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Internet User's Guide

For Employees
SubFinder Version 5.7
Revised 01/08

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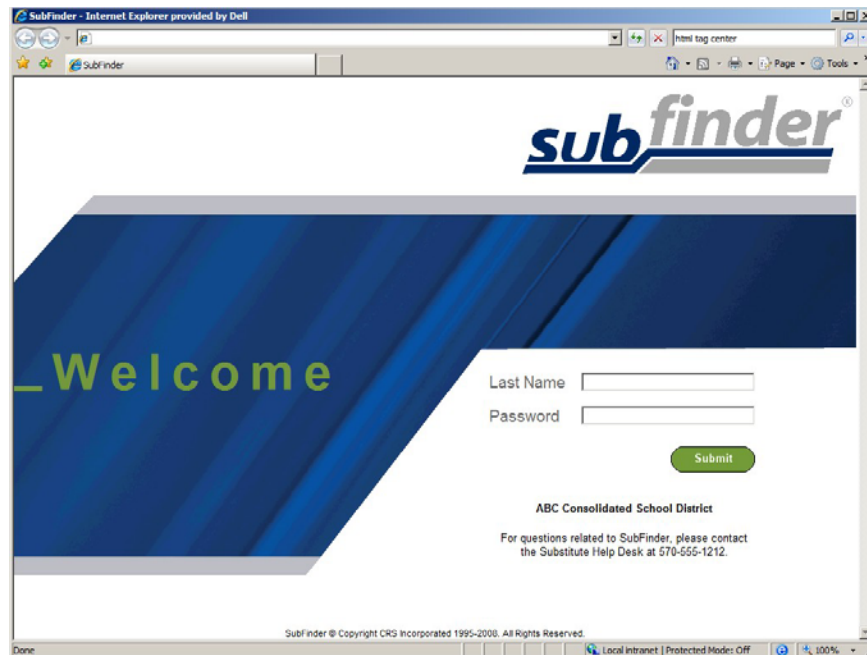
SubFinder via the Internet

Using SubFinder via the Internet, 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 via the Internet 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 via the Internet 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.

