

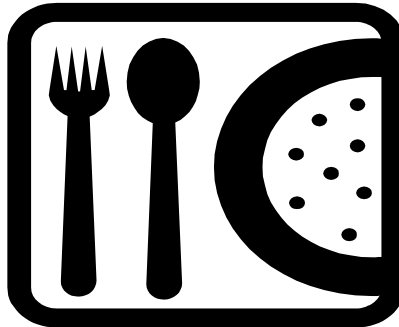
Classified Substitute Handbook



Office Assistants



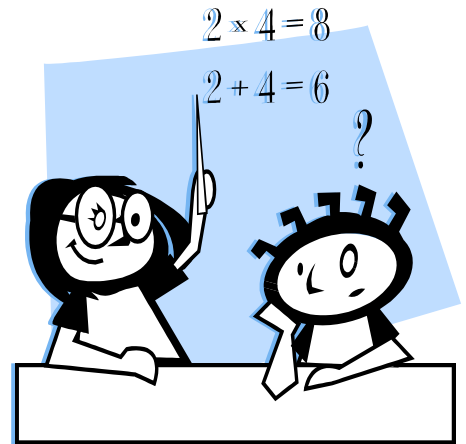
Custodial



Food Service Assistants



Bus Drivers



Instructional Assistants



Human Resources Department
1130 Fifth Avenue
Chula Vista, CA 91911



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**SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue
Chula Vista, CA 91911**

BOARD OF TRUSTEES

Jim Cartmill
Bertha Lopez
Pearl Quiñones
Arlie N. Ricasa
Greg Sandoval

DISTRICT SUPERINTENDENT

Jesus M. Gandara, Ed.D.

Human Resources Department Staff

Rita Sierra Beyers, Assistant Superintendent of Human Resources	(619) 585-6010
Wesley R. Braddock, Director of Human Resources	(619) 585-6001
Dr. Thomas Glover, Director of Human Resources	(619) 691-5504
Danya Williams, (Help Desk) Human Resources Technician	(619) 585-6008
SubFinder (Computerized Calling System)	(619) 585-6040
WebConnect (SubFinder Online)	email: subfinder.sweetwaterschools.org
Classified Job Tape	(619) 691-5574

"The Sweetwater Union High School District will fulfill the promise of 100% student success"

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy 0410

SWEETWATER UNION HIGH SCHOOL DISTRICT
INFORMATION FOR SUBSTITUTE CLASSIFIED EMPLOYEES
(Including Bus Drivers, Clerical/Secretarial, Custodial, Gardener,
Food Service Assistant, Instruction Assistant and Health Care Assistant,
Interpreter for the Hearing Impaired, Warehouse/Delivery Worker,)

WELCOME to the Sweetwater Union High School District. As a substitute classified employee, there are district policies and procedures that you need to be aware of that apply to each assignment you perform for the district. We hope the information on these pages will be helpful to you.

SUBSTITUTE employees replace regular employees who may be away from their job because of illness, leaves of absence, or various other legitimate reasons. Substitutes may also serve in a vacant position until it is filled. Your assignment may be as brief as one day or it could last as long as six months. **For the July 1 through June 30 Fiscal Year, the Education Code allows a substitute to work up to 194 days.**

**SUBSTITUTE EMPLOYMENT DOES NOT GUARANTEE YOU WILL
BE HIRED AS A REGULAR EMPLOYEE**

The Sweetwater Union High School District has a history of hiring substitute employees into regular (entry-level) classified positions. It is very important to be available when called to work, be prompt in reporting to your assignments and perform your assigned tasks at a high level of efficiency.

Most of your questions regarding substitute work should be answered in this brochure, however, you may also contact the Human Resources Department at (619) 585-6008 or for questions and/or concerns.

We hope your substitute employment experience with the District is successful and mutually satisfying.

1. The hourly pay, effective October 1, 2007, is listed below:

Bus Driver	18.51
Campus Assistant	15.99
Carpenter	23.06
Clerk	14.49
Computer Lab Facilitator	15.99
Custodian	15.99
Educational Interpreter	22.49
Electrician	23.62
Food Service Assistant	13.14
Gardener	17.63
General Maintenance Worker	18.96
Instructional Assistant	14.49
Instructional Assistant-Special Education	14.49
Instructional Health Care Assistant	15.99
Painter	23.06
Plumber	23.62
Secretary	18.51
Warehouse/Delivery Worker	17.63
Swimming Pool Cashier	10.86
Swimming Pool Lifeguard	12.67
Senior Swimming Pool Lifeguard	14.49
Swimming Pool Water Safety Instructor	14.49

2. Substitute employees are not eligible for district-paid employee benefits. You will not receive health insurance, holiday, vacation, jury duty, or sick leave pay. You will be covered under Workers' Compensation and you will pay Social Security and Medicare at the rate of 1.45% of your monthly earnings. The district also contributes 1.45% into your Social Security and Medicare account.
3. Substitute employees are paid once a month, however, the payroll cutoff date is between the 1st and 8th of each month. Days you work in the month after the cutoff date will be included in the next month's payroll; i.e., work from the 9th of June to the 8th of July would be paid the last working day of July (not June). If you wish to sign up for Direct Deposit and Online Paystub please return the attached forms (attached forms (Appendix III & IV) to the payroll department.
4. It is advisable to keep track of the days and hours per day you work. This can be done with a pocket calendar or journal.
5. The tuberculosis (TB) test you took prior to employment must be renewed ever four (4) years. The Human Resources Department will notify you when you must renew your TB test. The SUHSD will reimburse you the costs of all subsequent TB tests. Tests are available, FREE OF CHARGE, at the SUHSD District Office in the Board Room on Tuesdays from 2:30 p.m. to 4:30

p.m. and read on Thursday from 2:30 p.m. to 4:30 p.m. (***The free tests are for renewal ONLY.***) Specific information will be provided at least two months prior to the expiration date of your most recent TB test.

6. The Food Service Department will assign Food Service Assistant substitutes. Bus Driver substitutes will be assigned by the Transportation Department. ***All other assignments will come from the Human Resources Department ONLY. You are NOT to make arrangements with individual sites.*** The substitute callers will attempt to secure a substitute as soon as they become aware of the assignment. Usually this will be the morning of the assignment. You will be expected to report to your assignment on time.
7. Working hours for substitute employees will vary depending upon the assignment. Generally, clerical assignments are from 7:00 a.m. to 3:30 p.m. or 8:00 a.m. to 4:30 p.m. Custodial assignments are from 1:00 p.m. to 9:30 p.m. or 2:30 p.m. to 11:00 p.m., except during the summer months or intersessions when each individual site will set the hours. All 8-hour assignments have a half-hour, duty-free lunch and two 15-minute breaks. Bus drivers begin work @ 5:30 a.m. Food Service assignments may begin as early as 6:00 a.m. or as late as 11:00 a.m. When you are contacted for an assignment, always verify the assignment hours with the substitute caller.
8. If you have a change of address or telephone number, please notify the Human Resources Department immediately, as well as complete the **Notice of Address, Telephone Number, and/or Name Change, Form No. 8021**. We cannot call you if we do not have your correct telephone number.
9. **We have made a commitment to provide you with as much work as possible (up to 194 days/year). Our expectation is that you will be available to work as a substitute when we call you to work. If we find that you are not available for three (3) assignments within a certain period of time, you will receive a letter requesting you to reconfirm your desire to work for us. If you decline further assignments, your employment will be terminated.**
10. The District has over 28 sites including Adult Education sites located throughout the South Bay area. The District Administration Center is located at 1130 Fifth Avenue, Chula Vista, CA 91911. You will be provided with a map of the District, which lists each site's address, telephone number and the Principal/Administrator. You could be assigned to any one of the sites. The substitute caller will give you specific information regarding your assignment. The individual sites will brief you on their specific procedures; i.e., lunch/break times, where to store your personal items, directions for your assignment, etc.
11. You are expected to dress appropriately for your assignment. Keep your appearance neat and clean, and dress comfortably with safety in mind; i.e., if you are working with heavy equipment or in a cafeteria, shoes that cover all parts of the foot must be worn. If you are in doubt about what to wear, ask either your immediate supervisor or the substitute caller. **ABOVE ALL, NO ALCOHOL AND NO DRUGS, TREAT EVERYONE AS YOU WANT TO BE TREATED –WITH RESPECT AT ALL TIMES.**
12. If you are injured while on duty you must notify your supervisor as soon as possible (preferably within 24 hours of the accident) in order to be covered by Workers' Compensation.
13. An evaluation of your work performance may be submitted by the site administrator at any time; however, after you have served in the same assignment for a minimum of ten (10) workdays, the site administrator will be sent an evaluation form from the Human Resources Department to

comment on your work performance. The site administrator should discuss this evaluation with you before it is returned to the Human Resources Department.

14. A negative evaluation will not become part of your personnel file without your prior knowledge and the opportunity to respond to it. Poor performance must be discussed with you by the supervisor. Depending upon the seriousness of the incident, two (2) negative performance evaluations may result in termination of your employment.
15. You may apply for posted positions for which you are qualified. **Tests are required for most classified positions.** Be sure to get a copy of the appropriate job description in order to determine the minimum requirements for the job. Be sure to read them carefully. All test and certificate/license requirements must be on file within the allotted time period for you to qualify for the position. The 24-hour Classified Job Tape telephone number is (619) 691-5574 or visit www.sweetwaterschools.org and click on "employment".
16. Remember, **substitute work DOES NOT guarantee you a regular position.** You **MUST** apply and compete with all other applicants. It does, however, give you an opportunity for experience and exposure to various assignments in the District.
17. **Employee Use of Technology** – Remember that use of the District's network must be consistent with Board policy and administrative regulation 4040. This stipulates that employees will use the system responsibly and primarily for work-related purposes, and will not use the district's technology resources for any business other than that of the Sweetwater district.

SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue – Chula Vista, CA 91911 – (619) 691-5500

SCHOOL DIRECTORY

JUNIOR HIGH and MIDDLE SCHOOLS

	<i>Phone/Fax</i>	<i><u>SECRETARY</u></i>
Bonita Vista Middle 650 Otay Lakes Road, Chula Vista, 91910	397-2200 482-9356	Sharon Martin
Castle Park Middle 160 Quintard St., Chula Vista, 91911	691-5490 427-8045	Gabriela Chavez
Chula Vista Middle 415 Fifth Ave., Chula Vista, 91910	691-5655 427-5723	Patty Wallace
Eastlake Middle 900 Duncan Ranch Rd., Chula Vista 91915	591-4000 482-0553	Diane Hurst
Granger Junior High 2101 Granger Ave., National City, 91950	472-6000 267-4107	Sandra Gray
Hilltop Middle 44 East "J" St., Chula Vista, 91910	498-2700 585-3576	Diane Wilderson
Mar Vista Middle 1267 Thermal Ave., San Diego 92154	628-5100 423-8431	Bernice Poer
Montgomery Middle 1051 Picador Blvd., San Diego 92154	662-4000 428-6517	Ana Salcido
National City Middle 1701 "D" Ave., National City 91950	336-2600 474-1756	Karina Campos
Rancho del Rey Middle 1174 East "J" St. Chula Vista 91910	216-5077 656-3810	Belinda Gross
Southwest Middle 2710 Iris Ave., San Diego 92154	628-4000 423-1151	Maria Rodriguez

HIGH SCHOOLS

	<i>Phone/Fax</i>	<i><u>SECRETARY</u></i>
Bonita Vista High 751 Otay Lakes Rd., Chula Vista 9913	216-5000 656-1203	Araceli Guzman
Castle Park High 1395 Hilltop Dr., Chula Vista 91911	691-5600 427-5967	Libia Ortega
Chula Vista High 820 Fourth Ave., Chula Vista 91911	691-5765 427-5824	Leslie McClelland
Eastlake High 1120 Eastlake Pkwy, Chula Vista 91915	216-5055 656-9736	Patty A. Martinez
Hilltop High 555 Claire Ave., Chula Vista 91910	691-5640 427-3284	Kathy Wilkerson
Mar Vista High 505 Elm Ave., Imperial Beach 91932	628-3074 424-6232	Sandra Angeli

Montgomery High 3250 Palm Ave., San Diego 92154	628-3007 424-6473	Maria Estrada
Olympian High School 1925 Magdalena Ave., Chula Vista 91915	656-2400 216-0650	Carolina Zimmermann
Otay Ranch High 1250 Olympic Pkwy., Chula Vista 91913	591-5000 591-5010	Alma Morris
Palomar High School 480 Palomar St., Chula Vista 91911	407-4800 585-6232	Jo Anne Hammond
San Ysidro High 5353 Airway Dr., San Diego CA 92154	710-2300 710-2318	Vanessa Figueroa
Southwest High 1685 Hollister St., San Diego 92154	628-3023 423-8253	Pam Rose
Sweetwater High 2900 Highland Ave., National City 91950	336-7009 474-7635	George Wapnowski

ALTERNATIVE PROGRAMS

	<i>Phone / Fax</i>	<u>SECRETARY</u>
Administration 467 ½ Moss St., Chula Vista 91911	585-7800 425-2761	Dionne Duenas
Alta Vista Academy 730 Medical Center Ct., Chula Vista 91913	216-5160 397-2992	Perla Gamez
Centers Of Learning By The Sea (COLS) 950 Garland Drive, San Diego 92154	575-1667	Dionne Duenas
Community Day Middle School 505 ½ Elm Avenue, Imperial Beach 91932	628-3060	Dionne Duenas
Options Secondary (SAILS) 467 Moss St., Chula Vista 91911	585-7896 425-4603	Dionne Duenas
MAAC Community Charter 1393 Third Ave., Chula Vista 91911	474-0256	

INDEPENDENT STUDY HIGH SCHOOLS

	<i>Phone / Fax</i>
Bonita Vista High 751 Otay Lakes Rd., Chula Vista 91913	216-5023 482-0145
Castle Park High 1395 Hilltop Dr., Chula Vista 91911	585-6205 585-8984
Chula Vista High 450 "K" St., Chula Vista 91911	691-5438 427-6538
Eastlake High 1120 Eastlake Pkwy., Chula Vista 91915	216-5069 216-3837
Hilltop High 555 Claire Ave., Chula Vista 91910	585-6220 420-3296
Mar Vista High 505 Elm Ave., Imperial Beach, CA 91932	628-3132 575-6044

Montgomery High 3250 Palm Ave., San Diego 92154	628-3014 423-6199
Otay Ranch High 1250 Olympic Pkwy, Chula Vista 91911	591-5080 591-5075
San Ysidro High 5353 Airway Rd., San Diego 92154	690-7080 710-2318
Southwest High 1685 Hollister St., San Diego 92154	628-3045 575-4464
Sweetwater High 2900 Highland Ave., National City 91950	336-7016 477-3937

ADULT EDUCATION

	<i>Phone/Fax</i>	<u><i>SECRETARY</i></u>
Administration 461 Moss St., Chula Vista 91911	691-5680 422-8687	Debbie McLinden
Chula Vista Adult 1034 Fourth Ave., Chula Vista 91911	691-5760 425-5447	Karla Gerardo
Montgomery Adult 3240 Palm Ave., San Diego 92154	628-3017 423-7876	Lidia Puga
❖ Imperial Beach Technology Acad. 170 Palm Ave., Imperial Beach 91932	628-3108 575-3998	
National City Adult 517 Mile of Cars Way, National City 91950	336-9400 336-0641	Pattie Pruss
San Ysidro Adult 4220 Otay Mesa Rd., San Ysidro 92173	662-4026 428-0295	Maribel Regalado
South County Career Center 1111 Bay Blvd., Chula Vista 91911	424-1112 424-1114	

CAREER TECHNICAL EDUCATION/ROP

1355 Second Avenue, Chula Vista 91911

	<i>Phone/Fax</i>	<u><i>SECRETARY</i></u>
Career Technical Ed/ROP	498-8800 425-4736	Yvette Farina



