



# SubFinder for Employees

Internet Users Guide for SubFinder 5.10



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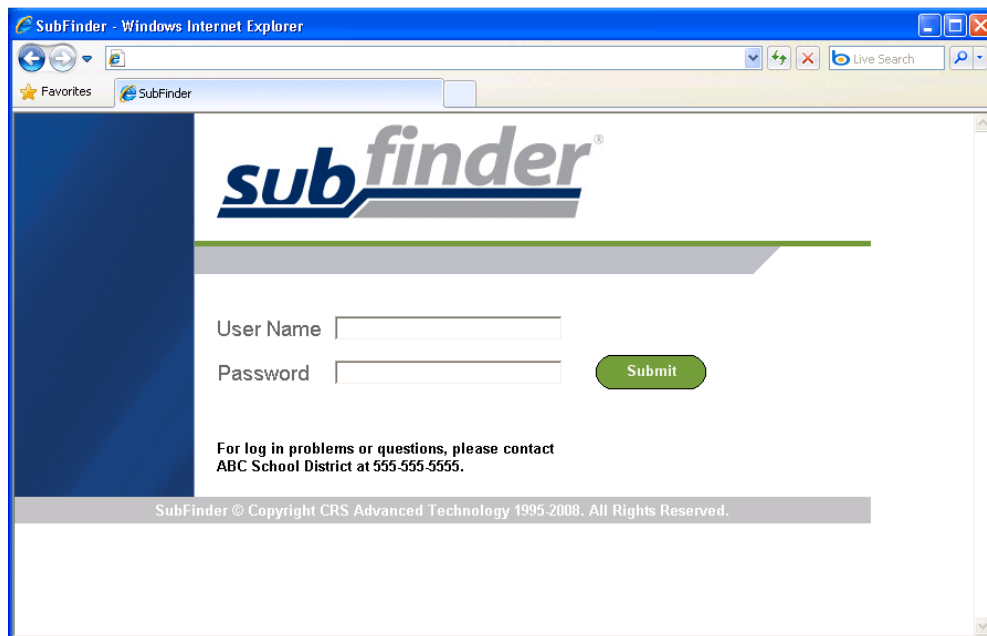
## SubFinder

Using SubFinder online, employees can quickly accomplish routine tasks such as reporting absences and reviewing schedules. The entire workforce has easy-to-use, secure access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Internet.

### How Does It Work?

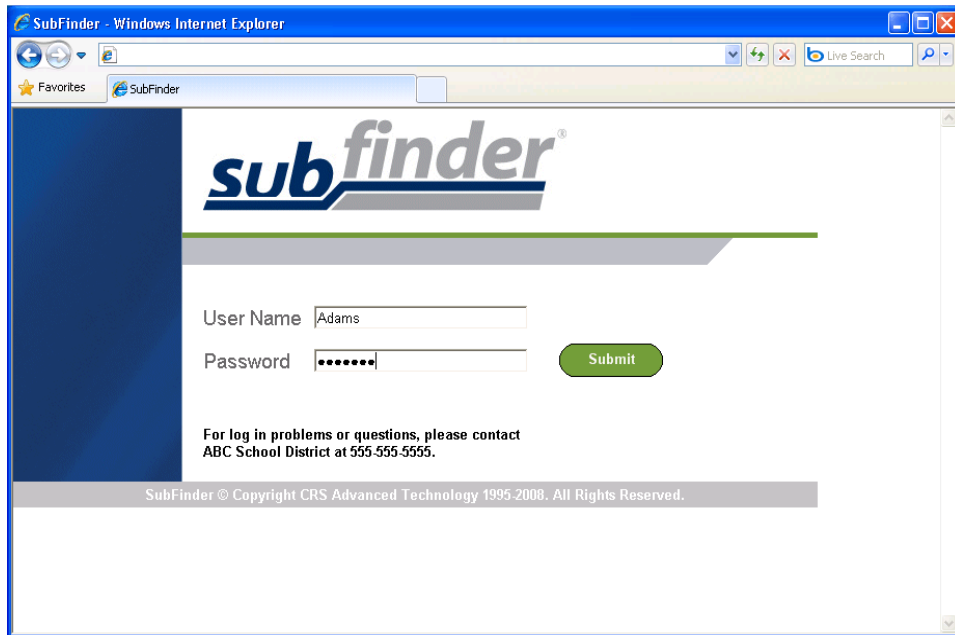
SubFinder online works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, regardless of the method of entry.

