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Joe Chaddock  
*Superintendent*

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*Vision - Service - Leadership*  
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James Carman  
*Treasurer*

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## SUBSTITUTE MESSAGE FROM THE SCESC PAYROLL OFFICE (2022-2023 SCHOOL YEAR)

Payroll documentation is your responsibility.

If you previously were employed as a substitute with the Substitute Consortium but it has been over 12 months since you have been paid OR if you are a new sub within the SmartFind districts, you will be assigned Substitute payroll documents to be completed electronically as soon as possible. Please refer to the Payroll Date schedule on our Substitute Resources webpage.

You will be notified of the online payroll documents through your @subs.sparcc.org gmail account. There will be important information pertaining to the payroll documents in the body of the email. Please read and click on the login.

If you need assistance completing the documents or uploading the two forms of identification and direct deposit information, please call or make an appointment on the substitute webpage.

The payroll documentation must be completed within **THREE MONTHS** from the first date worked to be paid. This is crucial to report to the Federal, State and Retirement entities in a timely manner.

Contact Jodi Locke with any questions or concerns.

Thank you for your time to help the students in our districts be successful in their school career.

Jodi Locke  
Substitute Payroll  
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330.492.8136 ext 2248