



# SubFinder for Employees

Internet Users Guide for SubFinder 5.11



## TABLE OF CONTENTS

SubFinder.....	1
How Does It Work?.....	1
System Access.....	2
Report an Absence.....	3
Report an Absence with Professional Leave.....	4
Review Absence.....	5
Substitute Notes.....	6
Personal Information.....	7
General Info.....	7
Address.....	8
Certification.....	8
Leave Control.....	9
Itinerant Schedule.....	9
Schedule.....	10
Tutorial.....	10
Log Out.....	11

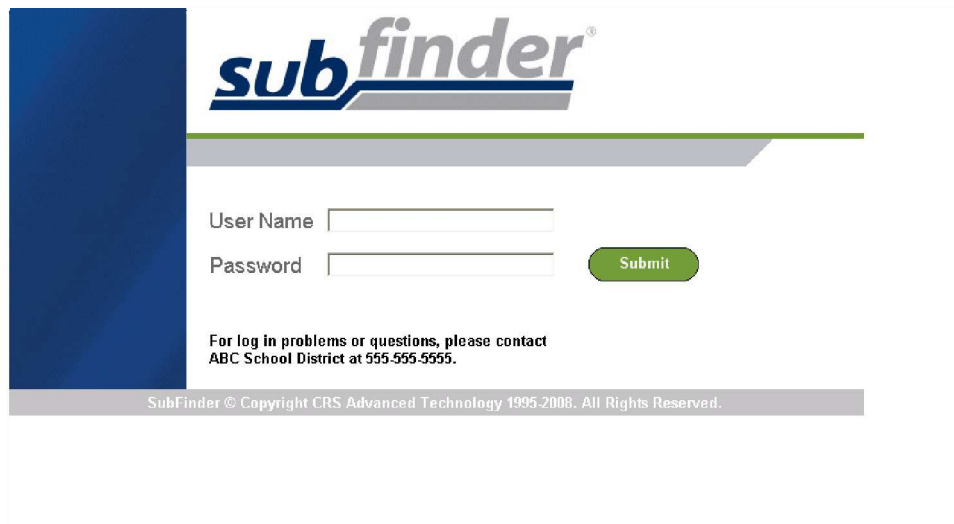
## SubFinder

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.



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User Name

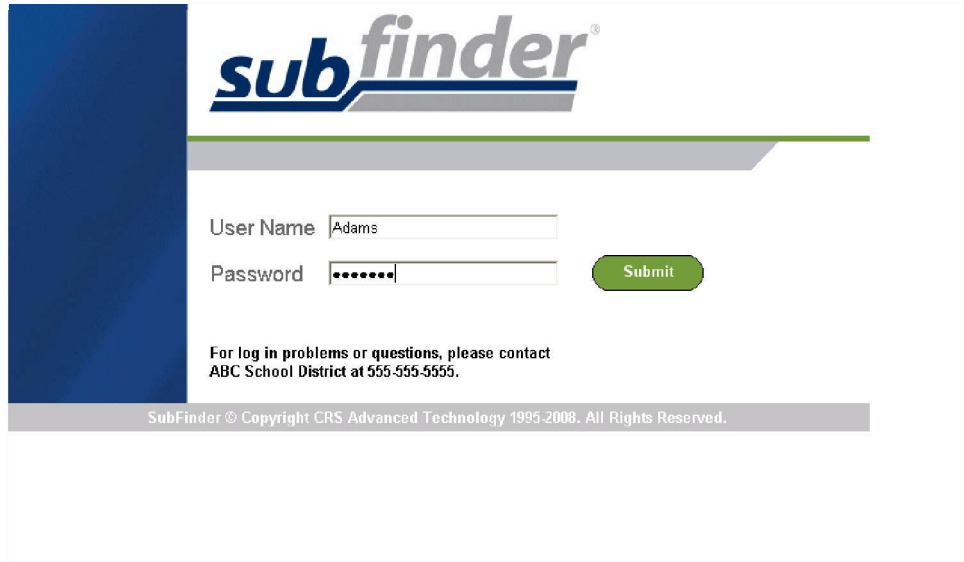
Password

For log in problems or questions, please contact  
ABC School District at 555-555-5555.