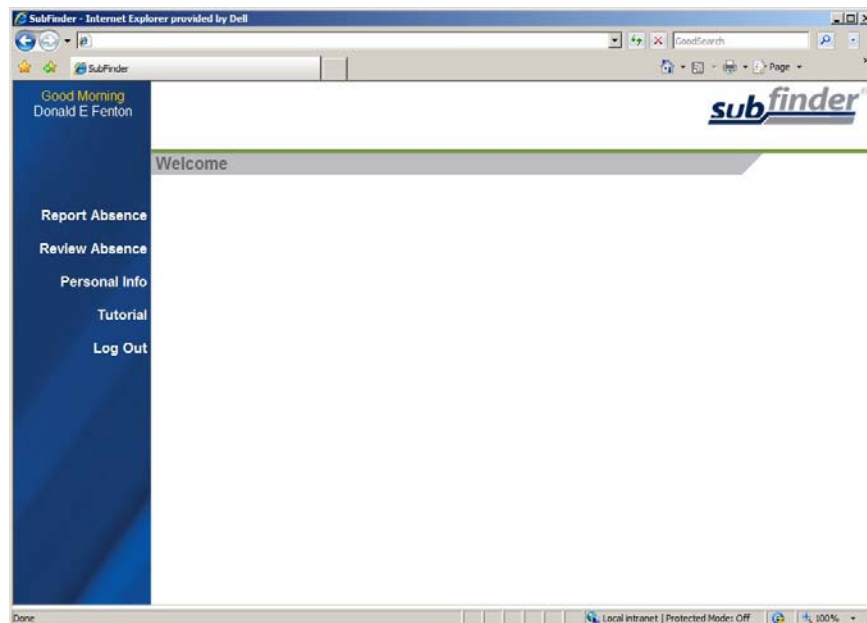


System Access

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

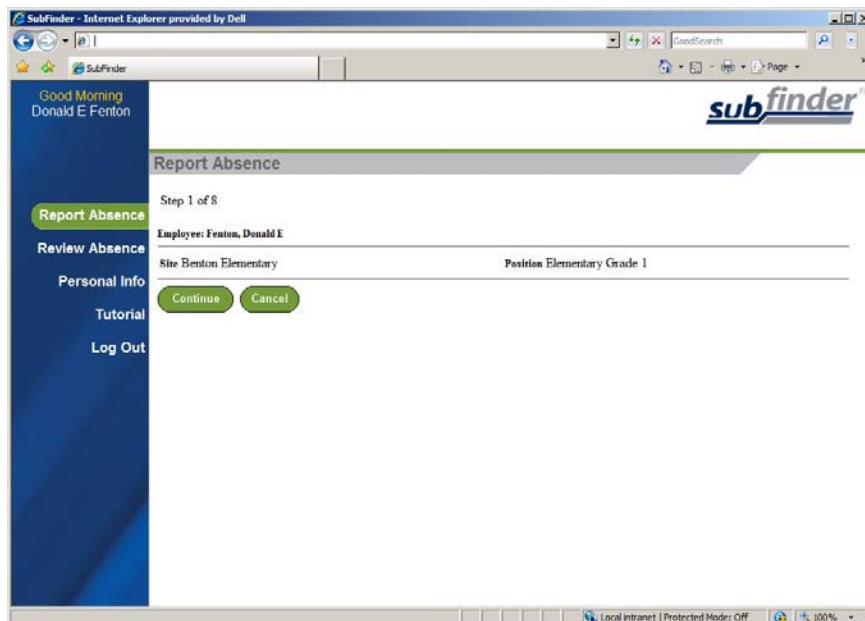


The opening screen will appear. Any welcome messages and/or important information from your Site Administrator will be displayed. On the left side of the screen are the buttons that give you access to various options. These include **Report Absence**, **Review Absence**, **Personal Info**, **Tutorial**,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



Report an Absence

Click the **Report Absence** button and then click **Continue**.

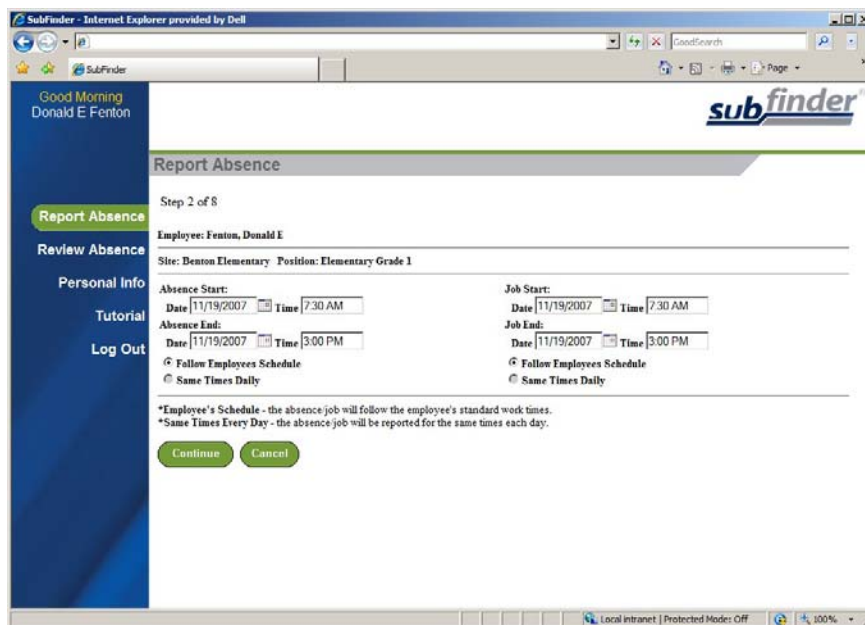


The screenshot shows the 'Report Absence' page in Step 1 of 8. The page title is 'Report Absence' and the user is identified as 'Donald E Fenton'. The page contains the following information:

- Employee: Fenton, Donald E
- Site: Benton Elementary
- Position: Elementary Grade 1

At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.

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.