SubFinder online is used to access SubFinder from your home or office computer, or any computer that has Internet access. Simply enter your District's web address for SubFinder in your Internet Browser address line, press **Enter** on the keyboard, and the SubFinder Log In screen will appear.

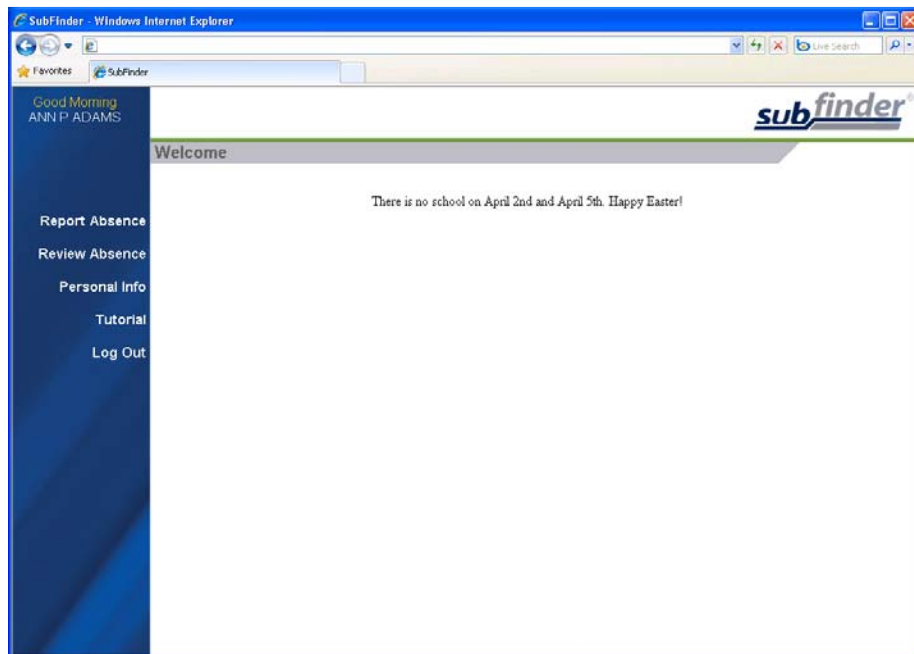


## System Access

To access SubFinder via the Internet, simply enter your last name in the **User Name** field and your PIN in the **Password** field and click **Submit**.

