



SubFinder[®] for Substitutes

Users Guide for SubFinder 6.1

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What is SubFinder?

It's an employee absence management and substitute placement system used by organizations throughout North America. Substitutes, like you, can review and be accepted for jobs that you are qualified and willing to work; you will see job opportunities based on criteria defined by your human resources department. SubFinder is available 24 / 7 via the telephone and Internet, so you can access the system at any time.

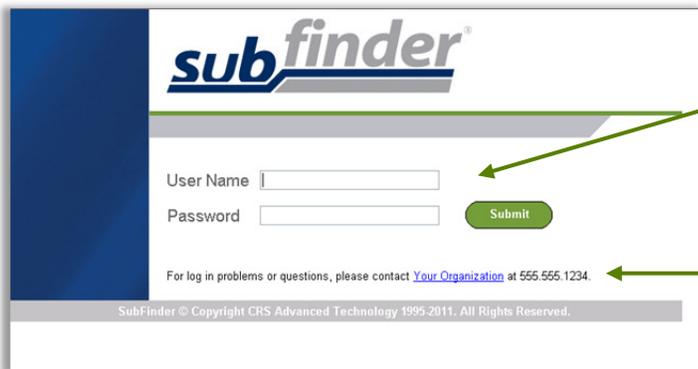
Registering with SubFinder

1. Call SubFinder at _____.
2. SubFinder will identify itself and ask you to enter your PIN followed by the # key.
3. SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking press the # key. After pressing the # key SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option 4 – To Review Personal Information. If any of the information is incorrect, contact your SubFinder Operator at _____.

 Remember, SubFinder won't consider you as a qualified candidate for jobs until you register! You must register with SubFinder prior to any job shopping features being available via the phone or online.

Logging into SubFinder

SubFinder can be accessed from your home or office computer, or any computer that has an Internet connection. Simply enter your organization's SubFinder web address in your Internet browser address line, press **Enter** on the keyboard, and the SubFinder login screen will appear.



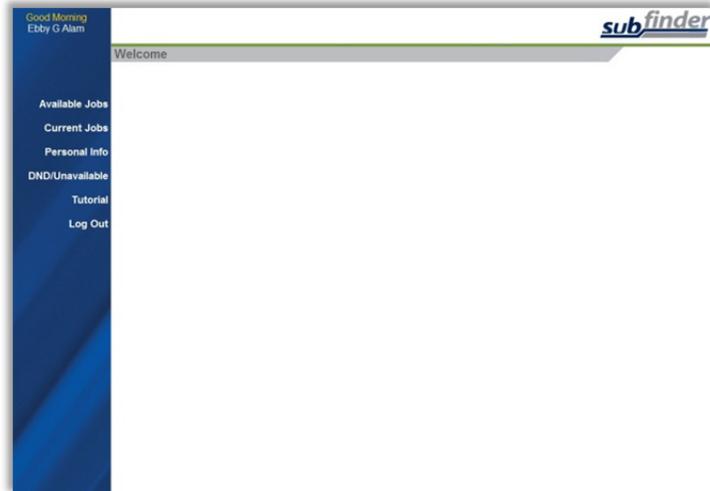
Enter your last name in the **User Name** field and your PIN in the **Password** field the click **Submit**.

Contact the person displayed here for any problems or questions on accessing or using SubFinder.

Upon successful login the Welcome 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**
- **Log Out**



Available Jobs

1. Click the Available Jobs button

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.



2. If you are interested in a job, click **Select** in the Job ID column.

3. 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 the system did not receive a response and you may be able to select the job again if it's still available.

The option to express your interest in this job will be available for the next: 02 minutes 44 seconds

Employee: **Abreo, Dalia C.**
Position: **(Please refer to the Notes section for the itinerant schedule.)**
Site: **(Please refer to the Notes section for the itinerant schedule.)**
Description: **6/23/2011 at 8:15 AM until 6/23/2011 at 3:30 PM (A)**

Special Instructions: **Please review the attached lesson plan for details. Have a great day!**
[Lesson Plan 6-23.docx](#)
(click on the file name to view the attachment)

Notes: **This job is for an itinerant employee**

Thursday			
8:15 AM	12:00 PM	Parkade Elementary	Elementary Grade 5
1:00 PM	3:00 PM	Blue Ridge Elementary	Elementary Art

Are you interested in this job?

Yes The job is not guaranteed until the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.

No You will be returned to the current list of available jobs.

SubFinder will provide 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 and / or in multiple positions, 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.