The screenshot shows the 'Report Absence' page in Step 2 of 8. The page title is 'Report Absence' and the user is identified as 'Donald E Fenton'. The page contains the following information:

- Employee: Fenton, Donald E
- Site: Benton Elementary
- Position: Elementary Grade 1

The 'Absence Start' section includes:

- Date: 11/19/2007
- Time: 7:30 AM

The 'Absence End' section includes:

- Date: 11/19/2007
- Time: 3:00 PM

The 'Job Start' section includes:

- Date: 11/19/2007
- Time: 7:30 AM

The 'Job End' section includes:

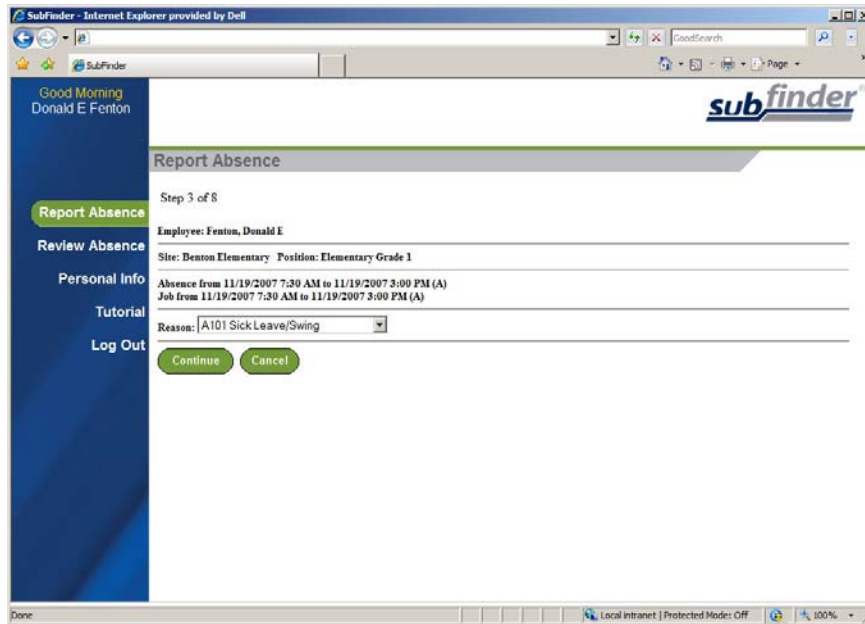
- Date: 11/19/2007
- Time: 3:00 PM

At the bottom of the form, there are two radio buttons for scheduling options:

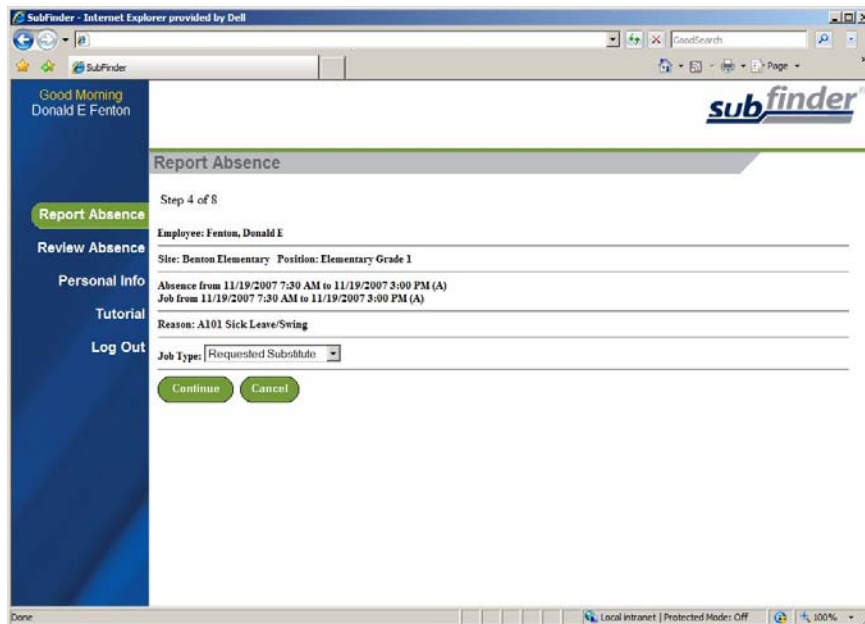
- Follow Employees Schedule
- Same Times Daily

At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.