SWEETWATER UNION HIGH SCHOOL DISTRICT

Administration Office

1130 Fifth Avenue
Chula Vista, CA 91911
(619) 691-5500

Bonita Vista Middle

650 Otay Lakes Road
Chula Vista, CA 91910
(619) 397-2200

Castle Park Middle

160 Quintard Street
Chula Vista, CA 91911
(619) 498-6000

Chula Vista Middle

415 Fifth Avenue
Chula Vista, CA 91910
(619) 498-6800

Community Day Middle

67 Moss Street
Chula Vista, CA 91911
(619) 628-3056

EastLake Middle

900 Duncan Ranch Road
Chula Vista, CA 91914
(619) 591-4000

Granger Junior High

2101 Granger Avenue
National City, CA 919150
(619) 472-6000

Hilltop Middle

44 East J Street
Chula Vista, CA 91910
(619) 498-2700

Mar Vista Middle

1267 Thermal Avenue
San Diego, CA 92154
(619) 628-5100

Montgomery Middle

1051 Picador Boulevard
San Diego, CA 92154
(619) 662-8200

National City Middle

1701 D Avenue
National City, CA 91950
(619) 336-2600

Rancho Del Rey Middle

1174 East J Street
Chula Vista, CA 91910

Southwest Middle

2710 Iris Avenue
San Diego, CA 92154
(619) 628-4000

Bonita Vista High

751 Otay Lakes Road
Chula Vista, CA 91913
(619) 397-2000

Castle Park High

1395 Hilltop Drive
Chula Vista, CA 91911
(619) 585-2000

Chula Vista High

820 Fourth Avenue
Chula Vista, CA 91911
(619) 476-3300

Eastlake High

1120 EastLake Parkway
Chula Vista, CA 91915
(619) 397-3800

Hilltop High

555 Claire Avenue
Chula Vista, CA 91910
(619) 476-4200

Mar Vista High

505 Elm Avenue
Imperial Beach, CA 919132
(619) 628-5700

Montgomery High

3250 Palm Avenue
San Diego, CA 92154
(619) 628-3000

Olympian High

1925 Magdalena Avenue
Chula Vista, CA 91915
(619) 656-2400

Options Secondary

467 Moss Street
Chula Vista, CA 91911
(619) 585-7896

Otay Ranch High

1250 Olympic Parkway
Chula Vista, CA 91913
(619) 591-5000

Palomar High

450 Palomar Street
Chula Vista, CA 91911

San Ysidro High

5353 Airway Road
San Diego, CA 92154
(619) 710-2300

Southwest High

1685 Hollister Street
San Diego, CA 92154
(619) 628-3023

Sweetwater High

2900 Highland Avenue
National City, CA 91950
(619) 474-9700

Alta Vista Academy

730 Medical Center Court
Chula Vista, CA 91911
(619) 216-5160

Easthills Academy

1791 Rock Mountain Road
Chula Vista, CA 91913
(619) 656-2490

Fifth Avenue Academy

1130 Fifth Avenue
Chula Vista, CA 91911
(619) 585-6000

MAAC Community Charter

1385 Third Avenue
Chula Vista, CA 91911
(619) 476-0749

Chula Vista Adult

1034 Fourth Avenue
Chula Vista, CA 91911
(619) 691-5760

Imperial Beach Adult

170 Palm Avenue
Imperial Beach, CA 919132
(619) 628-3108

Montgomery Adult

3240 Palm Avenue
San Diego, CA 92154
(619) 651-1000

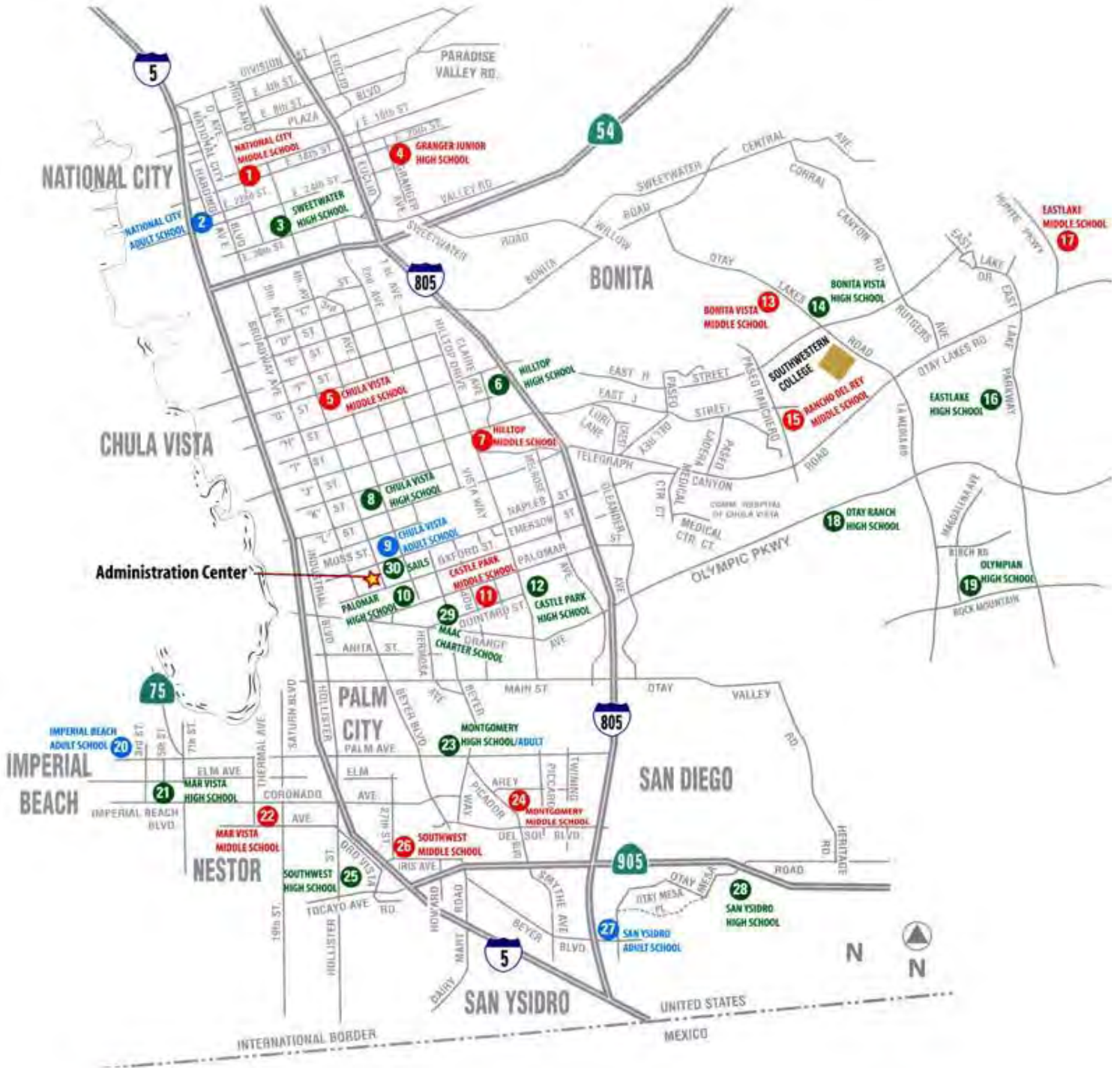
National City Adult

517 Mile of Cars Way
National City, CA 91950
(619) 336-9400

San Ysidro Adult

4220 Otay Mesa Road
San Ysidro, CA 92173

Sweetwater Union High School District Map



LEGEND

- Junior Highs & Middle Schools
- Senior Highs
- Adult Schools



DIRECTIONS TO SCHOOL SITES

Alta Vista Academy (AVA):

Telegraph Canyon Rd. to Medical Center Drive, left on Medical Center Court.

Bonita Vista Middle School (BVM) :

805 North to the "H" Street East exit, turn right. Travel on "H" Street to Otay Lakes Road, turn left. BVM is on the left.

805 South to the "H" Street East exit, which will loop around. Travel on "H" Street to Otay Lakes Road, turn left. BVM is on the left.

5 North to the "H" Street exit, turn right. Travel on "H" Street to Otay Lakes Road (quite a distance, and you will continue past 805), turn left on Otay Lakes Road. BVM is on the left.

5 South to the "H" Street exit, turn left. Travel on "H" Street to Otay Lakes Road (quite a distance and continue past 805), turn left on Otay Lakes Road. BVM is on the left.

Castle Park Middle School (CPM):

805 North to Orange Avenue exit, turn left. Travel on Orange Avenue to Hilltop Drive, turn right. Take Hilltop Drive to Quintard Street, turn left. CPM is on the right on the corner of Second Avenue and Quintard Street.

805 South to Orange Avenue exit, turn right. Travel on Orange Avenue to Hilltop Drive, turn right. Take Hilltop Drive to Quintard Street, turn left. CPM is on the right on the corner of Second Avenue and Quintard Street.

5 North to the Palomar Street exit, turn right. Travel on Palomar Street to Second Avenue, turn right. Take Second Avenue to Quintard Street, turn left. CPM is on the left on the corner of Second Avenue and Quintard Street.

5 South to the Palomar Street exit, turn left. Travel on Palomar Street to Second Avenue, turn right. Take Second Avenue to Quintard Street, turn left. CPM is on the left on the corner of Second Avenue and Quintard Street.

Chula Vista Middle School (CVM):

805 North to the "H" Street West exit, turn left. Travel on "H" Street to Fifth Avenue, turn right. CVM is on the right on the corner of Fifth Avenue and "G" Street.

805 South to the "H" Street West exit. Travel on "H" Street to Fifth Avenue,, turn right. CVM is on the right on the corner of Fifth Avenue and "G" Street.

5 North to the "H" Street exit, turn right. Travel on "H" Street to Fifth Avenue, turn left. CVM is on the right on the corner of Fifth Avenue and "G" Street.

5 South to the "H" Street exit, turn left. Travel on "H" Street to Fifth Avenue, turn left. CVM is on the right on the corner of Fifth Avenue and "G" Street.

East Hills Academy (EHA):

Follow the directions under Olympian High School. EHA is located on that campus.

Eastlake Middle School (ELM):

805 South to “H” Street East, turn right. Travel on East “H” street for over 10 miles and it will become Proctor Valley Road. At Duncan Ranch Road, turn right. ELM is at 900 Duncan Ranch Road.

805 North to “H” Street East, turn right. Travel on East “H” street for over 10 miles and it will become Proctor Valley Road. At Duncan Ranch Road, turn right. ELM is at 900 Duncan Ranch Road.

Granger Junior High School (GJH):

805 North to the Sweetwater Road exit, turn left. Turn right on Euclid (the first light) to 24th Street, turn right. Travel on 24th Street to Granger Avenue, turn left. GJ is on the right.

805 South to the Sweetwater Road exit, which loops and comes to a street light (Sweetwater Road). Travel through the intersection as it converts into Euclid Avenue. Travel on Euclid Avenue to 24th Street, turn right. Travel on 24th Street to Granger Avenue, turn left. GJ is on the right.

5 North to the Mile of Cars Way exit, turn right. Travel on Mile of Cars Way to National City Boulevard, turn left. Travel on National City Boulevard to 18th Street, turn right. Travel on 18th Street to Granger (will be some distance), turn right. GJ is on the left.

5 South to the Mile of Cars Way exit, turn left. Travel on 24th Street to National City Boulevard, turn left. Travel on National City Boulevard to 18th Street, turn right. Travel on 18th Street to Granger Avenue (will be some distance), turn right. GJ is on the left.

Hilltop Middle School (HTM):

805 North to the “H” Street West exit, turn left. Travel on “H” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “J” Street, turn left. HTM is on the right on the corner of “J” Street and Hilltop Drive.

805 South to the “H” Street West exit. Travel on “H” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “J” Street, turn left. HTM is on the right on the corner of “J” Street and Hilltop Drive.

5 North to the “J” Street exit, turn right. HTM is on the right on the corner of “J” Street and Hilltop Drive.

5 South to the “J” Street exit, turn left. HTM is on the right on the corner of “J” Street and Hilltop Drive.

Mar Vista Middle School (MVM):

805 South or 805 North to Highway 905 West to 5 North. Take the Coronado Avenue exit, turn left. Travel on Coronado Avenue to Thermal Avenue, turn left. MVM is on the left.

5 North to the Coronado Avenue exit, turn left. Travel on Coronado Avenue until you reach Thermal Avenue, turn left. MVM is on the left.

5 North to the Coronado Avenue exit, turn left. Travel on Coronado Avenue until you reach Thermal Avenue, turn left. MVM is on the left.

5 South to the Coronado Avenue exit, turn right. Travel on Coronado Avenue until you reach Thermal Avenue, turn left. MVM is on the left.

Montgomery Middle School (MOM):

805 North or 805 South to Highway 905. Travel west to the Picador Boulevard exit, turn right. MOM is on the right.

5 North or 5 South to Highway 905. Travel east to the Picador Boulevard exit, turn left, MOM is on the right.

National City Middle School (NCM):

805 North to the Plaza Boulevard exit, turn left. Travel on Plaza Boulevard to “D” Avenue, turn left. NCM is on the left at the corner of “D” Avenue and 16th Street.

805 South to the Plaza Boulevard exit, turn right. Travel on Plaza Boulevard to “D” Avenue, turn left. NCM is on the left at the corner of “D” Avenue and 16th Street.

5 North to the Mile of Cars Way exit, turn right. Travel on Mile of Cars Way to National City Boulevard, turn left. Travel on National City Boulevard to 18th Street, turn right. Travel on 18th Street to “D” Avenue, turn left. NCM is on the right.

5 South to the 8th Street exit, turn right. Travel on 8th Street to “D” Avenue, turn right. NCM is on the left between 16th and 18th Streets.

Rancho Del Rey Middle School (RDM):

805 North to “L” St./Telegraph Canyon Rd. exit, turn right. Travel on Telegraph Canyon Rd. (approx. 2 miles) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

805 South to “L” St./Telegraph Canyon Rd. exit – stay in the left lane. Travel east on Telegraph Canyon Rd. (approx. 2 miles) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

5 North to “L” Street exit, turn right. Turn left on Industrial Boulevard then right on “L” Street. Travel on “L” St./Telegraph Canyon Rd. (approx. 4 miles east past 805) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

5 South to “L” Street exit, turn right. Turn left on Industrial Boulevard then right on “L” Street. Travel on “L” St./Telegraph Canyon Rd. (approx 4 miles east past 805) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

Southwest Middle School (SOM):

805 North or 805 South to Highway 905. Travel west to the Beyer Boulevard exit. When you reach the street light, continue straight on Iris Avenue. SOM is on the right on the corner of Iris Avenue and 27th Street.

5 North to the Highway 905/Tocayo Avenue exit. Travel on the Tocayo Avenue exit to the stop sign, which is Oro Vista Road, turn right. Travel on Oro Vista Road until it converts into Iris Avenue. SOM is on the left on the corner of Iris Avenue and 27th Street.

5 South to the Highway 905/Tocayo Avenue exit. Travel on the Tocayo Avenue exit to the stop sign which is Oro Vista Road, turn right. Travel on Oro Vista Road until it converts into Iris Avenue. SOM is on the left on the corner of Iris Avenue and 27th Street.

Bonita Vista High School (BVH):

805 North to the "H" Street East exit, turn right. Travel on "H" Street to Otay Lakes Road, turn left. BVH is on the right on the corner of "H" Street and Otay Lakes Road.

805 South to the "H" Street exit, turn right. Travel on "H" Street to Otay Lakes Road, turn left. BVH is on the right on the corner of "H" Street and Otay Lakes Road.

5 North to the "H" Street exit, turn right. Travel on "H" Street to Otay Lakes Road quite a distance; you will pass 805), turn left on Otay Lakes Road. BVH is on the right on the corner of "H" Street and Otay Lakes Road.