Are you interested in this job?

Yes The job is not guaranteed until the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.

No You will be returned to the current list of available jobs.

- 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 show 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 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 work a job, 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.

Congratulations! You have been accepted for this job. Your job number is 719.

(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		
<input type="button" value="Select"/>	Ambrose, Rhea B.	Elementary Reading	Benton Elementary	6/27/2011 at 8:30AM until 6/27/2011 at 2:30PM (A)	

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.

Review/Cancel Jobs

- To view your current assignment, click the **Current Jobs** button.
- 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.

Current Jobs

Click on job ID to cancel job.

Job ID	Employee	Position	SI	Site	Description	IS	SN
719	Abreo, Dalia C.	ITINERANT	Yes	ITINERANT	6/23/2011 at 8:15AM until 6/23/2011 at 3:30PM (A)	Yes	No
731	Seitz, Emery V.	Elementary Grade 2	No	Benton Elementary	6/9/2011 at 6:30AM until 6/9/2011 at 3:30PM (A)	No	Add
505	Abreo, Dalia C.	ITINERANT	No	ITINERANT	5/26/2011 at 7:00AM until 5/26/2011 at 3:30PM (A)	Yes	Edit
732	Bliek, Maga K.	Elementary Grade 2	No	Cedar Ridge Elementary	4/21/2011 at 8:15AM until 4/22/2011 at 4:30PM (A)	No	Add

Description: (A)- Employee's Schedule (S)- Same Times Every Day
 SI = Special Instructions
 IS = Itinerant Schedule
 SN = Substitute Notes

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

- 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 confirm the cancellation. 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**.

Are you sure you want to cancel the following job?

Job ID: 719
 Employee: Abreo, Dalia C.
 Position: (Please refer to the Notes section for the itinerant schedule.)
 Site: (Please refer to the Notes section for the itinerant schedule.)
 Description: 6/23/2011 at 8:15 AM until 6/23/2011 at 3:30 PM (A)
 Notes: This job is for an itinerant employee

Thursday

8:15 AM	12:00 PM	Parkade Elementary	Elementary Grade 5
1:00 PM	3:00 PM	Blue Ridge Elementary	Elementary Art

Please select the cancellation reason:
 Reason: C300 Schedule Conflict

Report Absence

1. To report an absence, click the **Current Jobs** button.

Use the report an absence feature if you are in a multiple day job and need to be absent for a portion of the job.

2. Click the appropriate job from the Job ID column. SubFinder will display the details of the job along with an option to Report Absence. To proceed, click **Report Absence**. If you do not wish to report an absence, click **Return to Current Jobs**.
3. You will be presented with a report absence screen. Enter the **Start** and **End** dates for your absence, enter the specific times.
4. Select an absence **Reason** from the drop down menu by clicking the down arrow and then clicking the appropriate reason.
5. Choose a **Job Type** by clicking on the down arrow and choosing from Sub Required, Prearranged Substitute, or Requested Substitute.

 If enabled and you have chosen Prearranged Substitute or Requested Substitute, you will be prompted to choose the substitute's name.

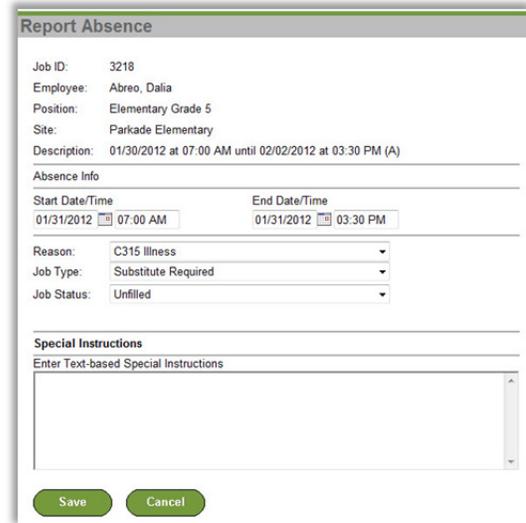


Current Jobs

Job ID: 3218
Employee: Abreo, Dalia C.
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 1/30/2012 at 7:00 AM until 2/2/2012 at 3:30 PM (A)

Report Absence

Return to Current Jobs



Report Absence

Job ID: 3218
Employee: Abreo, Dalia
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 01/30/2012 at 07:00 AM until 02/02/2012 at 03:30 PM (A)

Absence Info

Start Date/Time	End Date/Time
01/31/2012 07:00 AM	01/31/2012 03:30 PM (A)

Reason: C315 Illness
Job Type: Substitute Required
Job Status: Unfilled

Special Instructions

Enter Text-based Special Instructions

Save Cancel

Prearranged Substitute - SubFinder will automatically place that person in your assignment. Prearranging a substitute assumes that you made personal contact with that individual and they verbally committed to working for you; SubFinder will not call a prearranged substitute.