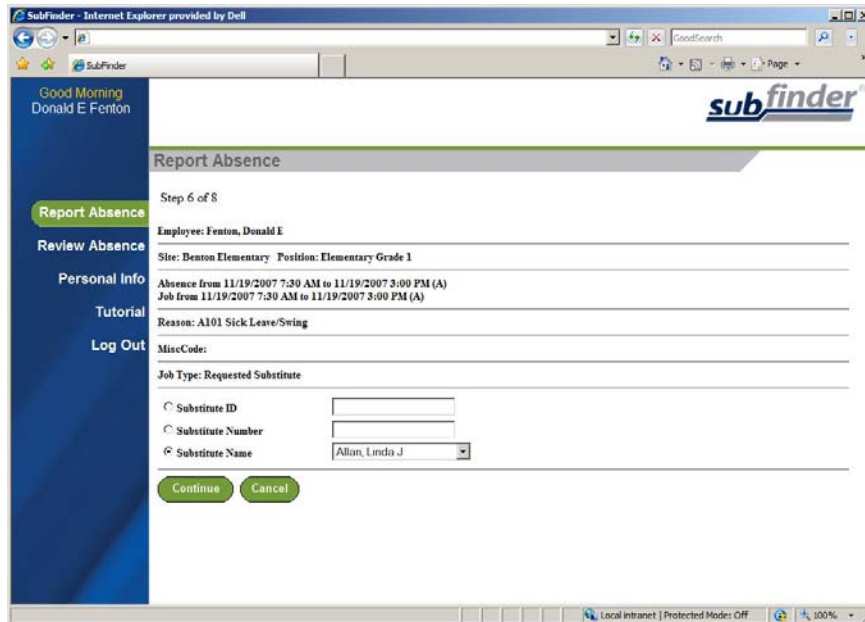
Before clicking Continue, you must also specify whether the absence and job times will follow your normal employee schedule (i.e. 8:00 am – 4:00 pm) or the same times daily (i.e. multiple half days). Once that choice has been made, click **Continue**.



Select an absence **Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason. Click **Continue**.



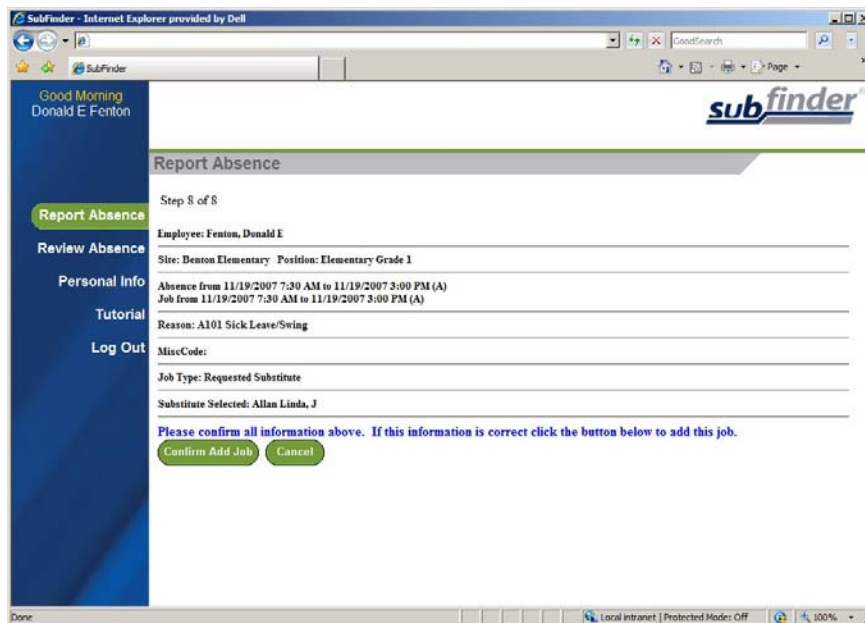
Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, Prearranged Substitute, or Requested Substitute, then click **Continue**.