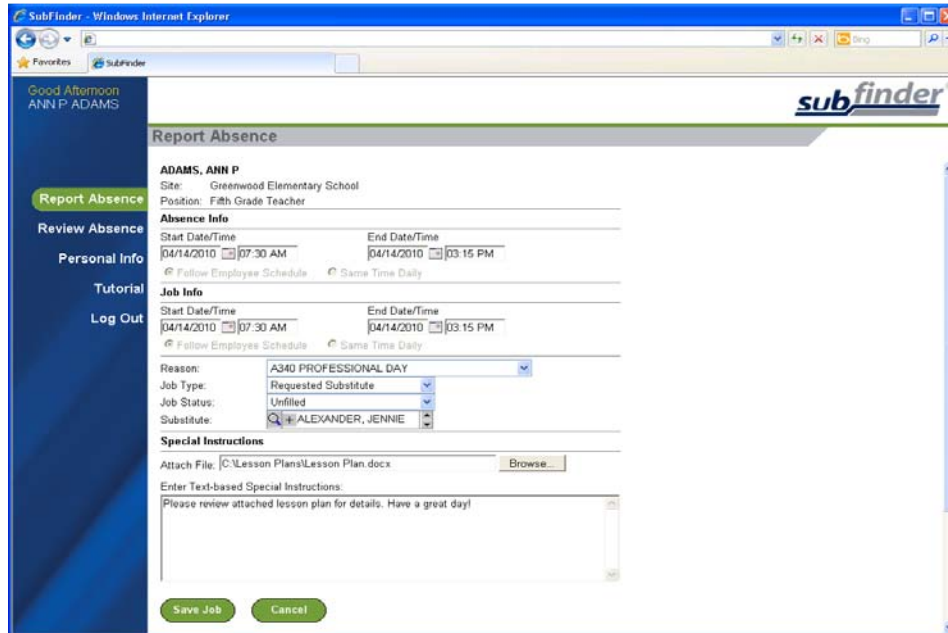


The opening screen will appear. Any welcome messages and/or important information from your Site Administrator will be displayed. On the left side of the screen are the buttons that give you access to various options. These include **Report Absence**, **Review Absence**, **Personal Info**, **Tutorial**, and **Log Out**.



## Report an Absence

Click the **Report Absence** button.



The screenshot shows a web browser window titled 'SubFinder - Windows Internet Explorer'. The page is for reporting an absence for 'ADAMS, ANN P' at 'Greenwood Elementary School', a 'Fifth Grade Teacher'. The form includes sections for 'Absence Info' and 'Job Info', both with start and end date/time fields. There are radio buttons for 'Follow Employee Schedule' and 'Same Time Daily'. The 'Reason' dropdown is set to 'A340 PROFESSIONAL DAY', 'Job Type' is 'Requested Substitute', and 'Substitute' is 'ALEXANDER, JENNIE'. A 'Special Instructions' section has a 'Browse' button and a text area containing 'Please review attached lesson plan for details. Have a great day!'. At the bottom are 'Save Job' and 'Cancel' buttons.

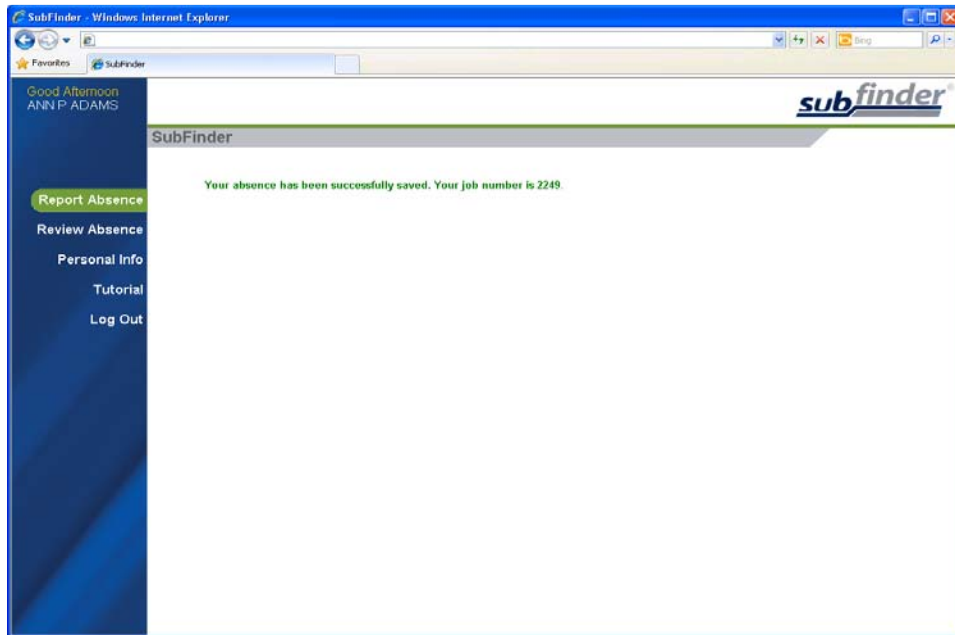
- Enter the **Start** and **End** dates for your absence. If the times differ from your normal work times (i.e., a half-day absence), enter the specific times. The associated job dates and times will change to match those entered for the absence. If the job start and end times differ from absence start and end times, enter the appropriate information.
- Specify whether the absence and job times will follow your normal employee schedule (i.e. 8:00 am – 4:00 pm) or the same times daily (i.e. multiple half days).
- Select an absence **Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason.
- Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, Prearranged Substitute, or Requested Substitute.