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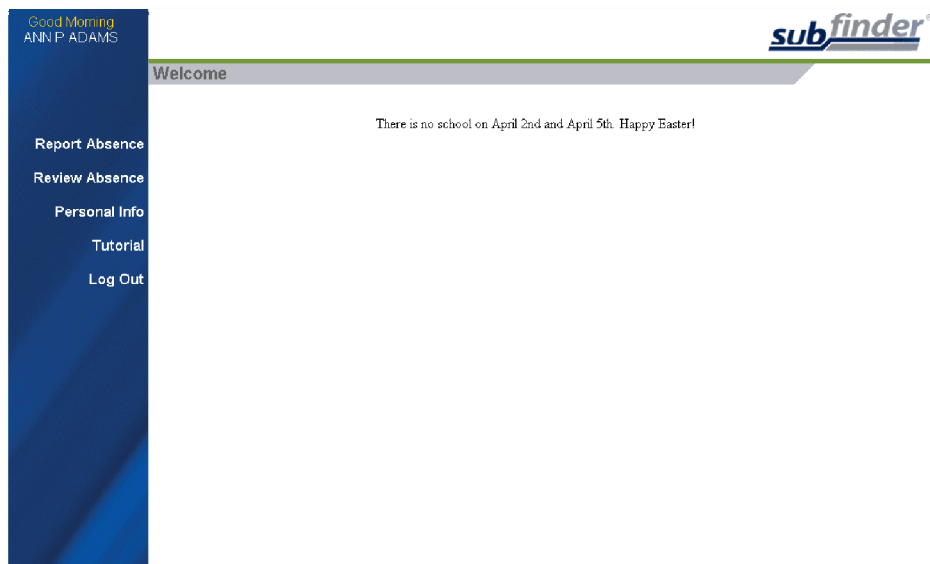
## System Access

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 image shows the SubFinder login interface. At the top right is the 'subfinder' logo. Below it, there are two input fields: 'User Name' containing 'Adams' and 'Password' containing seven dots. A green 'Submit' button is to the right of the password field. Below the fields, a message reads: 'For log in problems or questions, please contact ABC School District at 555-555-5555.' At the bottom, a copyright notice states: 'SubFinder © Copyright CRS Advanced Technology 1995-2008. All Rights Reserved.'

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**.



The image shows the SubFinder main menu. On the left is a blue vertical sidebar with the following text: 'Good Morning ANNP ADAMS', 'Report Absence', 'Review Absence', 'Personal Info', 'Tutorial', and 'Log Out'. The main content area has the 'subfinder' logo at the top right and a 'Welcome' header. Below the header, a message reads: 'There is no school on April 2nd and April 5th. Happy Easter!'

## Report an Absence

Click the **Report Absence** button.

Good Afternoon  
ANN P ADAMS

**Report Absence**

ADAMS, ANN P  
Site: Greenwood Elementary School  
Position: Fifth Grade Teacher

**Absence Info**  
Start Date/Time: 04/14/2010 07:30 AM  
End Date/Time: 04/14/2010 03:15 PM  
 Follow Employee Schedule  Same Time Daily

**Job Info**  
Start Date/Time: 04/14/2010 07:30 AM  
End Date/Time: 04/14/2010 03:15 PM  
 Follow Employee Schedule  Same Time Daily

Reason: A340 PROFESSIONAL DAY  
Job Type: Requested Substitute  
Job Status: Unfiled  
Substitute: ALEXANDER, JENNIE

**Special Instructions**  
Attach File: C:\Lesson Plans\Lesson Plan.docx   
Enter Text-based Special Instructions:  
Please review attached lesson plan for details. Have a great day!