If you've chosen Prearranged Substitute or Requested Substitute, you will be prompted to enter one of the following:

- The chosen substitute's SubFinder-assigned ID Number
- The chosen substitute's Employee Number
- The chosen substitute's Name

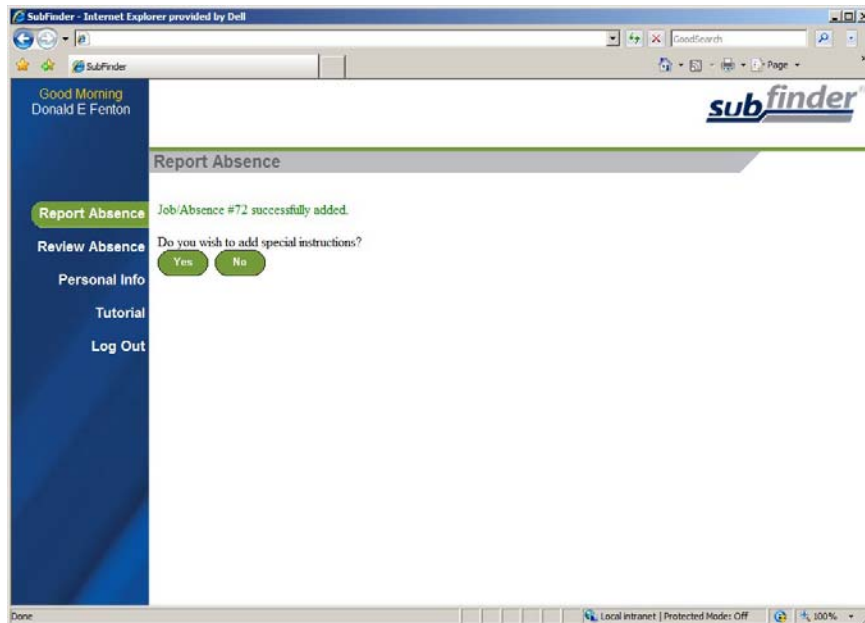
Click **Continue**.



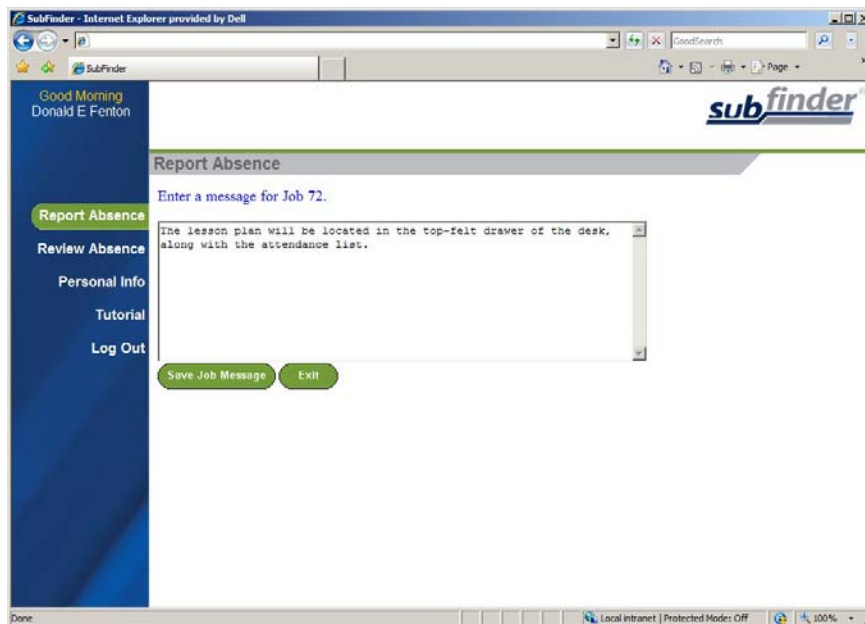
Confirm that all of the information you have entered is correct, then click **Confirm Add Job**. If the information is not correct, click **Cancel** or **Report Absence** and re-enter the information.

After clicking **Confirm Add 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. At this point, you may choose to leave Special

Instructions. To leave Special Instructions, click the **Yes** button. If you do not want to leave Special Instructions, click the **No** button.