Requested Substitute - SubFinder will contact a requested substitute, exclusively, for a period of time defined by your HR department. If the person does not express their interest in the assignment within the defined time requirement, SubFinder will automatically release the job to other qualified substitutes.

6. Special Instructions can be added as a text-based message.
7. Confirm that all of the information you have entered is correct, then click **Save**. If the information is not correct, update the information or click **Cancel**.
8. After clicking **Save**, the job number will be displayed at the top of the screen. You must write the job number down for future reference. If this is a pre-arranged job, you will want to provide the substitute with the job number as well.

An absence has been successfully reported for Job 3218.

Return to Current Jobs

Adding/Editing Substitute Notes

- Substitute notes provide you with an option to leave a message for the employee regarding your job. To add or edit substitute notes, click the Add or Edit hyperlink within the 'SN' column on the current jobs grid.

- Type your message for the employee and click **Save**. Once a note has been entered you are able to click Edit in the current jobs grid to review your note or update accordingly. Please note, this message will be made available to the employee for whom you worked as well as the applicable site administrator(s) and system operator(s).

Personal Information

- To view your personal information, click the **Personal Info** button. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and Employee Number along with several tabs:

- General Info
- Address
- Certification
- Availability
- Schedule
- Sites
- Positions

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

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

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

-  Your organization may choose to send you, as a substitute, email notifications. These notifications may be sent anytime you have been prearranged for an assignment, requested for an assignment, placed in one from a permanent substitute list, your assignment has been modified, an assignment you previously agreed to work is cancelled, a reminder of future assignments that you were placed in, and a notification that a certificate is pending expiration. Your central SubFinder operator will be able to tell you if they are using email notifications.

- The **Certification tab** displays any certifications you hold and their expiration dates.

Certification Name	Expiration
1. Teaching Certificate	12/31/2012
2.	
3.	

- The **Availability tab** displays your availability on a daily basis, Sunday through Saturday. This information will have a direct affect on which jobs SubFinder will present 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.

	From	To	Minimum Hours	Maximum Hours
Sunday			0	0
Monday			0	10
Tuesday	8:00 AM	12:00 PM	0	4
Wednesday			0	10
Thursday			0	10
Friday			0	10
Saturday			0	0

- The **Schedule tab** displays your work calendar in an easy-to-view format. Scheduled days to work are green and days off are pink.



- The **Sites tab** displays a list of the sites where you are (or are not) willing to work. Depending on the permissions established by your district, you may be able to edit your assigned sites.

Will Work At These Sites

- Benton Elementary
- Blue Ridge Elementary
- Cedar Ridge Middle School
- Fairview Elementary
- George Washington Elementary
- Parkade Elementary

Will Not Work At These Sites

- Foster Road Elem

- The **Positions tab** displays a list of the job positions which have been assigned to you. This information is view only.

Assigned Job Positions:

- Elementary Art
- Elementary General
- Elementary Gifted & Talented
- Elementary Grade 1
- Elementary Grade 2
- Elementary Grade 3
- Elementary Grade 4
- Elementary Grade 5
- Elementary Handicapped Aide
- Elementary Instructional Aide

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.
- 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.

Add DND/Unavailable Record

Review/Edit Existing DND/Unavailable

Review Period:

Start Date: End Date:

Add DND/Unavailable Record

Type:

Start Date: Start Time:

End Date: End Time:

Coverage:

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



- 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.

