



SUBSTITUTION PAY INITIATION FORM				
Note: Substitution Forms cannot be used for Management employees substituting to other Management positions.				
Is this new?	Is this an amendment?	Is this an extension?		
Name of Supervisor:		Phone #:		
Section 1 – Details of Substituting Employee’s Base Position <i>(Complete Sections 1 & 2 and forward to Expense Authority)</i>				
Last Name:		First Name:		
Office Name:		Department ID:		
Employee Number:		Classification & Step:		
Section 2 – Substituting For:				
Last Name:		First Name:		
Classification:		Position Number:		
First Day:		Last Day:		
Reason:				
Section 3 – Overtime Worked During Substitution Periods				
Paid at:	Substitution Rate Base Rate	All Hours or All Hours or	Partial Partial	Specify Specify
Work Pattern <i>(check one)</i>				
7 hour work day		7.5 hour work day		
7.78 hour work day <i>(1 day off every 2 weeks)*</i>		8 days at 7.75 hours and 1 day at 8 hours <i>(1 day off every 2 weeks)* Specify 8 hour day</i>		
Other, please describe:				
*Indicate the first earned day off in the substitution period (Y/M/D):				
If the substitution is for less than full shifts or less than full pay periods, please provide details to Payroll on a bi-weekly basis in the space provided (e.g., number of hours of substitution per pay period)				
Section 4 – Substitution Calculation and Expense Authority Approval				
Base Salary Range and Step:		Calculation:		
Base Salary Rate		◇Total Bi-weekly Salary =		
Salary Protection <i>(if applicable)</i>		◇Total Bi-weekly Salary =		
TMA <i>(if applicable – GEU/Schedule A only)</i>		X 1.08		
◇Total Bi-weekly Salary =		8% Increase =		
Substitution Classification & Range:		Closest Step to 8% Increase <i>(before TMA)</i> is: Step at TMA/RRA amount <i>(if applicable)</i>		
Substitution Total if over 8% <small>(only if substituting into Mgmt, and authorized by Expense Authority)</small>		Classification Adjustment <i>(if applicable example on next page)</i>		
		Substitution Total:		

Name of Expense Authority:	Approved:			
<i>You must ensure the "Approved" box is checked or Payroll will not process your request.</i>				
Comments:				
Section 5 – To be completed by the Pay Office				
Add to pay amount (\$):				
Instructions for Completion of Form				
Please fill this form out and save it, then submit it through AskMyHR using the categories: Myself (or) My Team or Organization > Submit a Form or Document > Pay/Overtime Form				
Sample Substitution Pay Calculation – Classification Adjustment (CAD) as per BCGEU Article 27.4(f)				
<p>Base Position: Clerk R11, Step 5 Bi-weekly Salary: \$1,760.91 Substituting For: Administrative Officer R18 8% Calculation: \$1,760.91 x 1.08 = \$1,901.78</p>				
Administrative Officer R18 Salaries:				
Step 1	Step 2	Step 3	Step 4	Step 5
\$1,894.72	\$1,950.05	\$2,007.17	\$2,006.23	\$2,154.89
 <p>The closest step to 8% above the employee's base rate = Step 2 at \$1,894.72</p>				
Clerk R14 Salaries:				
Step 1	Step 2	Step 3	Step 4	Step 5
\$1,690.84	\$1,739.33	\$1,789.45	\$1,841.23	\$1,918.53
 <p>The closest step to 8% above the employee's base rate = Step 5 at \$1,918.53</p>				
As per BCGEU Article 27.4(f), the employee would make more money substituting at a lower classification level; therefore, they will be paid a classification adjustment (CAD). The classification must be in the same classification series as the employee's base position or the position they are substituting into.				
Substitution Rate: Administrative Officer R18 (\$1,894.72)				
Classification Adjustment (CAD): \$1,918.53 (Clk 14, Step 5) - \$1,894.72 (AO 18, Step 1) = \$23.81				

Freedom of Information and Protection of Privacy Act (FOIPPA): This information is collected by the BC Public Service Agency under s. 26(c) of FOIPPA for the purposes of facilitating the processing of payroll services. If you have any questions regarding the collection of your information please submit a request to AskMyHR at www.gov.bc.ca/myhr/contact (by selecting My Team / Organization > Employee & Labour Relations > Other Issues & Inquires) or call 1-877-277-0772.