



Time and Attendance



SOS now uses ADP Time & Attendance to register and record substitute attendance each day. We are using this system to better streamline the payroll process and provide an All-in-one solution for substitute teachers time tracking.

Using the service is easy. If you are already registered with ADP, then you are half way there. IF you are NOT yet registered with ADP, do so now. The login you use for ADP, is the same login you will use for the timesheets.

Once registered, the ADP® Mobile Solutions App can also be used on your Apple® or Android™ mobile devices.

You will clock in/out one of 3 ways

Online at <https://time.adp.com> or via the ADP Mobile App or through your MY ADP portal.

Please be reminded that “I forgot” is not an acceptable excuse for not clocking in and out every time you work.

****Visual guides explaining the clocking in and out process are available online if needed, under NEWS YOU CAN USE ****

PA Candidates

Student Teacher Program (Act 86)

The Act 86 Program, effective summer of 2016, allows current students enrolled in a Pennsylvania accredited college or university pursuing teacher certification to work as a substitute teacher. The program is designed for student teachers to gain experience in the classroom for a maximum of twenty days per school year.

The following criteria must be met to qualify for this program:

- Proof of enrollment in an accredited college or university and teacher preparation program
- Proof of 60 earned credit hours, including current enrollment status

Please contact our Human Resources Department to learn more about the required documentation & schedule your appointment today!

Call: 1-888-266-1175

Email: shaughton@sossubs.org

