From: Time-labor on behalf of time-labor@mailman.sandi.net
To: Time-Labor Group
Subject: [Time-labor] Resident Visiting Teacher (RVT) : Message to timekeepers
Date: Monday, September 12, 2022 2:39:35 PM
Attachments: ATT00001.txt

Hello Timekeepers!

For the 2022-2023 Fiscal Year, the process for reporting time for Resident Visiting Teachers (RVT's) within the Substitute Assignment Management System (SAMS) and PeopleSoft (PS) system has been modified.

In 2021-2022, RVT time was processed through SAMS and entered onto the PeopleSoft timesheet via a nightly SAMS/PS interface process. Since the nightly SAMS process automatically put the time on the regular Visiting Teacher record, timekeepers were required to remove time from the Visiting Teacher record and report the hours on the correct RVT job record making any necessary corrections to the time.

Moving Forward: For 2022-2023 - RVT time should be entered on the timesheet manually.

RVT's should not be used to cover vacancies or teacher absences in SAMS. If you are using an RVT to cover for vacancies or teacher absences, the sub callout should be stopped and the assignment setup as "No Sub Needed". There shouldn't be any RVT time automatically coming over from the SAMS system. (If there is time that has already been put into SAMS and coming over to PeopleSoft, please follow the same steps to move the data and override the TRC and Account Strings as you have done in the past).

**Resident Visiting Teachers who are sharing an assignment and who choose to take other short or long term sub assignments (SVT,LVT) on days not working as an RVT should have an assignment entered into SAMS to cover for the absence or vacancy. The normal process for job verification and account code changes will apply in this case. **

RVT time that has come over from SAMS and is moved and modified, or entered onto the timesheet by the timekeeper, should look the same.

Each of the following statements must be true for a correct RVT timesheet entry in PeopleSoft:

1. Time must be entered on the RVT job record.
2. The Time Reporting Code-RVT must be used.
3. The time must be reported for a full day (8 hours).
4. NO Account String should be associated with RVT hours, the "Combination Code" field must be left blank.

Feel free to reach out to your assigned payroll specialist if you have any further questions

about RVT timesheet entries.