

DAILY PAY RATES

Classification	Full Day	Half Day
Substitute Teachers/Testers/Nurses/Librarians	\$92.00	\$46.00
Certified Teacher	\$92.00	\$46.00
Degreed Teacher	\$92.00	\$46.00
Substitute Paraprofessionals (Campus)	\$67.00	\$33.50
Substitute Paraprofessionals (Administrative Building)	\$72.00	\$36.00
Life Skills/PPCD/AB Paraprofessionals	\$77.00	\$38.50

- Substitute positions requiring more than four (4) hours of duty will be compensated for a full day. Any position requiring four (4) hours or LESS will be compensated at the half-day rate. The campus reserves the right to alter the current assignment or schedule at the discretion of the principal or campus designee.

PAY DATES/PAY PERIODS

Substitutes are paid semi-monthly. Paychecks will be deposited on the 15th and the last day of the month. Time worked from the 1st -15th is paid at the end of the month. Time worked from the 16th -31st is paid on the 15th of the following month. If you have any concerns, please email SubPayroll@cfisd.net.

HELPFUL PAYROLL HINTS:

- Substitutes may view their assignments via AESOP at www.cfisd.net, **STAFF > HR > Substitute > Online Substitute Resources**. We advise that substitutes check their assignments daily to ensure accuracy. If you do not see an assignment on your calendar, you will not be paid. Please contact the Campus User to discuss any discrepancies.
- Substitutes should verify all assignments daily by viewing the history tab in the AESOP system.
 - All assignments will have a confirmation number. Confirmation numbers are assigned via the AESOP system and are always available to you. In most cases, errors will be corrected on the next payroll. Please note that it is required to sign in and out with the campus substitute representative. This could be very helpful in the event of discrepancies.