5 South to the "H" Street exit, turn left. Travel on "H" Street to Otay Lakes Road (quite a distance; you will pass 805), turn left on Otay Lakes Road. BVH is on the right on the corner of "H" Street and Otay Lakes Road.

Telegraph Canyon Road East to Otay Lakes Road, turn left. BVH will be on the right at the corner of "H" Street and Otay Lakes Road.

Castle Park High School (CPH):

805 North to the Orange Avenue exit, turn left. Travel on Orange Avenue to Hilltop Drive, turn right. CPH is on the right.

805 South to the Orange Avenue exit, turn right. Travel on Orange Avenue to Hilltop Drive, turn right. CPH is on the right.

5 North to the Palomar Street exit, turn right. Travel on Palomar Street to Hilltop Drive, turn right, CPH is on the left.

5 South to the Palomar Street exit, turn left. Travel on Palomar Street to Hilltop Drive, turn right. CPH is on the left.

Chula Vista High School (CVH):

805 North to the "L" Street exit, turn left. Travel on "L" Street to Fourth Avenue, turn right. CVH is on the left on the corner of Fourth Avenue and "K" Street.

805 South to the "L" Street/Telegraph Canyon Road exit, turn right to "L" Street. Travel on "L" Street to Fourth Avenue, turn right. CVH is on the left on the corner of Fourth Avenue and "K" Street.

5 North to the "L" Street exit. When you come to the stop sign, turn left onto Industrial Boulevard. Travel on Industrial Boulevard to "L" Street, turn right. Travel on "L" Street to Fourth Avenue, turn left. CVH is on the left on the corner of Fourth Avenue and "K" Street.

5 South to the "L" Street exit. As you get off the exit, make a right onto Bay Boulevard at the yield sign. At the next street, which is "L" Street, turn right. Travel on "L" Street to Fourth Avenue, turn left. CVH is on the left on the corner of Fourth Avenue and "K" St.

Eastlake High School (ELH):

805 North to "L" St./Telegraph Canyon Road exit, turn right. Travel on Telegraph Canyon Rd. (approx. 4 miles) until you get to Eastlake Parkway, turn right. ELH is at the top of the hill on the right.

805 South to “L” St./Telegraph Canyon Rd. exit-stay in left lane. Travel east on Telegraph Canyon Road (approx. 4 miles) until you get to Eastlake Parkway, turn right. ELH is at the top of the hill on the right.

5 North to “L” Street exit, turn left on Industrial Boulevard. At “L” Street, turn right. “L” will become Telegraph Canyon Road (you will travel quite a distance). Travel east to Eastlake Parkway, turn right. ELH is at the top of the hill on the right.

5 South to “L” Street exit. This will loop around, at the bridge over the 5, turn right. Go straight on “L” Street all the way to Eastlake Parkway (quite a long distance). Turn right on Eastlake Parkway and ELH is at the top of the hill on the right.

Hilltop High School (HTH):

805 North to the “H” Street exit, turn left. Travel on “H” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “I” Street, turn left. “I” Street will dead-end into HTH on the left.

805 South to the “H” Street West exit. Travel on “H” Street to Hilltop Drive, turn left. From Hilltop Drive turn left on “I” Street. “I” Street will dead-end at HTH on the left.

5 North to the “J” Street exit, turn right. Travel on “J” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “I” Street, turn right. “I” Street will dead-end at HTH on the left.

5 South to the “H” Street exit, turn left. Travel on “H” Street to Hilltop Drive, turn right. Travel on Hilltop Drive to “I” Street, turn left. “I” Street will dead-end at HTH on the left.

Mar Vista High School (MVH):

805 North to Highway 905 West. Travel west until you reach Interstate 5. Take 5 North to the Coronado Avenue, turn left. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

805 South to Highway 905 West. Travel West until you reach Interstate 5, then take 5 North to the Coronado Avenue exit, turn left. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

5 North to Coronado Avenue exit, turn left. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street. At the stop sign, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

5 South to Coronado Avenue exit, turn right. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street. At the stop sign, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

Montgomery High School (MOH):

805 North to the Palm Avenue exit – south of Chula Vista, **not the National City Palm Avenue exit** - turn left. MOH is on the right just after you pass Picador Boulevard.

805 South to the Palm Avenue exit – south of Chula Vista, **not the National City Palm Avenue exit**- turn right. MOH is on the left after you pass Beyer Boulevard. MOH is on the corner of Palm Avenue and Picador Boulevard.

5 North to the Palm Avenue exit – **not the National City Palm Avenue exit** – turn right. MOH is on the left after you pass Beyer Boulevard. MOH is on the corner of Palm Avenue and Picador Boulevard.

5 South to the Palm Avenue exit – south of Chula Vista, **not the National City Palm Avenue exit** - turn left. MOH is on the left after you pass Beyer Boulevard. MOH is on the corner of Palm Avenue and Picador Boulevard.

Olympian High School (OLH):

Off of Fwy 805 take the East Orange Ave. Olympic Parkway exit going East (go 2.8 miles). Turn right on La Media Rd. (2 Blocks). Turn left on Birch Rd. (1 Block). Turn right on Magdalena Ave. (.75 miles). School will be on the left on the corner of Magdalena Ave. & Rock Mountain Rd.

Otay Ranch High (ORH):

805 South exit at Orange Avenue, turn left. Olympic Parkway is east of the 805 and you will travel approximately 6 signal lights. ORH is on the corner of La Media and Olympic Parkway.

805 North exit Orange Avenue/Olympic Parkway, turn right. Travel approximately 6 signal lights. ORH is at the corner of La Media and Olympic Parkway.

Palomar High School (PAH):

805 North to the Orange Avenue exit, turn left. Travel on Orange Avenue to Fourth Avenue, turn right. Travel on Fourth Avenue to Palomar Street, turn left. PAH is on the right between Fourth and Fifth Avenues.

805 South to the “L” Street/Telegraph Canyon Road exit, turn right to “L” Street. Travel on “L” St. to Fourth Avenue, turn left. Travel on Fourth Ave. to Palomar Street, turn right. PAH is on the right between Fourth and Fifth Avenues.

5 North to the Palomar Street exit, turn right. PAH is on the left between Fourth and Fifth Avenues.

5 South to the Palomar Street exit, turn left. PAH is on the left between Fourth and Fifth Avenues.

San Ysidro High School (SYH):

From the 5 and 805 take the 905 East to Old Caliente Avenue, turn right. On Airway, turn right. SYH will be on the left.

Southwest High School (SOH):

805 North and 805 South to Highway 905 West. Take Oro Vista turnoff – stay in left lane – it will be Tocayo Avenue. Travel on Tocayo Avenue to Hollister Street, turn right. SOH is on the right.

5 North to the Coronado Avenue exit, turn left. Pass over the freeway to the first stop light which is Hollister Street, turn left. SOH is on the left.

5 South to the Coronado Avenue exit, go to the streetlight. After the streetlight, continue straight as the street turns into Hollister Street. SOH is on the left.

Sweetwater Union High School (SUH):

805 North or 805 South to the Sweetwater Road exit, turn left. Sweetwater Road converts into 30th Street. Travel on 30th Street to Highland Avenue, turn right. SUH is on the left on the corner of 30th Street and Highland Avenue.

5 North to the Mile of Cars exit, turn right. Travel on 24th Street to Highland Avenue, turn right. SUH is on the right on the corner of 30th Street and Highland Avenue.

5 South to the Mile of Cars exit, turn left. Travel on 24th Street to Highland Avenue, turn right. SUH is on the right on the corner of 30th Street and Highland Avenue.

54 East or West, exit at Fourth Avenue and Highland, head North. SUH is on the left at the corner of 30th Street and Highland.

DIRECTIONS TO ALTERNATIVE EDUCATION OFFICE

I-5 North to "L" Street exit, turn left at stop sign onto Bay Boulevard, right on "L" Street to Fifth Avenue, right on Fifth Avenue to Moss Street, left on Moss Street. The Alternative Programs office is located at the first driveway on the right side of the street (Chula Vista Adult School Campus).

I-5 South to "L" Street exit, turn right over overpass and continue on "L" Street to Fifth Avenue, right on Fifth to Moss Street, left on Moss. The Alternative Programs office is located at the first driveway on the right side of the street (Chula Vista Adult School Campus).

805 North to "L" Street exit, turn left under overpass and travel to Fourth Avenue, left on Fourth Avenue to Moss Street, right on Moss. The Alternative Programs office is located at the second driveway on the left side of the street (CVA school campus).

805 South to "L" Street exit, turn right and travel to Fourth Avenue, left on Fourth Avenue to Moss Street, right on Moss. The Alternative Programs office is located at the second driveway on the left side of the street (CVA School campus).

DIRECTIONS TO ADULT SCHOOLS

Adult School Administration

"L" Street exit in Chula Vista to Fifth Avenue, south on Fifth Avenue, turn left on Moss Street. 461 Moss Street, Chula Vista.

Chula Vista Adult School (CVA):

"L" Street exit in Chula Vista, to 4th Avenue, south on 4th Avenue. 1034 4th Avenue, Chula Vista.

Pregnant Minors Program (located at Chula Vista Adult):

805 North to the Orange Avenue exit, turn left. Travel on Orange to Fourth Avenue, turn right. CVA is on the left between Naples and Moss Streets.

805 South to the "L" St./Telegraph Canyon Road exit, turn right to "L" Street. Travel on "L" Street to Fourth Avenue, turn left. CVA is on the right between Naples and Moss Streets.

5 North to the Palomar Street exit, turn right. Travel on Palomar Street to Fourth Avenue, turn left, CVA is on the left between Naples and Moss Streets.

5 South to the "L" Street exit. As you get off the exit, make a right onto Bay Boulevard at the stop sign. At the next street, which is "L" Street, turn right. Travel on "L" Street to Fourth Avenue, turn right. CVA is on the right between Naples and Moss Streets.

Montgomery Adult School (MOA):

Palm Avenue exit – south of Chula Vista, on the corner of Palm Avenue and Picador Boulevard. 3240 Palm Avenue, San Diego.

**Imperial Beach Adult Center is Palm Avenue exit, west toward Imperial Beach. Turn right on Palm Avenue/CA-75N. Turn slight left on to Palm Avenue toward the beach. 170 Palm Avenue, Imperial Beach.

National City Adult School (NCA):

5 North or South, exit the Mile of Cars Way. Head East. Turn left on Wilson. 517 Mile of Cars Way.

805 North or South take 54 West to 5 North, exit the Mile of Cars Way. Turn right. At the first signal light (Wilson) turn left. 517 Mile of Cars Way.