After typing in Special Instructions, review them and then click **Save Job Message**. If you decide that Special Instructions are not necessary, click **Exit**.



Absence Review

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.

The screenshot shows the 'Review Absence' form in a web browser. The left sidebar contains navigation links: 'Report Absence', 'Review Absence' (highlighted), 'Personal Info', 'Tutorial', and 'Log Out'. The main content area has the following fields and controls:

- Substitute: Acey, Adrian T
- Date: 11/7/2007 to 11/7/2007
- Type: No Substitute Required
- Status: Canceled
-

The screenshot shows the 'Review Absence' form with the following changes:

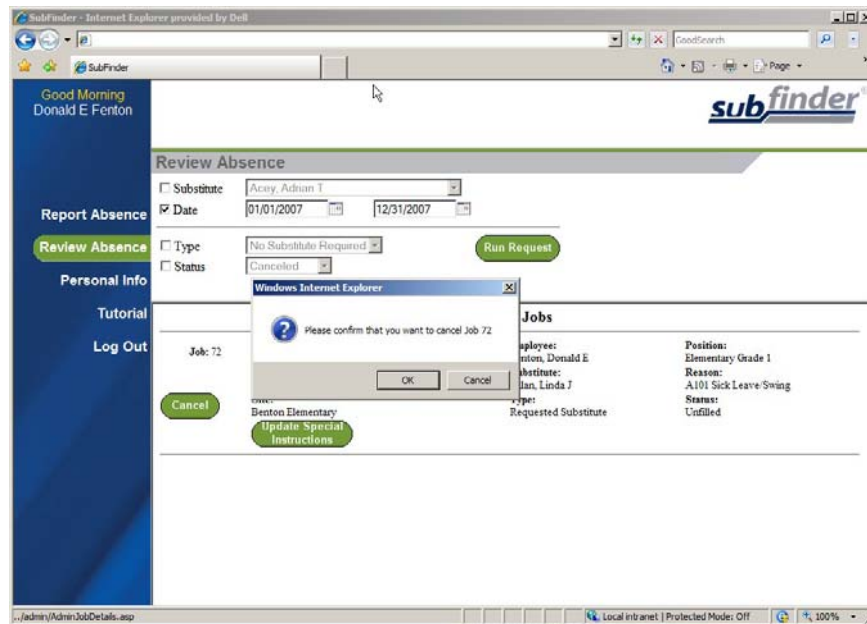
- Date: 01/01/2007 to 12/31/2007
-

Below the form, there is a section titled 'Current Jobs' with the following data:

Job	Absence Duration	Employee	Position
72	11/19/2007 7:30 AM - 11/19/2007 3:00 PM	Fenton, Donald E	Elementary Grade 1
	Job Duration: 11/19/2007 7:30 AM - 11/19/2007 3:00 PM	Substitute: Allan, Linda J	Reason: A101 Sick Leave/Swing
	Site: Denton Elementary	Type: Requested Substitute	Status: Unfilled

Buttons for 'Cancel' and 'Update Special Instructions' are visible next to the job listing.

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**.