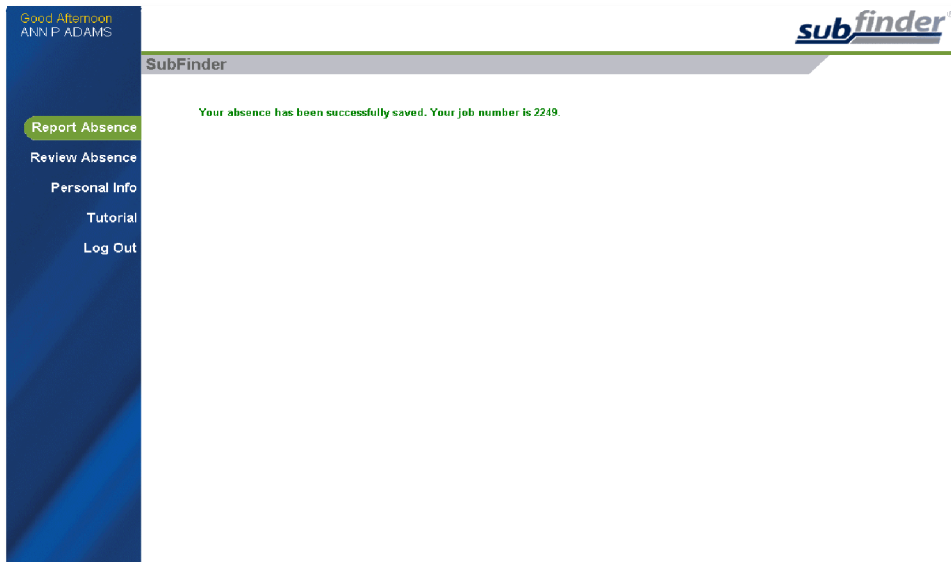
- Enter the **Start** and **End** dates for your absence. If the times differ from your normal work times (i.e., a half-day absence), enter the specific times. The associated job dates and times will change to match those entered for the absence. If the job start and end times differ from absence start 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.



## Report an Absence with Professional Leave

To report an absence that uses a reason for professional leave you will be prompted to enter an activity ID.

The activity ID's will be provided to you by your district administrator. 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 Date or Date Range, Type (i.e., Requested Substitute, Substitute Required, etc.), Status (i.e., Filled, Unfilled, etc.), or Substitute. Make the appropriate selections and then click **Run Request**.

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ANN P ADAMS

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### Review Absence

**Selection Criteria:**

**Date** Start: 11/16/2010 End: 11/16/2010 **Run Request**

**Type** Substitute Required

**Status** Unfilled

**Substitute** [Search]

**Order By**  Date & Time  Job ID

**Job List**  
Click on the job ID to view details Display 10 rows on page 0 of 0

Job ID	Absence Description	Status	Substitute	SI	SN
--------	---------------------	--------	------------	----	----

Description: (A) - Employee's Schedule (S) - Same Times Every day  
SI = Special Instructions: F = File Attachment, T = Text-based Message, V = Recorded Message  
SN = Substitute Notes: T = Text-based Message

If you do not want to filter the information, simply leave the boxes unchecked; all absences for the current year will be shown.