If you've chosen Prearranged Substitute or Requested Substitute, you will be prompted to choose the substitutes name.

- Special Instructions are able to be added as a file attachment or typed in directly as text based. If you choose to add a file attachment, simply click the **Browse** button. You will be prompted with a window where you can browse your computer to find the file you want to attach.

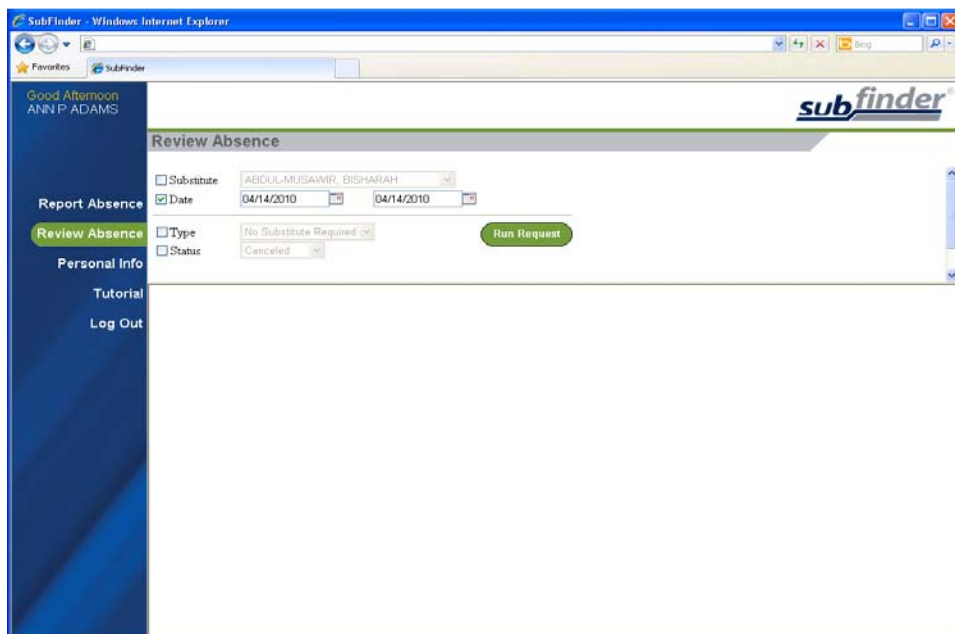
Confirm that all of the information you have entered is correct, then click **Save Job**. If the information is not correct, update the information or click **Cancel**.

