Electronic Fill-In Coverage - FAQ

Tips and Guidelines for the Fill-In Teacher when completing this form:

- ★ The Licensed Employee enters the time off in SAM and registers the Job Number.
- * The Licensed Employee notifies the office personnel (School Campus User) of the job number and the Fill-In Teacher's full name.
- ★ The Fill-In Form is started by the School Campus User, the form is submitted.
- **★** Then the form will be electronically delivered by email to the Fill-In Teacher.
- * The Fill-In teacher will select the Link directly from the email and the form will open.

The message to the Fill-In Teacher

Inbox

Dear Fill-in Teacher,

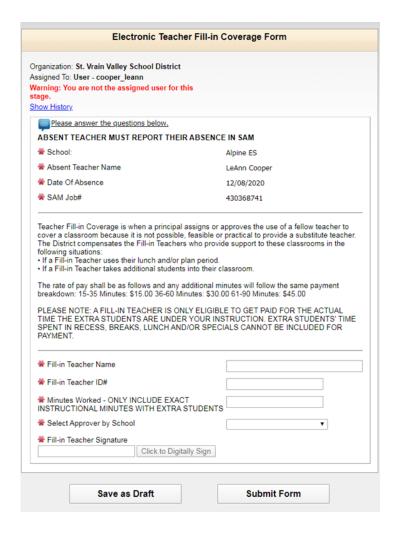
An Electronic Teacher Fill-in Coverage Form has been routed to you to complete and sign for payment. Please click the link below to open the form:

Electronic Teacher Fill-in Coverage Form

Thanks, Substitute Office



The form link will open - Select OK



 The top of the form includes the information about the fill-in job.

IMPORTANT: Please note - A Fill-in Teacher is only eligible to be paid for the actual time the extra students are under his/her direct instructions. Extra students time spent in recess, breaks, lunch and /or specials cannot be included for payment.

The Fill-In Teacher has 4 questions to answer.

- 1. Name
- 2. Employee ID #
- 3. Minutes with students
- 4. Select your school from drop down
- * Electronically sign the form.
- ★ Select the Submit Form button and the form is sent electronically to the school's principal for approval.