San Ysidro Adult School (SYA):

5 South to San Ysidro Blvd exit, turn left. Turn right onto San Ysidro Blvd traveling east. After you pass under the 805 freeway, turn left onto Center St. At the corner turn left onto Beyer Blvd. Continue traveling on Beyer Blvd. At the signal light, go straight that becomes Otay Mesa Rd. SYA is on the left hand side on the corner. 4220 Otay Mesa Rd.

805 South to San Ysidro Blvd exit. Turn left onto San Ysidro Blvd. Turn left onto Center St. At the corner turn left onto Beyer Blvd. Continue traveling on Beyer Blvd. At the signal light, go straight that becomes Otay Mesa Rd. SYA in on the left side on the corner. 4220 Otay Mesa Rd.

Prearranged vs. Requested

Prearranged: If an employee says they want to prearrange you in a job, be sure to tell them to call you back with the job number. This is your assurance that you actually have the job.

If an employee prearranges you in a job, SubFinder will NOT call you. It would be to your advantage to call SubFinder, review your assignments, and write down the information. Remember that you will be paid for what is in the SubFinder, not what the employee may have told you. If you have questions, please call the Sub Desk.

Calling SubFinder or checking WebConnect to review your assignments is a good habit to get into, since an employee may prearrange you (perhaps thinking he/she is requesting you), and you won't know unless you check.

Requested: If an employee requests you for a job, SubFinder will call and email you (and will not let anyone else access the job) until 12 hours before the job starts. If you have not accepted the job during that time, SubFinder will begin calling from the general list of qualified subs to fill the job. At that point, someone else may pick up the job, even though you have been requested. The sub who accepted the job through SubFinder and has the job number will be the one who is paid for the job.

SubFinder System: (619) 585-6040

Sub Desk, 7am – 4:30pm: (619) 585-6008



SubFinder for Substitutes

Internet Users Guide for SubFinder 5.10



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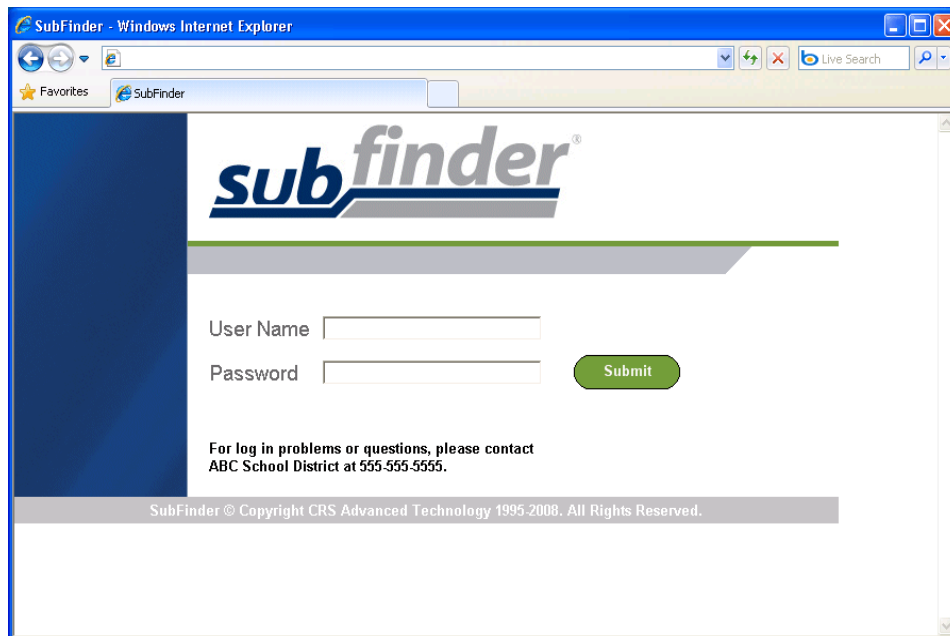
SubFinder

Using SubFinder online, substitutes can quickly accomplish routine tasks such as checking available jobs and reviewing current jobs. The entire workforce has easy-to-use, secure access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Internet.

How Does It Work?

SubFinder online works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, regardless of the method of entry.

SubFinder online is used to access SubFinder from your home or office computer, or any computer that has Internet access. Simply enter your District's web address for SubFinder in your Internet Browser address line, press **Enter** on the keyboard, and the SubFinder Log In screen will appear.

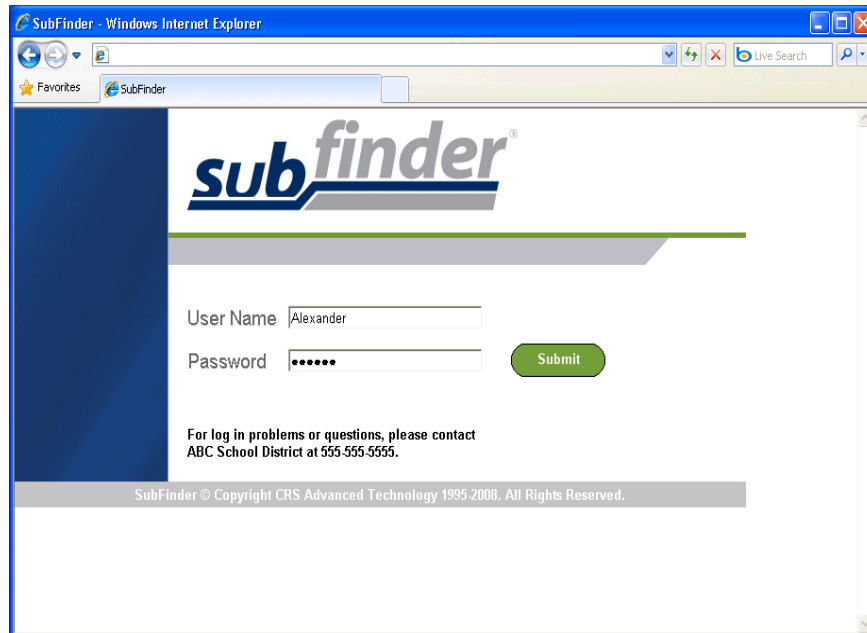


SubFinder Web Addresses:

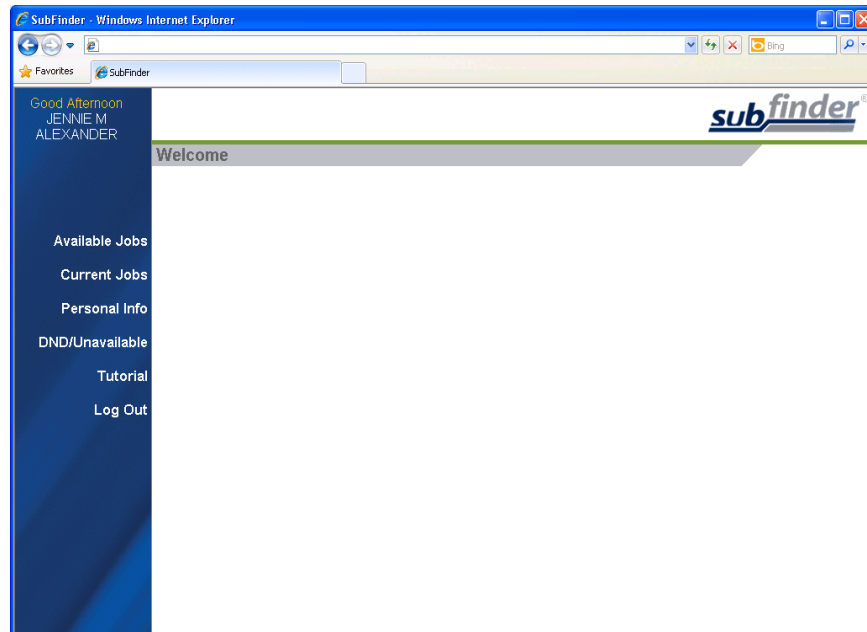
Information Page: <http:\\sweetwaterschools.org\\subfinderinfo>
Login Page: <https:\\subfinder.sweetwaterschools.org>

System Access

To access SubFinder, simply enter your last name in the **User Name** field and your PIN in the **Password** field and click **Submit**.



The opening screen will appear. On the left side of the screen are the buttons that give you access to various options. These include **Available Jobs**, **Current Jobs**, **Personal Info**, **DND/Unavailable**, **Tutorial**, and **Log Out**.



Available Jobs

To view available jobs, click **Available Jobs**. SubFinder will display a list of all available jobs for which you qualify. If you have been specifically requested for one or more jobs, those jobs will appear first within the grid. If you are interested in a job, click **Select** in the Job ID column.

SubFinder - Windows Internet Explorer

Good Afternoon
JENNIE M
ALEXANDER

subfinder®

Available Jobs

(A)- Employee's Schedule (S)- Same Times Every Day
Click on Job ID to select job

Locked	Job ID	Employee	Position	Site	Description
	You have been requested for the following jobs				
	Select	ABI-SAAB, PATRICE	Media Specialist (Librarian)	General Stanford Elementary	5/4/2010 at 8:00AM until 5/4/2010 at 3:10PM (A)
	Available Jobs				
	Select	ADAMS, ANN P.	Fifth Grade Teacher	Greenwood Elementary School	4/30/2010 at 7:30AM until 4/30/2010 at 3:15PM (A) (This job includes an itinerant schedule)

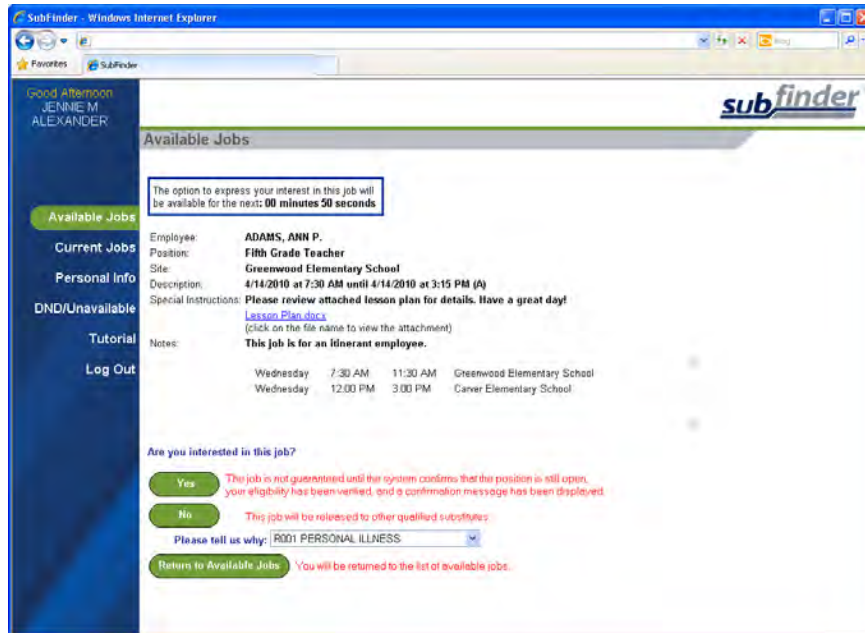
NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

Once a job has been selected, you will be notified of the amount of time you have to express interest in the job. Once the allotted time has expired, you will receive a message stating that system did not receive a response and you are able to select the job again if still available.