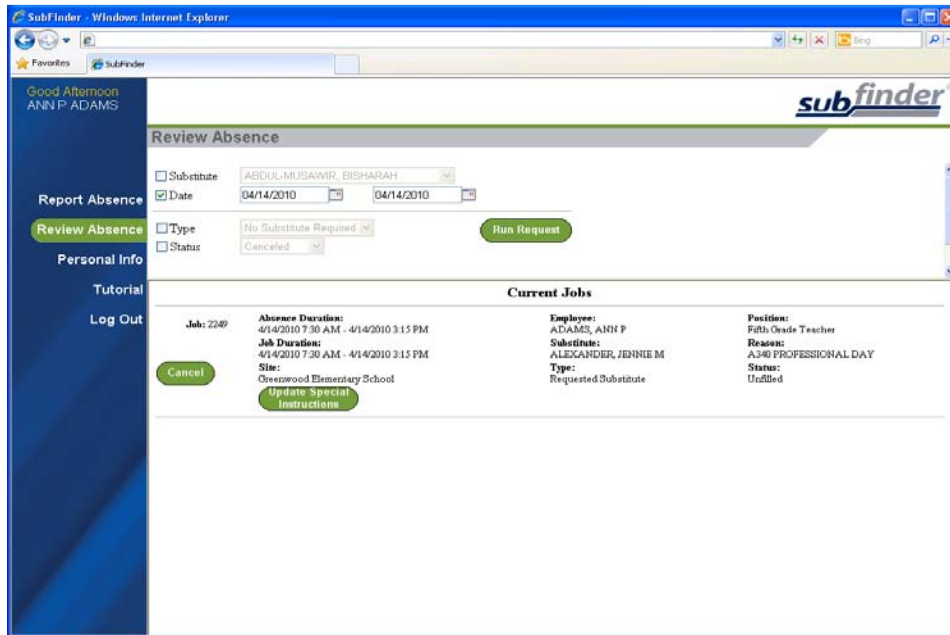
After clicking **Save Job**, the Job Number will be displayed at the top of the screen. You must write the Job Number down for future reference. If this is a Pre-arranged Absence/Job, you will want to provide the substitute with the Job Number as well.



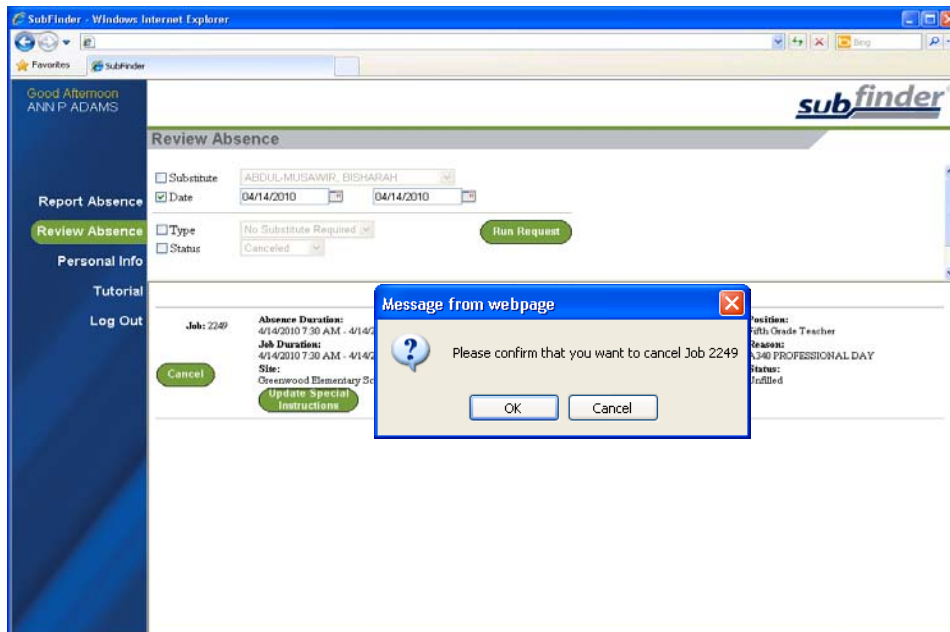
## Review Absence

To review your absences, click the **Review Absence** button. You may review your absences by Substitute, Date or Date Range, Type (i.e., Requested Substitute, Substitute Required, etc.), or Status (i.e., Filled, Unfilled, etc.). Make the appropriate selections and then click **Run Request**. If you do not want to filter the information, simply leave the boxes unchecked; all absences for the current year will be shown.





If you need to cancel an absence, click the **Cancel** button which is displayed next to each future absence. A screen will appear asking you to verify that you wish to cancel the absence. To confirm the cancellation, click **OK**. If you do not wish to cancel the absence, click **Cancel**.



## 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, Leave Control (which documents your entitlements - i.e., vacation days, personal leave, etc...), Itinerant Schedule and Schedule.