Type	Start Date	Start Time	End Date	End Time	Coverage	Edit	Delete
DND	6/24/2011	5:00 AM	6/24/2011	12:00 PM	Entire Period	Edit	Delete
DND	6/29/2011	5:00 AM	6/30/2011	12:00 PM	Entire Period	Edit	Delete
Unavailable	7/4/2011	12:00 AM	7/8/2011	11:59 PM	Entire Period	Edit	Delete

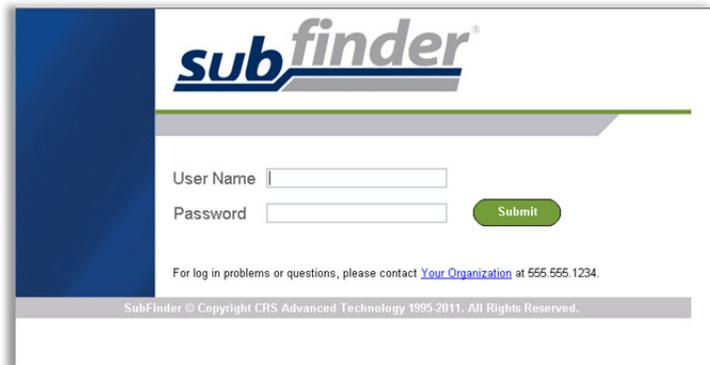
Tutorial

- Click on the **Tutorial** button to begin an online video guide for SubFinder. The online video will open in a new pop-up screen.



Log Out

- When you are ready to leave SubFinder, click the **Log Out** button. You will return to the SubFinder log in screen.



SubFinder Phone Instructions

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

-  Pressing 9 will take you back to the previous Menu. Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

1. Call the main SubFinder system and enter your PIN.

Your Main Menu:

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Report an Absence	Press 4
To Review Personal Information	Press 5
To Pre-Register for the next school year	Press 7
To Leave the SubFinder System	Press 9

-  You will only hear the Report an Absence and Pre-Register option if your district chooses to enable this functionality.

Review Current Assignments

1. Press 1 to Review Current Assignments.
2. SubFinder will play the details of your scheduled assignment. You can to cancel the assignment if the cancellation deadline has not been met.
3. SubFinder will play the job along with the option to cancel the job if within the cancellation deadline setup by your HR department.
4. SubFinder may ask you to enter a reason for cancelling the job.

Review Available Jobs

1. Press 2 to Review Available Jobs.
3. SubFinder will play the details of available jobs, if any exist, and provide the option to express your interest in the job or decline the job.
4. Once you have been accepted for the job, you will be provided with a job number.
Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.
5. If you decline the job SubFinder may ask you to enter a rejection reason.

Report an Absence

1. Press 4 to Report an Absence.
2. Enter the job number that was given to you when agreeing to the job.
3. Enter the dates and times the absence begins and ends.
4. SubFinder will play a list of absence reasons. Choose the appropriate reason.
5. SubFinder will provide you with the revised job numbers.

Always wait for the job numbers before disconnecting your call or your absence may not be recorded.

Cancel an Assignment

1. Press 3 to Cancel an Assignment.
2. Enter the job number that was given to you when agreeing to the job.

Review Personal Information

1. Press 5 to Review Personal Information.
2. SubFinder will play the following options:
 - Review your phone number
 - Review your name recording
 - Review your availability
 - Add/edit DND/Unavailable
 - Hear your employee ID
3. When reviewing your availability SubFinder will provide you with an option to enter specific times or enter the minimum or maximum hours that you are available to work each day.
4. SubFinder will provide you with the ability to add a DND or unavailable by entering specific dates and times.
5. SubFinder will play back your current DND/Unavailable with the option to remove them.
 - A DND means that you wish to not be called during the given date range. It does not mean that you are not available to work.

- An Unavailable means you are not available to work during the given date range. You may still be called during an unavailable date range for jobs in the future.
- If your phone number is incorrect SubFinder will provide you the option to change it.
- If your name is recorded incorrectly SubFinder will provide you the option to re-record it.

Pre-Register for next school year

If your district uses Pre-Registration you will be required to call SubFinder and confirm if you will substitute for the next school year. If you choose No or do not pre-register during the pre-registration date range you will not be able to access SubFinder online or via the phone.

1. Press 7 to Pre-register.
2. SubFinder will present you with the options to pre-register.

When SubFinder Calls You

Substitutes are called for job opportunities or to be informed of a job cancellation. When SubFinder calls it will provide you with the options to enter your PIN, press star (*) if you do not wish to receive any more calls during **this** calling period, or to remove this telephone number from the calling list press (#).

To Notify You of a Job Opportunity

1. Enter your PIN.
2. SubFinder will play the job details and ask you to express your interest in or decline the job.
3. If you are accepted for the assignment, SubFinder will provide you with a job number.

Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.

4. If you decline the job SubFinder may ask you to enter reason for declining the job.

To Notify You of a Job Cancellation

1. Enter your PIN.
2. SubFinder will play the information for the job that has been canceled, including the job number.
3. You will be given the option to acknowledge the cancellation or to hear the job again.



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