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### Review Absence

**Selection Criteria:**

**Date** Start: 11/16/2010 End: 11/16/2010 **Run Request**

**Type** Substitute Required

**Status** Unfilled

**Substitute** [Search]

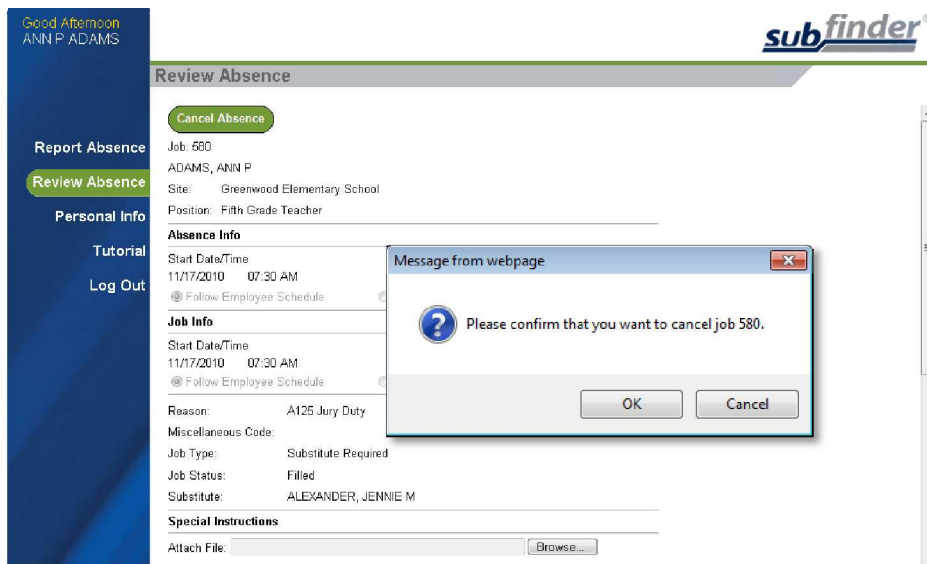
**Order By**  Date & Time  Job ID

**Job List**  
Click on the job ID to view details Display 10 rows on page 1 of 1

Job ID	Absence Description	Status	Substitute	SI	SN
580	11/17/2010 07:30 AM until 11/17/2010 03:15 PM(A)	Filled	ALEXANDER, JENNIE	T	N/A
574	11/15/2010 07:30 AM until 11/15/2010 03:15 PM(A)	Cancelled		F,T	N/A
572	11/12/2010 07:30 AM until 11/12/2010 03:15 PM(A)	Filled	ALEXANDER, JENNIE	F,T	T
575	11/09/2010 07:30 AM until 11/09/2010 03:15 PM(A)	None		N/A	N/A
576	11/05/2010 07:30 AM until 11/05/2010 03:15 PM(A)	Filled	ALAM, EBBY	N/A	N/A

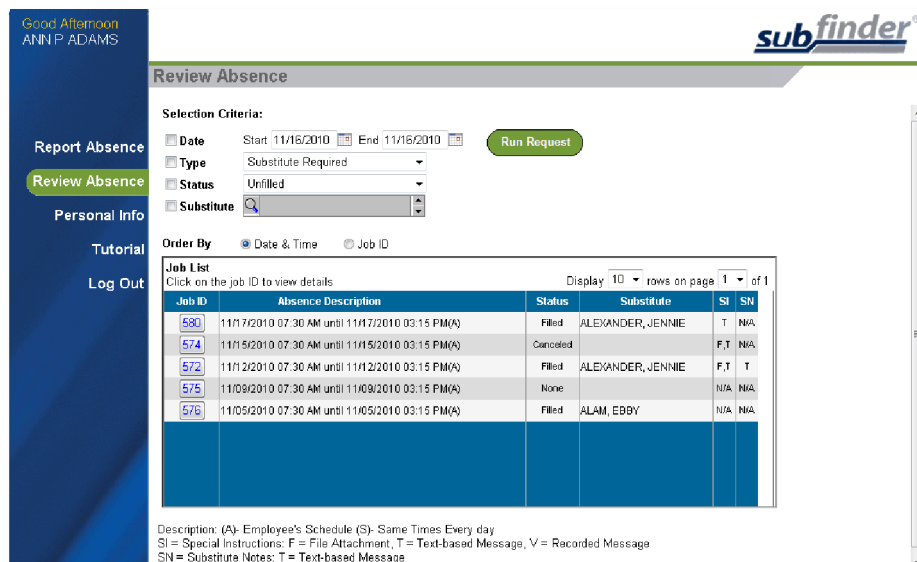
Description: (A) - Employee's Schedule (S) - Same Times Every day  
SI = Special Instructions: F = File Attachment, T = Text-based Message, V = Recorded Message  
SN = Substitute Notes: T = Text-based Message

If you need to cancel an absence, click the **Job ID** button which is displayed next to each absence. You will be taken into the Review Absence screen. Click **Cancel 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**.