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

## General Info

The General Info tab displays your Home Site, assigned Calendar Track, Primary and Secondary Job Positions, specific Start and End Work Hours (if different than the site's normal hours), Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status.

SubFinder - Windows Internet Explorer

Good Afternoon  
ANNP ADAMS

subfinder

### Personal Info

First Name	MI	Last Name	Employee ID	PIN	Number
ANN	P	ADAMS	7026	059666	059666

**General Info** | Address | Certification | Leave Control | Itinerant Schedule | Schedule

Home Site: Greenwood Elementary School  
Calendar Track: Standard  
Primary Job Positions: 5th Grade Teacher  
Secondary Job Positions:   
Work Hours: Start 7:30 AM End 3:15 PM  
Hire Date: 11/11/2002  
Date Added: 4/12/2005

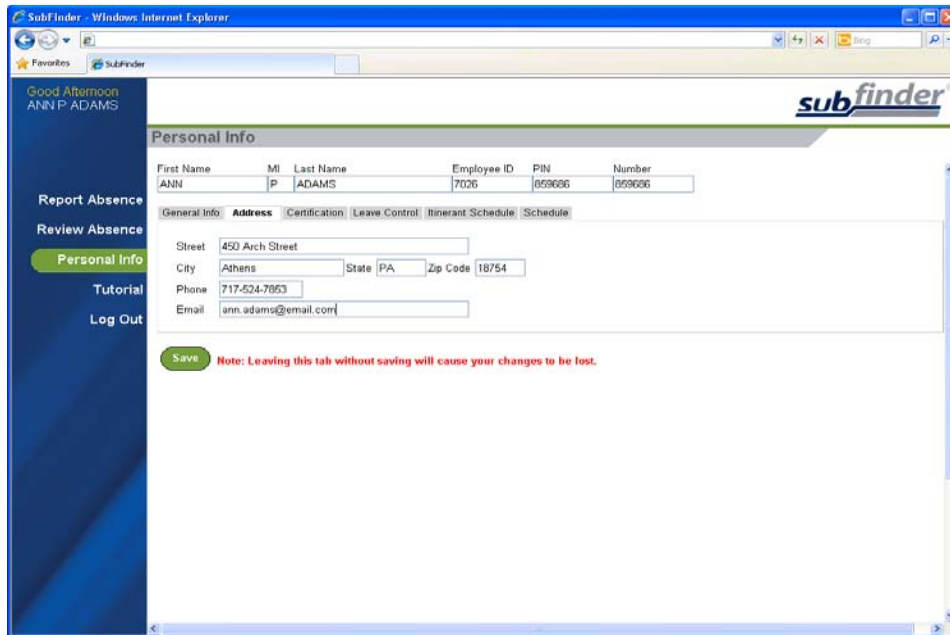
Make Up Teacher  
 Certified  
 Classified

