Learn About the Substitute Eligibility Roster

The Substitute Eligibility Roster presents a list of Substitutes chosen to work at your location. Use this roster to check for Employee Eligibility (EE), to generate time for an employee, and to note a Substitute's phone response. Employees may also be added to or deleted from this roster.

This roster must be checked and printed daily, and given to the employee responsible for calling in substitutes. Only substitutes with an EE status of EL (Eligible) may be called.

Note that the employees are grouped on the screen by eligible and not eligible.

Below is an explanation of the various fields and codes found on the Substitute Eligibility Roster.

(A) A: In this Action field, codes are used to initiate updates of data, and as a quick access to other functions.
Type the code next to the desired record, and **Press** ENTER.
D allows you to delete an employee from the roster.
E allows you to perform an Employment Eligibility check on an employee.
G generates the daily attendance log and rechecks EE status.
T allows you to access the latest Timekeeping Detail screen for an individual.

(B) PHONE #: This field displays a substitute's phone number.

(C) R: The telephone Response code field is used to record if the employee was called for service and did or did not accept the assignment. Responses in this field will be used for unemployment eligibility processing.
N means that the substitute did not accept the assignment.
Y means that the substitute accepted the assignment.
U means that the phone call was not answered.
Blank – The substitute was not offered an assignment.

(D) LIC CAT: This field displays the License Categories held by the substitute. Not all categories are valid for per diem service. **Press F1** with the cursor in this field, and a Data Lookup Screen will pop-up with a description of all license categories. Call only those substitutes whose license category matches the assignment to be staffed.

more information on the next page ➤

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USER: MBUR          N.Y.C. BOARD OF EDUCATION - PER DIEM SYSTEM          ES5MT01
02/25/2000 10:13       SUBSTITUTE ELIGIBILITY ROSTER       EE AS OF:  02/24/2000

LOC: 02M013         LAST NAME:                    FI:        EIS ID:

 (A)NAME              EIS ID   SOCSEC NO  (PHONE #)   (R)(LIC CAT)      EE  DHR  CA
 G ADAMS          ,J  0742999  136799941  9146999951     TR            EL
   BEONZ          ,M  0732999  565676766  7186676768  Y  TR GC SU AE   EL
 G CHENDEZ        ,E  0691760  676765554  2128846765     TR            EL
   DUNET          ,P  0746645  125765753  7185667677     TR            EL
   GAZQUET        ,A  0766645  124576697  7189876768     TR            EL
   HIAMS          ,K  0725556  114665784  5167566633     TR            EL        E
   KRIAT          ,B  0725645  567567666  7188966672     VC            EL        E
   LABOKE         ,A  0746767  111662660  9146966550     TR            EL        E
   MOFTELL        ,M  0730765  676767655  7185676676     TR            EL        E

   FORPOSIT       ,C  0746455  234345422  7183142343     AE            FP   U    E
   HARPWOOD       ,F  0746343  119734393  7184773434                   LC   A    E
   JECHTER        ,S  0345343  090343210  7183323434     TR            PB
   ROBITELLINO    ,J  0733443  343234340  7184545445     TR            ST

SERVICE DATE:                                                  CONFIRM:
ENTER-PROCESS   F1-DATA LKUP   F2-ADD   F3-MENU   F5-PREV SCR   F6-VIOL ERROR
F7-BACK   F8-FWD   F9-PREV LOC   F10-NEXT LOC   F12-DAILY LOG   CLEAR-EXIT
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A

B

C

D

DATA LOOKUP SCREEN

A	LIC	DESCRIPTION
.	AE	ADULT EDUCATOR
.	ET	EVENING TRADES
.	GC	GUIDANCE COUNSELOR
.	LA	LAB SPECIALIST OR ASSISTANT
.	SU	SUPERVISOR
.	TR	TEACHER
.	VC	VOCATIONAL

Substitutes are grouped by Eligible and Not Eligible