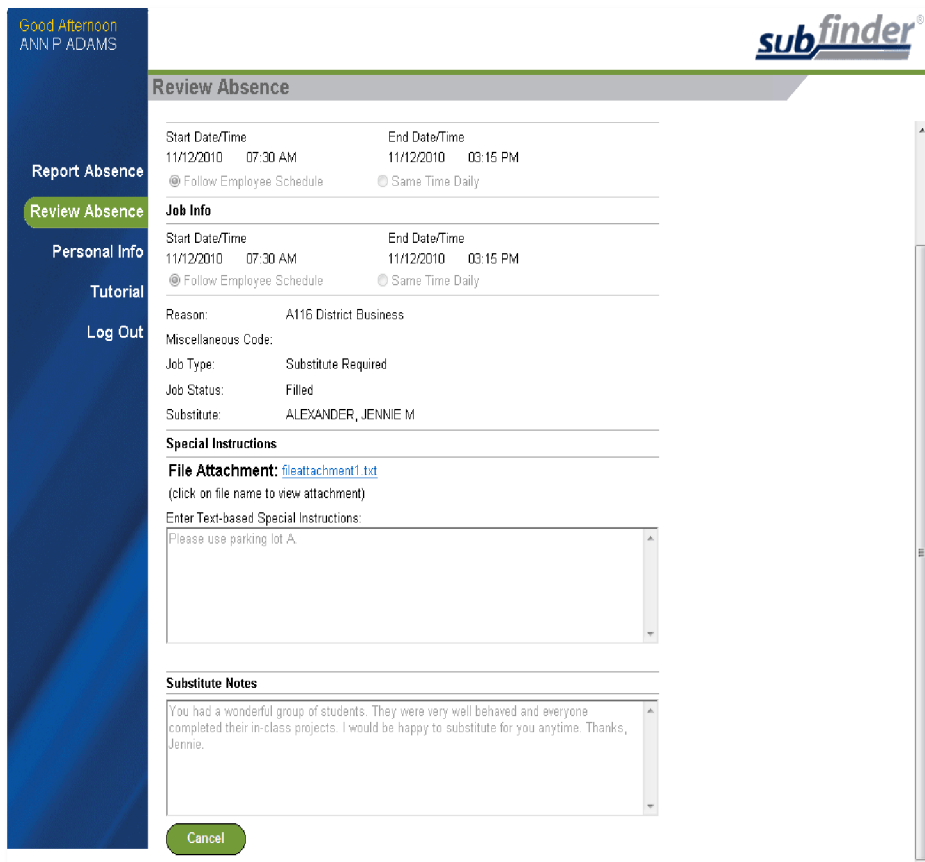


## Substitute Notes

Substitutes have the option to leave notes regarding the job(s) they've worked for you. This message can be created once a job has started and updated as necessary. To review a substitute note, click the appropriate Job ID button.



The substitute notes will be displayed as view only, and are also made available to your 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, 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.

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ANN P. ADAMS

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### Personal Info

First Name	MI	Last Name	Employee ID	PIN	Number
ANN	P	ADAMS	7026	859686	859686

[General Info](#) | [Address](#) | [Certification](#) | [Leave Control](#) | [Itinerant Schedule](#) | [Schedule](#)

Home Site: Greenwood Elementary School

Calendar Track: Standard

Primary Job Positions: Fifth 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.

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### Personal Info

First Name	MI	Last Name	Employee ID	PIN	Number
ANN	P	ADAMS	7026	859686	859686

[General Info](#) | [Address](#) | [Certification](#) | [Leave Control](#) | [Itinerant Schedule](#) | [Schedule](#)

Street: 450 Arch Street

City: Athens State: PA Zip Code: 18754

Phone: 717-524-7853

Email: ann.adams@email.com

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

## Certification

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

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**Personal Info**

First Name	MI	Last Name	Employee ID	PIN	Number
ANN	P	ADAMS	7026	859686	859686

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

Certification Name	Expiration
1. State Cert	12/31/2011
2.	
3.	
4.	
5.	
6.	
7.	
8.	