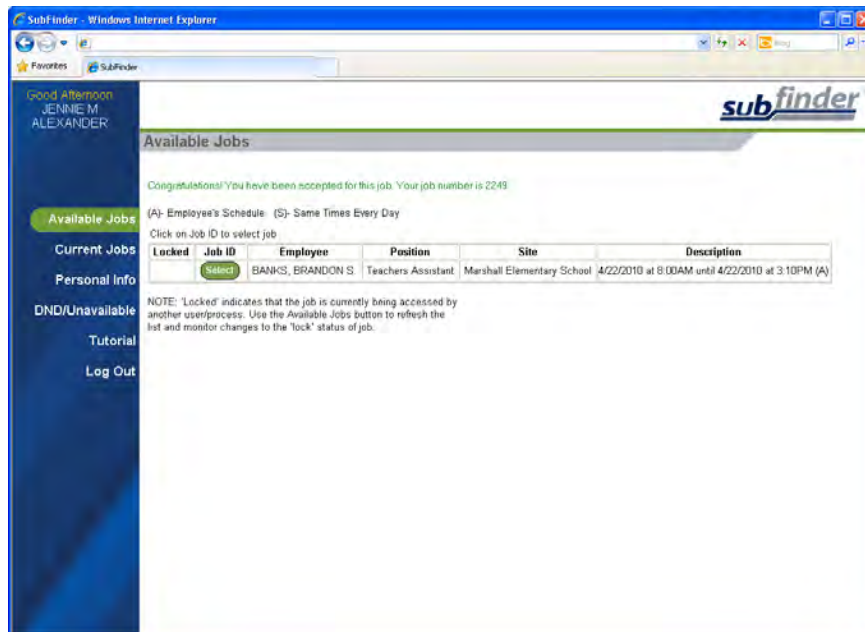
SubFinder will offer additional details related to the job. If Special Instructions were entered, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder to hear them. Site directions (if available) can be accessed by clicking the Site Directions hyperlink. If the employee works at multiple sites, their itinerant schedule will be displayed.

Depending on the specific job, you will be offered up to three options: **Yes**, **No**, or **Return to Available Jobs**. Simply choose the one you desire.

- **Yes:** Indicates that you are willing to fulfill this job request and will be placed in the job once the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.
- **No:** If you are requested, **No** Indicates that you are not interested in this job. SubFinder will not offer this specific job to you again and will release the job to other qualified substitutes. If you have not been requested, **No** Indicates that you will be returned to the current list of available jobs.
- **Return to Available Jobs:** Will return you to the current list of available jobs.



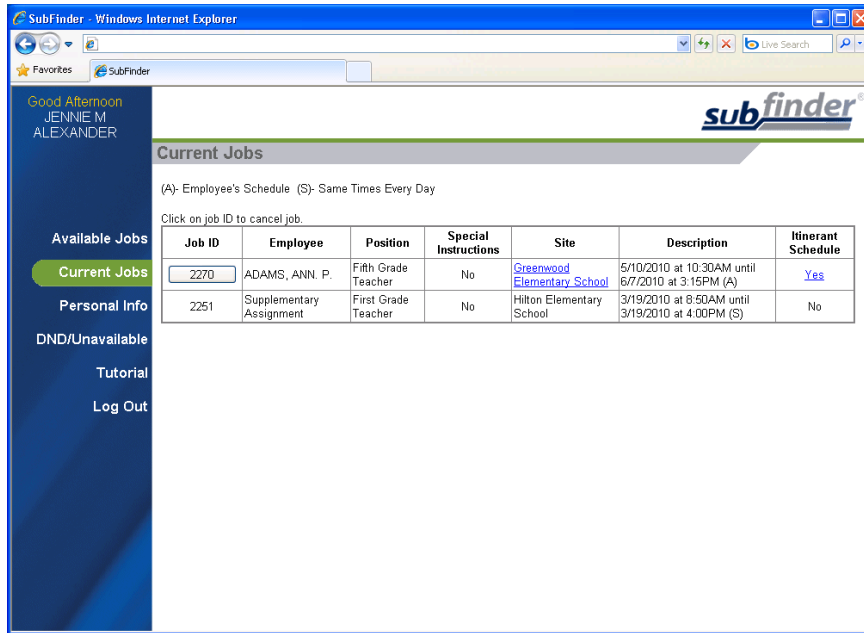
If you indicate you are willing to fulfill a job request, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.



Current Jobs

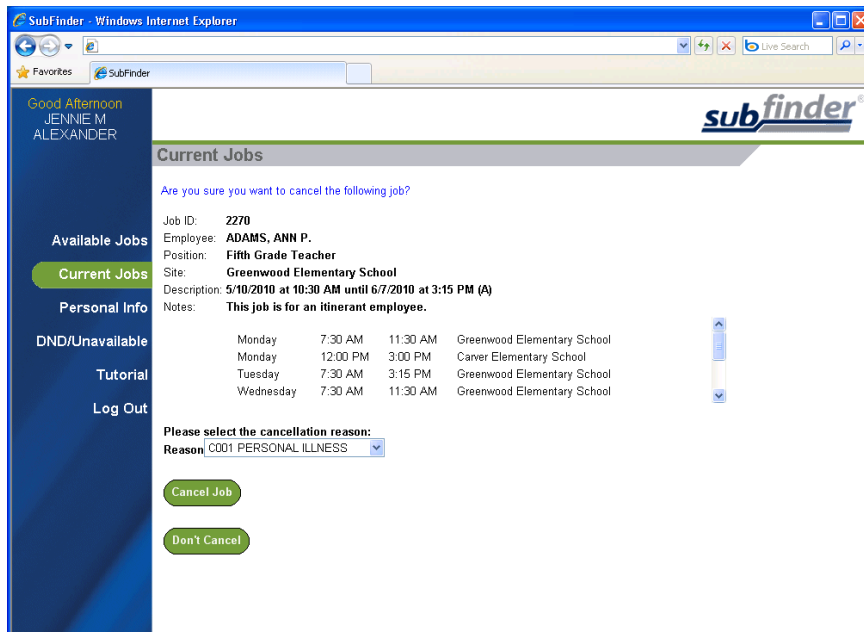
To view your current assignments, click **Current Jobs**. SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

If Special Instructions, Site Directions or an Itinerant Schedule is available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column.



Canceling a Job

If you need to cancel a future job, click the button in the Job ID column. SubFinder will display the details of the job and ask you to verify that you do wish to cancel the job. You may also be asked to provide a reason for the cancellation. To proceed, click **Cancel Job**. If you do not wish to cancel the job, click **Don't Cancel**.



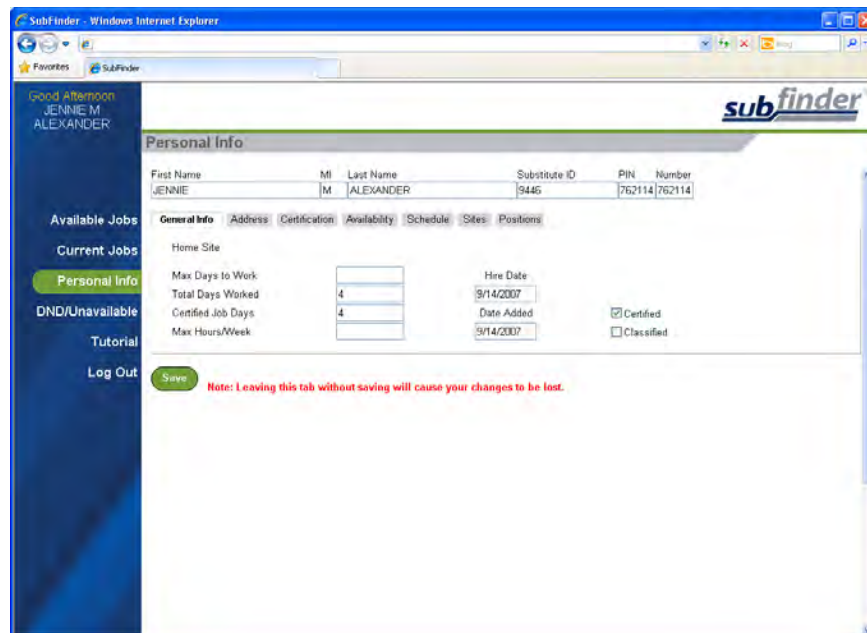
Personal Information

To review your personal information, click **Personal Info**. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and Employee Number along with several tabs – General Info, Address, Certifications, Availability, Schedule, Sites, and Positions.

Depending on the permissions established by your district, you may be able to edit the name and PIN fields.

General Information

The General Information tab displays your Home Site, Max Days to Work, Total Days Worked (for the current school year), Certified Job Days (for the current school year), Max Hours/Week, Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status. This information can only be viewed; you cannot make any changes.



First Name	MI	Last Name	Substitute ID	PIN	Number
JENNIE	M	ALEXANDER	9446	762114	762114

General Info		Address	Certification	Availability	Schedule	Sites	Positions
Home Site							
Max Days to Work	4						
Total Days Worked	4						
Certified Job Days	4						
Max Hours/Week							
Hire Date	9/14/2007						
Date Added	9/14/2007						
	<input checked="" type="checkbox"/> Certified						
	<input type="checkbox"/> Classified						

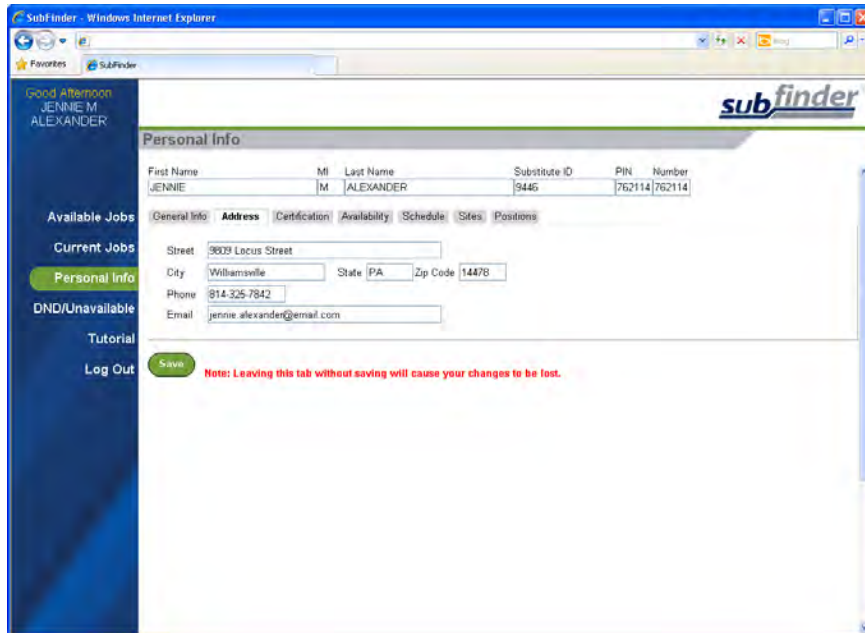
Save Note: Leaving this tab without saving will cause your changes to be lost.

