



ASSISTANTS SUBSTITUTING IN TRUE TIME AND AESOP

- Classified hourly assistants (who have applied to be a sub with Juli Martin in HR) accepting a substituting position should be entered through AESOP not True Time.
- Assistants subbing in an emergency situation, for a few hours, should enter their time through True Time. Call Payroll for a TSub pay code.
- Assistants cannot substitute for more than 25 hours per month.
- Assistants cannot be a long term substitute.
- Assistants cannot be clocked into True Time and AESOP at the same time.