stub/pay check each month on the left side. In the box that has your name. The sick time is listed as Sick Leave Balance.

32. How much Paid Sick Time do I get each year?

You receive 24 hours each school year. Every 30 hours that you work you receive 1 hour. Further explanation is in your Substitute Handbook

33. Can I get more than 24 hours per school year?

You may carry forward and accrue a maximum capped total of 48 hours or six days of paid sick leave. Further explanation is in your Substitute Handbook

TB Test Clearance, Hepatitis B, etc.

34. Is it correct that proof of a clear TB test results is all that is required to meet health requirements?

For Gateway Community Charters school district this is correct.

35. How long is a TB test valid for?

A TB Test is valid for 4 years from date read for Gateway Community Charters.

36. I turned in my TB Test Clearance. Why do I have to have a Hepatitis B Clearance?

The following substitute positions, Custodian & Campus Monitor, are required to have the Hepatitis B Vaccine or sign the Hepatitis B Vaccine Declination form.

**Hepatitis B Vaccine Declination –by signing this form you are stating that you understand that you may come in contact with exposed blood and that you are declining the vaccination.*

**Hepatitis B Vaccine-you will have to provide us with a copy of your medical report showing that you had the vaccination.*

W-2's

37. When will I receive my W-2?

All W-2's are mailed out at the end of January

38. I need another copy of my W-2. Can you please send me one?

You have to fill out the Replacement W-2 form. Once we have received this form back completed, we will send you a copy via method that you have selected.

http://www.gcccharters.org/staff/W-2_Replacement_Request.pdf