Address

The Address tab displays your address, telephone number, and email. Depending on the permissions established by your district, you may be able to edit the address, telephone number, and email fields.

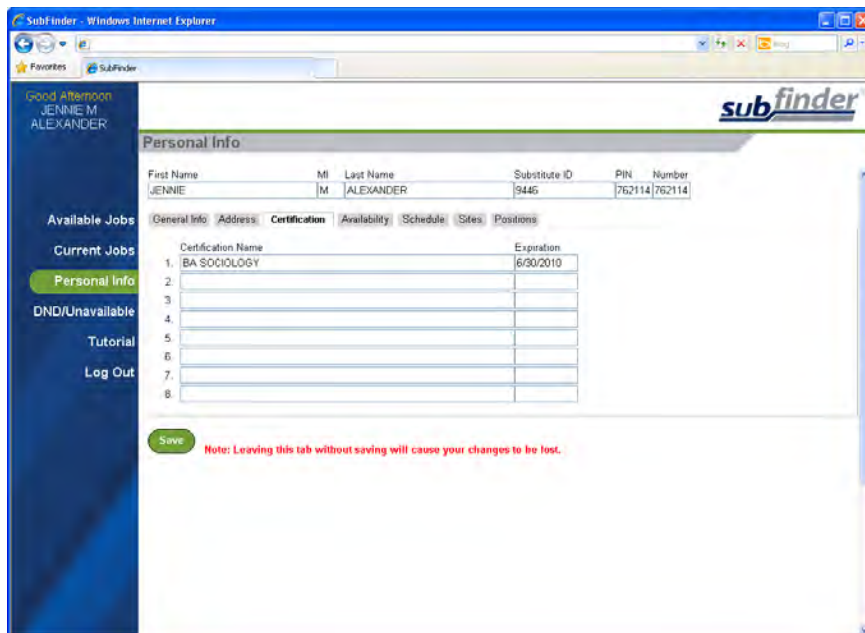
Your organization may choose to send you, as a substitute, email notifications regarding the status of your jobs. These notifications may be sent anytime you have been prearranged for an assignment, placed in one from a permanent substitute list, or if an assignment you previously agreed to work is cancelled. Your central SubFinder operator will be able to tell you if they are using the email notifications feature.

NOTE: If the district allows you to edit your telephone number, it is very important that you keep the information up-to-date or you will not receive calls from SubFinder. If the change is permanent, you must still follow the appropriate procedures required by the district to make changes to personal information.



Certification

The Certification tab displays any certifications you hold and their expiration dates. This information can only be viewed; you cannot make any changes.

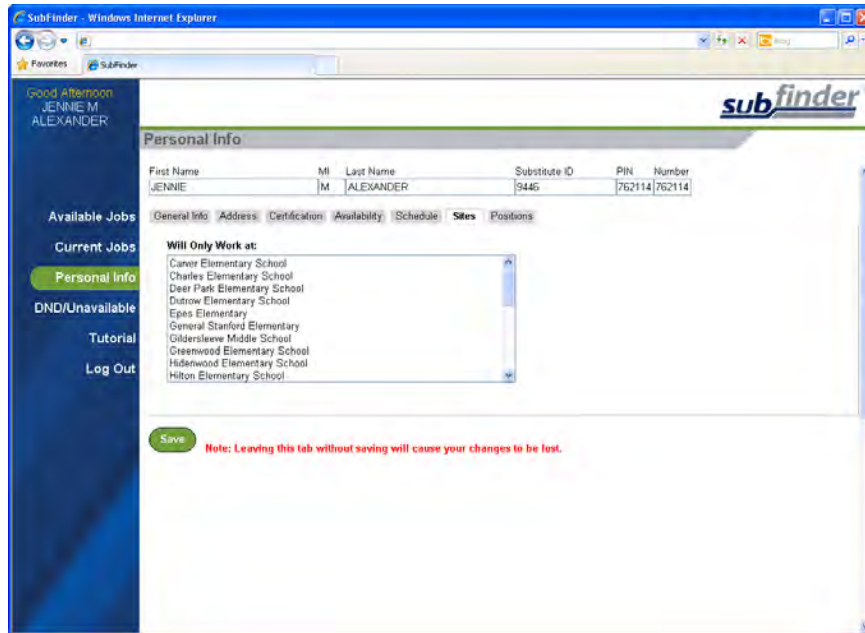


Availability

The Availability tab displays your availability on a daily basis, Sunday through Saturday, and this information will have a direct affect on what jobs SubFinder can offer to you, Depending on the permissions established by your district, you may be able to edit the From, To, Minimum Hours and Maximum Hours fields.

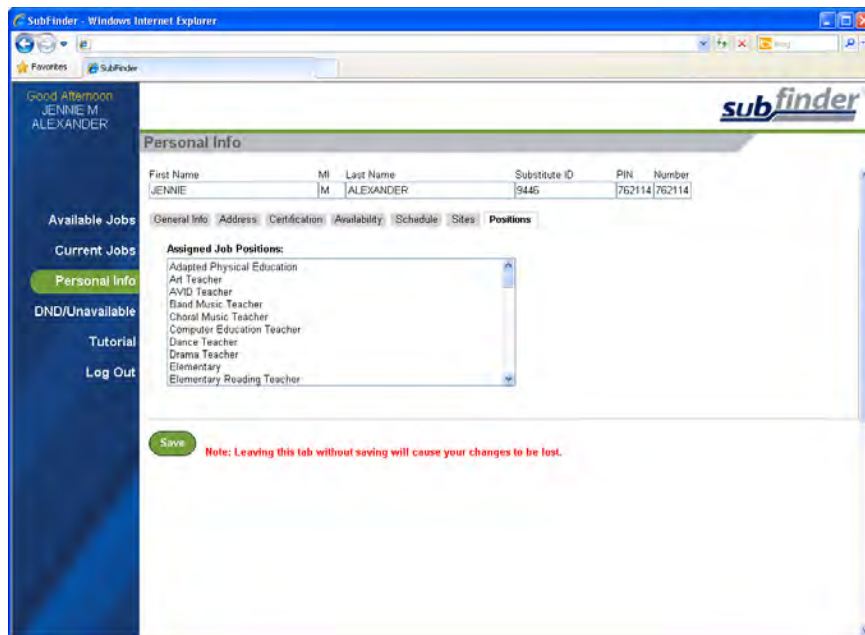
Sites

The Sites tab displays a list of the sites where you are (or are not) willing to work. This information can only be viewed; you cannot make any changes.



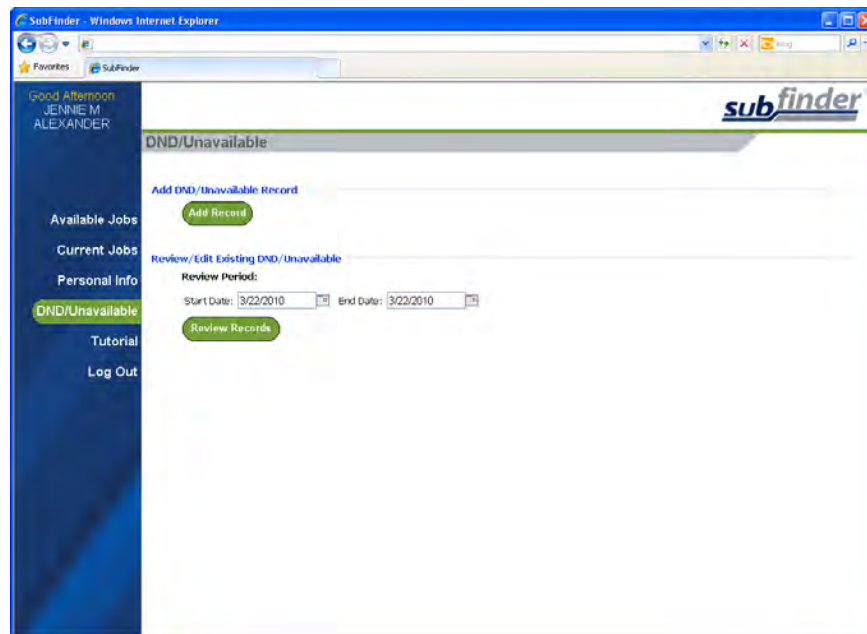
Positions

The Positions tab displays a list of the job positions which have been assigned to you. This information can only be viewed; you cannot make any changes.



DND/Unavailable

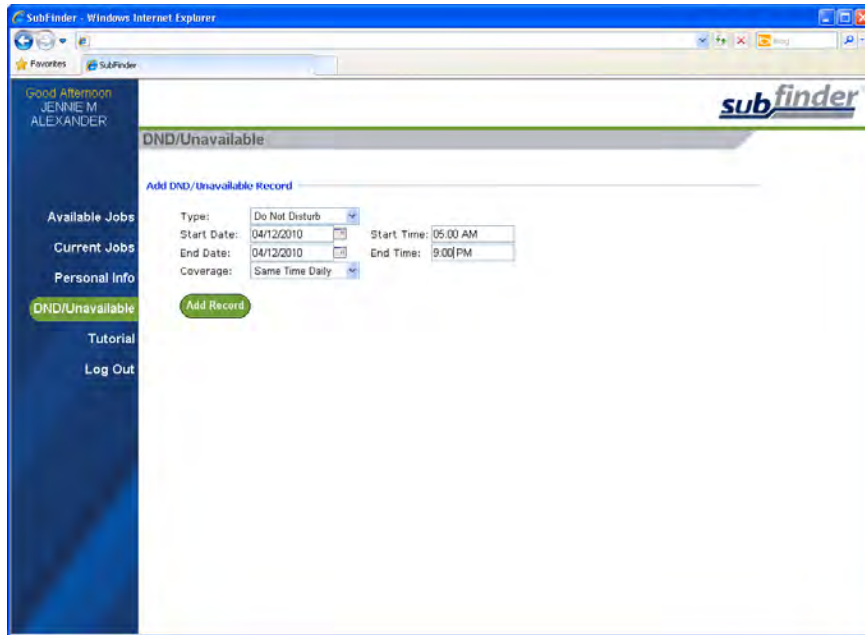
To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.