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

## 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.

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**Personal Info**

First Name	MI	Last Name	Employee ID	PIN	Number
ANN	P	ADAMS	7026	859686	859686

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

Leave Control Reason	Time Used	Time Available
A306 SICK DAY	0	3
A340 PROFESSIONAL DAY	1	4

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

## Itinerant Schedule

The Itinerant Schedule tab displays your sites, job positions 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.

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**Personal Info**

First Name MI Last Name Employee ID PIN Number  
ANN P ADAMS 50039 059686 059686

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

**Monday**

7:30 AM	11:30 AM	Greenwood Elementary School	Fifth Grade Teacher
12:00 PM	3:00 PM	Carver Elementary School	Elementary Art

**Tuesday**

7:30 AM	3:15 PM	Greenwood Elementary School	Fifth Grade Teacher
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**Wednesday**

7:30 AM	11:30 AM	Greenwood Elementary School	Fifth Grade Teacher
12:00 PM	3:00 PM	Carver Elementary School	Elementary Art

**Thursday**

7:30 AM	3:15 PM	Greenwood Elementary School	Fifth Grade Teacher
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**Friday**

7:30 AM	11:30 AM	Greenwood Elementary School	Fifth Grade Teacher
12:00 PM	3:00 PM	Carver Elementary School	Elementary Art

## 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.

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**Personal Info**

First Name MI Last Name Employee ID PIN Number  
ANN P ADAMS 7026 059686 059686

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

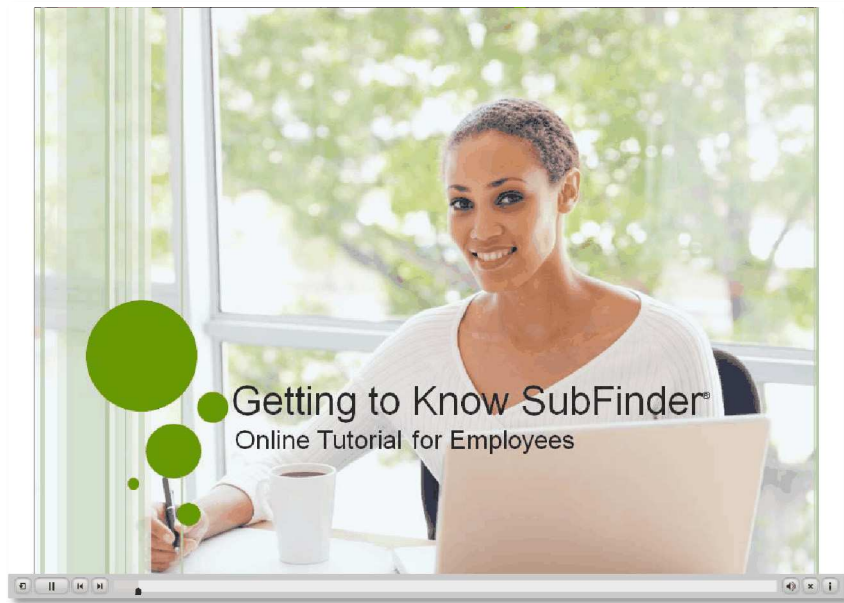
March 2010							April 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

**Color Key:**  
  Absent  
  Days Off

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

## 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.

The image shows the SubFinder login interface. On the left is a dark blue vertical bar. To its right is the "subfinder" logo in a stylized font. Below the logo is a horizontal line. Underneath the line are two input fields: "User Name" and "Password". To the right of the "Password" field is a green "Submit" button. Below the input fields is a line of text: "For log in problems or questions, please contact ABC School District at 555 555 5555." At the bottom of the page is a grey footer bar with the text: "SubFinder © Copyright CRS Advanced Technology 1995-2008. All Rights Reserved."