**Save** Note: Leaving this tab without saving will cause your changes to be lost.

## Address

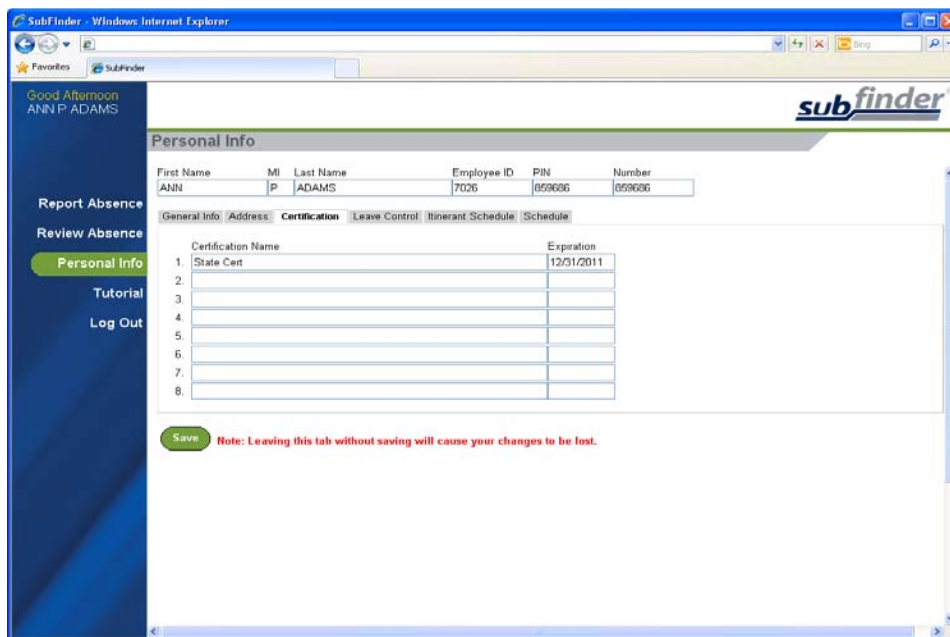
The Address tab displays your address, telephone number, and email. Depending on the permissions established by your district, you may be able to edit the address, telephone number, and email fields.

Your organization may choose to send you, as an employee, email notifications regarding the status of your absences. The notifications may be sent anytime a substitute accepts one of your jobs or anytime a substitute is cancelled out of one of your jobs. Your central SubFinder operator will be able to tell you if they are using the email notifications feature.