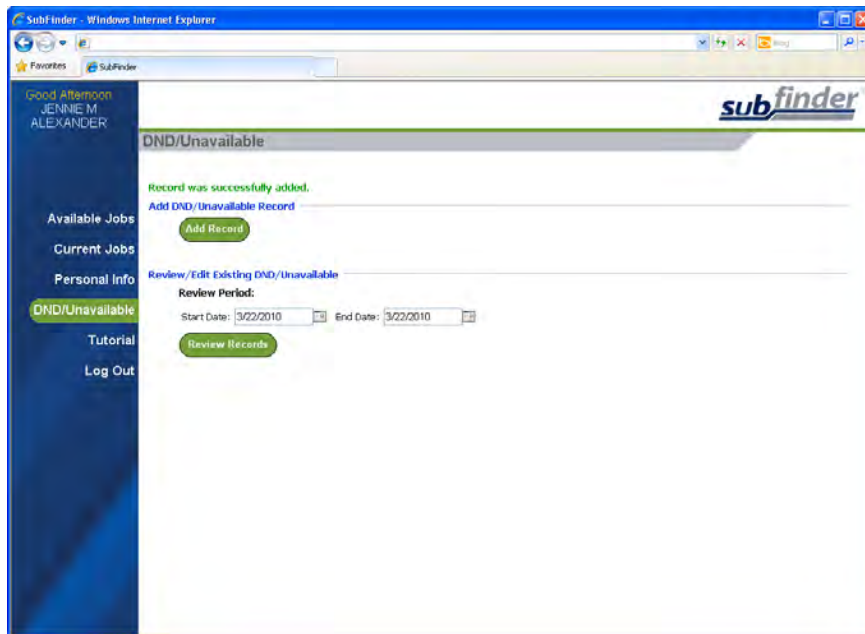
Adding a Record

To add a new event, click **Add Record**, SubFinder will display the Add DND/Unavailable Record screen.

DND and **Unavailable** records can be added for a portion of a day, a single day, or a date range. Furthermore, when specifying a date range, you can add a record for the same times every day (i.e. 5:00 am until 6:30 am) or indicate that the record should cover the entire period. Simply enter the Type, Start and End Dates and Time, and the Coverage.

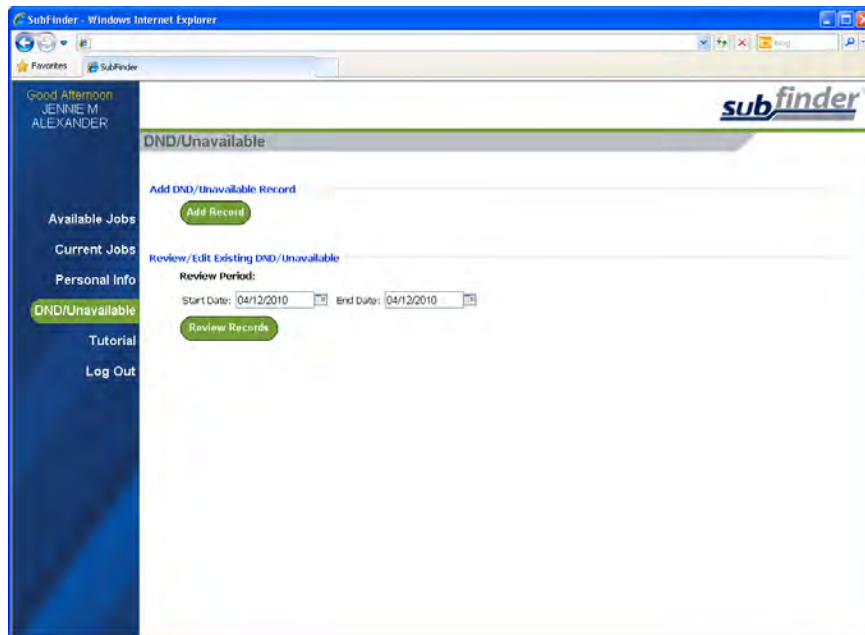


Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.

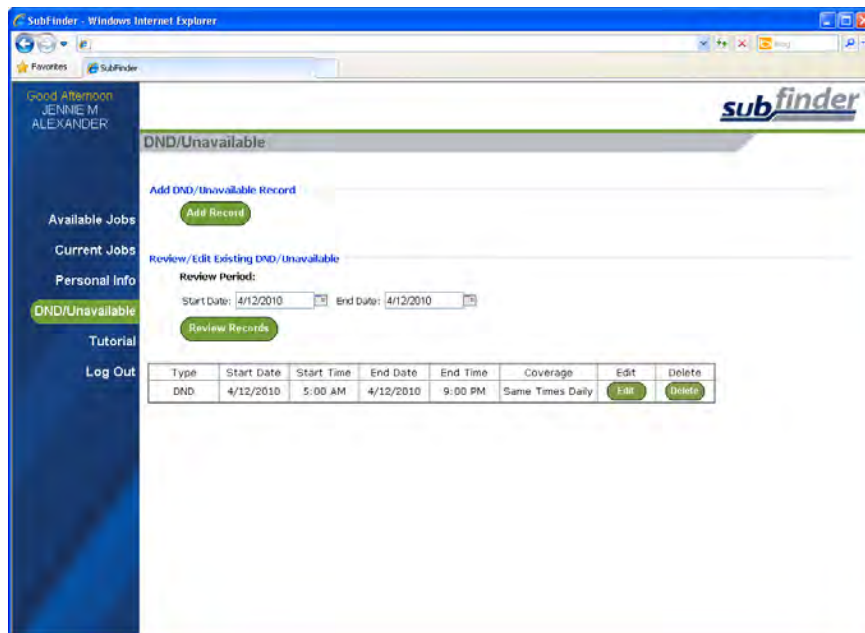


Reviewing/Editing Records

You can also review any DND or Unavailable records that have already been entered. To review records, enter the Start and End Dates and click **Review Records**.

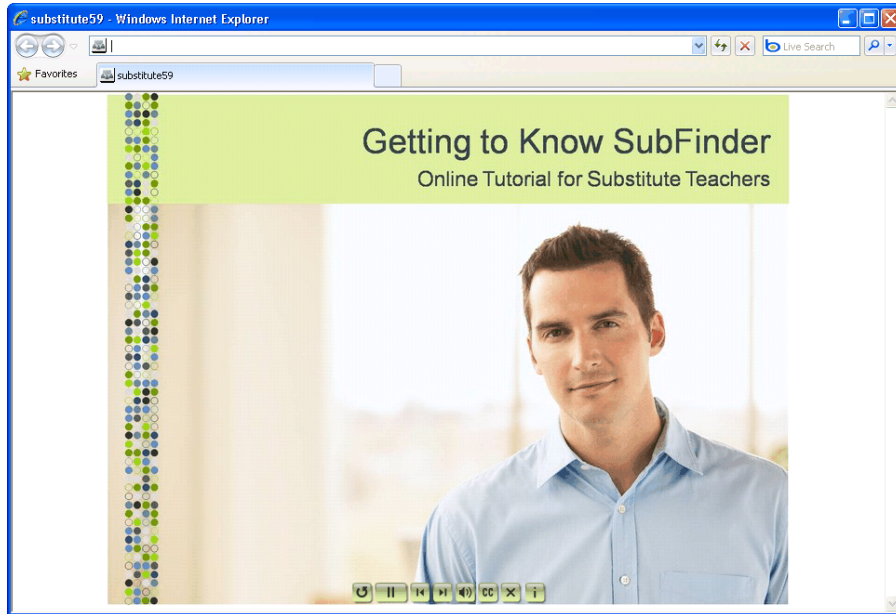


A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.



Tutorial

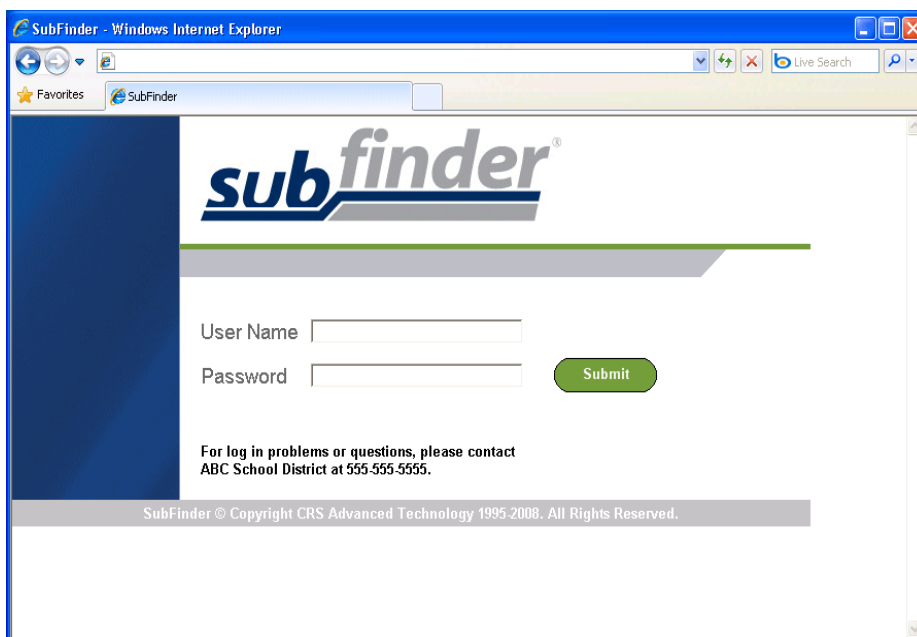
Click on **Tutorial** to begin an online video guide for SubFinder. The online video will open in a new browser window.



The video will begin playing when the screen opens and it finishes loading. It will play through the guide automatically until the end. Simply click on the "x" at the top of the screen to close the video.

Log Out

When you are ready to leave SubFinder, click **Log Out**. You will return to the SubFinder Log In screen.





Appendix IV:

Online Pay Stub

Employees who have set up a direct deposit with their financial institution no longer receive paper copies of their pay stubs but instead are able to access their paystubs online.

Online Pay Stub or OPS lets you view, save, or print a copy of your pay stub from any computer connected to the internet. It uses the highest level of encryption security currently available to ensure the safety of your personal information.

In order to register you will need a pay check which will include your payroll employee id number along with the issue date of the check and the warrant (check) number. Just click on the link below to get started with your tutorial on accessing your pay stubs:

<http://www.sweetwaterschools.org/paystubs>