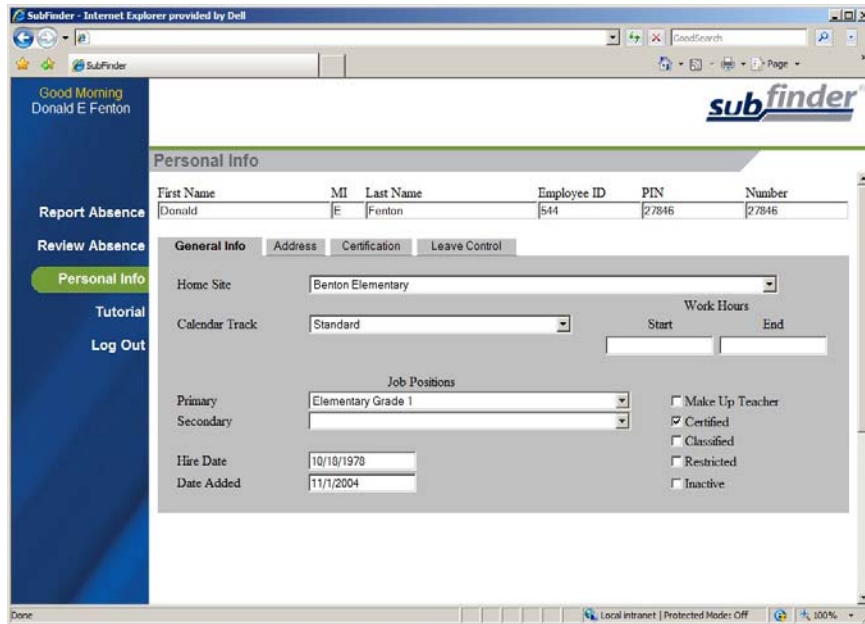
Personal Information

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

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

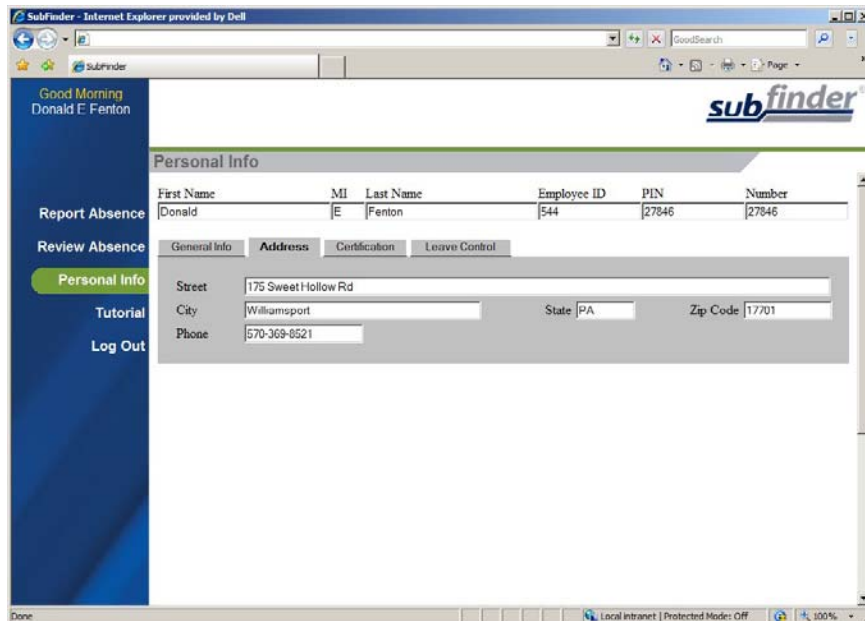
General Info

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



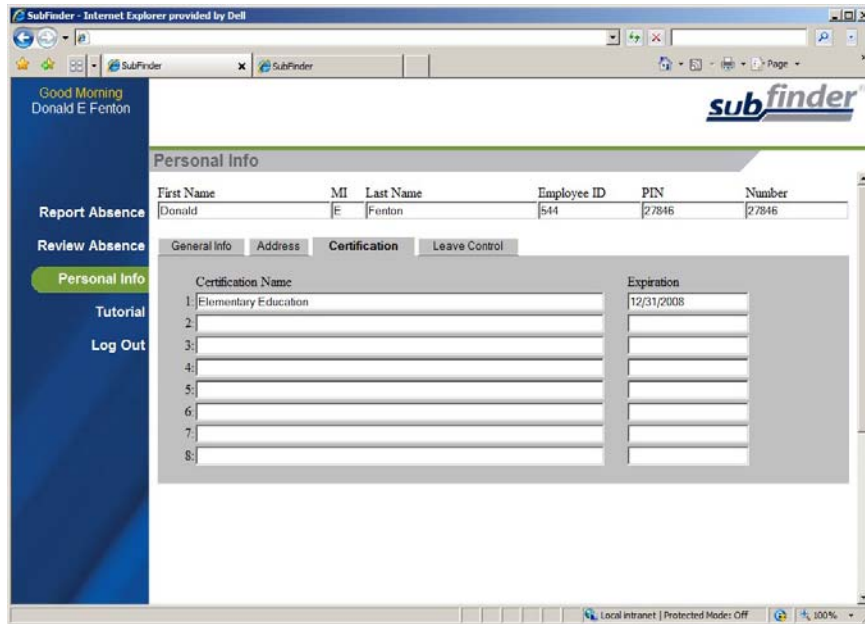
Address