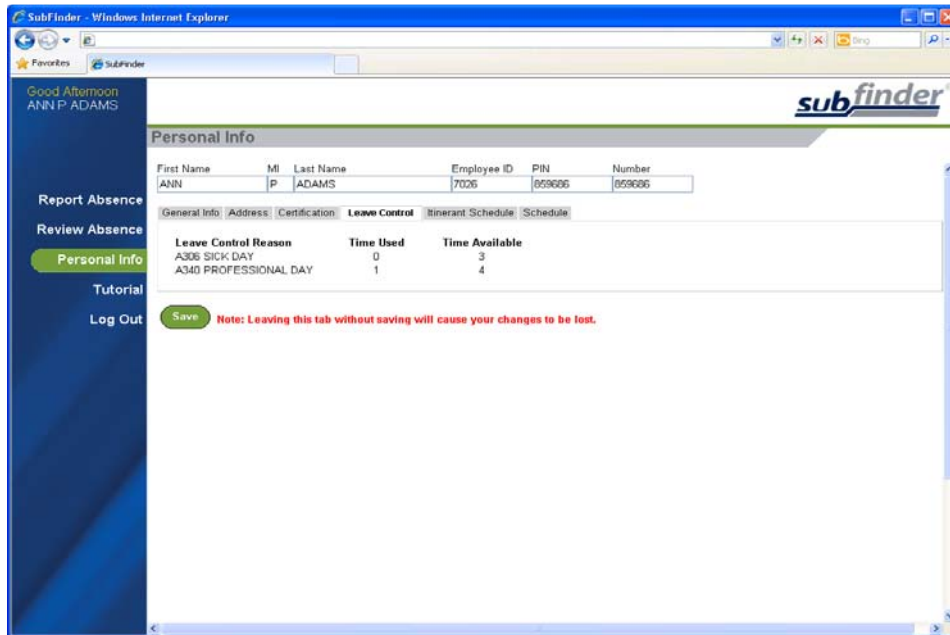
## Certification

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



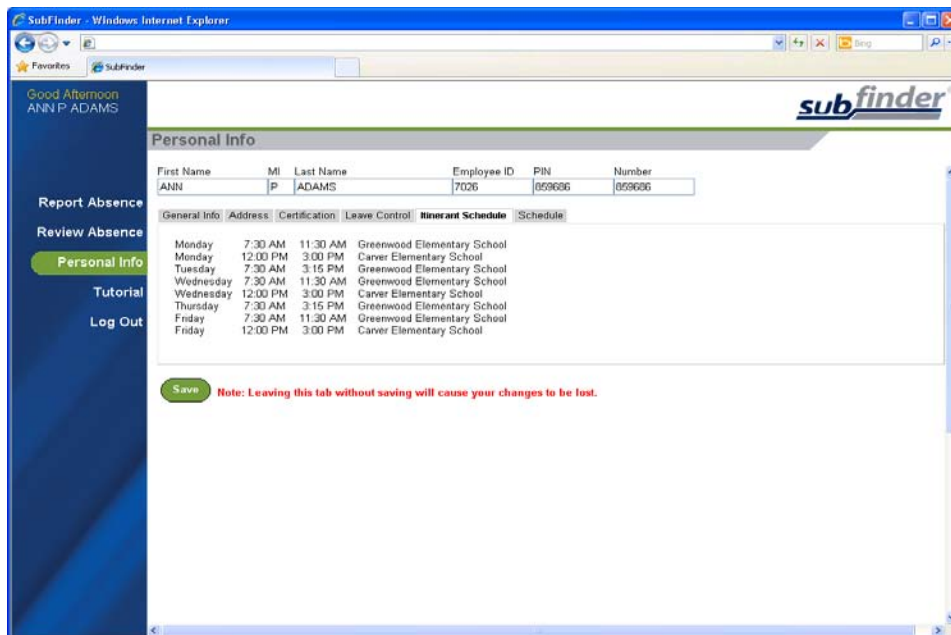
## Leave Control

The Leave Control tab displays the absence reasons which are being controlled, along with the corresponding time you have used and the time that is still available. If your district chooses not to use this option, the area will be blank.



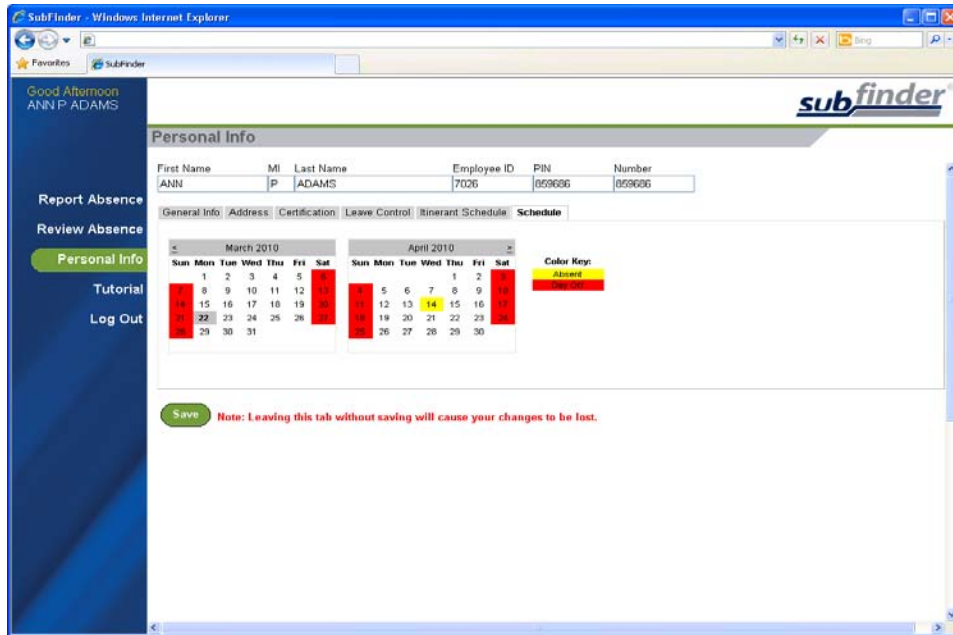
## Itinerant Schedule

The Itinerant Schedule tab displays your sites and times at which you work if you travel from site to site. If your district chooses not to use this option, the area will be blank. This information is view only.



## Schedule

The Schedule tab displays your schedule in an easy to view format. Days off will be in red and absent days will be in yellow.



## 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.