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



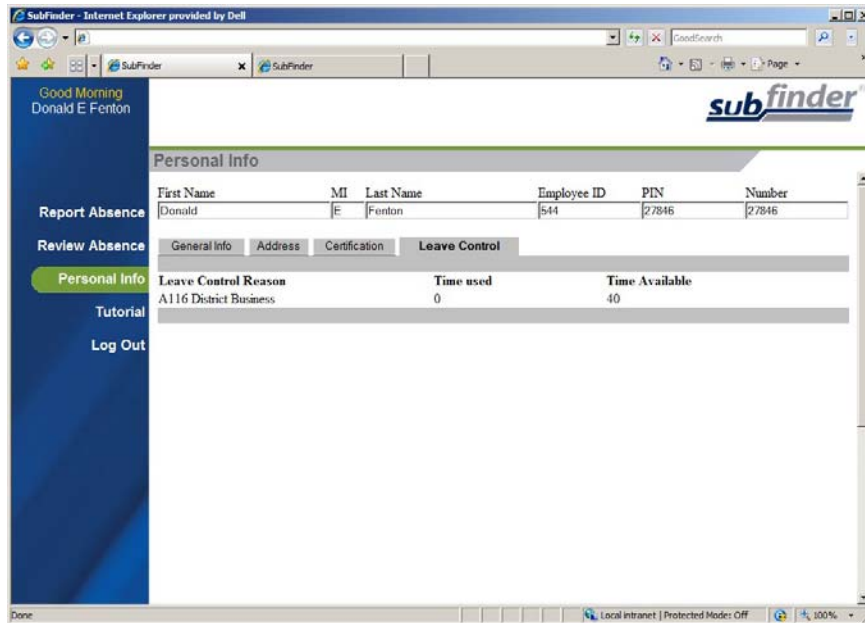
Certification

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



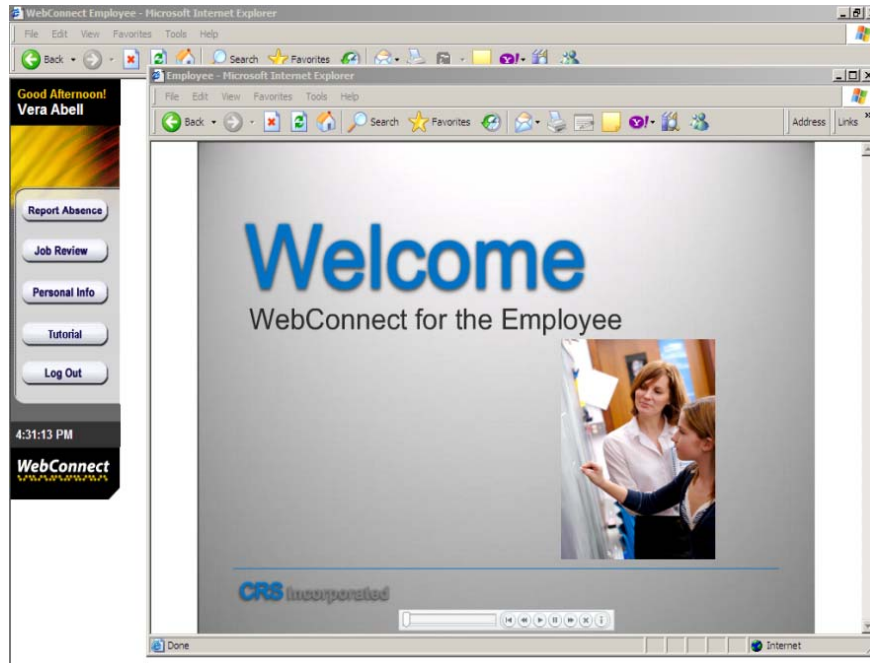
Leave Control

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.



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.

