

Welcome to

SUBFINDER

York County
School Division



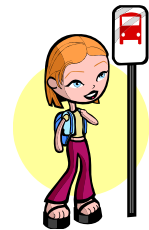
Substitute Work Hours

Sub Teachers

Full Day = 7 hrs 30 min

Three-quarter Day = 5 hrs 38 min

Half Day = 3 hrs 45 min



Substitute Work Hours



Sub Para Educator

Full Day	= 7 hrs
Three-quarter Day	= 5 hrs 15 min
Half Day	= 3 hrs 30 min

Ⓢ Plus 30 minute unpaid lunch break

Substitute Work Hours



Sub Health Services Professional
Sub Interpreters/Transliterators

Full Day	= 7 hrs 15 min
Three-quarter Day	= 5 hrs 26 min
Half Day	= 3 hrs 37 min

SUB SECRETARY OR OFFICE CLERK

Full Day	8 hrs
Three-quarter Day	6 hrs
Half Day	4 hrs

•Plus unpaid lunch break as determined by supervisor





The rules are job specific.

Teacher

Half Day/Whole Day

Health Services Personnel

Half Day/Whole Day

Para-Educator

Half Day/Whole Day

Clerical

Hourly

Interpreter/Transliterater

Hourly

DEFINITIONS

Prearranged Substitute Jobs:

- Employee has spoken with substitute and the substitute has agreed to take the job.

• SubFinder does ***not*** make any phone calls!

- Principals may choose to allow employees to report “prearranged” jobs or may restrict this option to the SubFinder Site Contact.



DEFINITIONS



Requested Substitute Jobs:

Employee has not spoken with the substitute but wants SubFinder to offer the job to the requested sub before contacting any other sub.

SubFinder will attempt to call the requested sub until 12 hours before the start of the job. SubFinder then moves to call other subs.

Employee must not enter job as Requested if they have verbally Prearranged with the sub—risk of 2 subs showing



4 Digit ID Number



Subs are assigned a number by SubFinder.

Teachers and administrators use this number to request a particular sub for a job (SubFinder will call that sub first for that job)

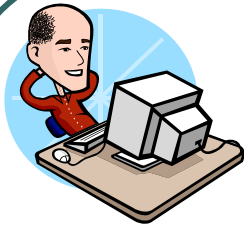
Teachers and administrators also use this number to enter a sub for a prearranged job.



Please take note...



- **One hour before the start of their workday, employees are no longer able to report an absence for that day.**
- **Employees will have to call their site contact and have him/her enter the job into SubFinder.**
- **If the site contact cannot be reached, call the SubFinder Operations Specialist at 898-0483.**
- **Twelve hours before the start of an absence, employees are no longer able to cancel the absence.**



ACCESSING SUBFINDER



Employees must enter their PIN number
and then press the # sign.

Midnight is 12:00 AM, Noon is 12:00 PM

Time cheat sheets and SubFinder tips are
available on SID.

Subfinder Call out Parameters

5:30 AM	Begin call out for high school jobs for that day	only
6 AM	Begin call out for all other jobs for that day	only
11 AM	End morning call out session	
3:45 PM	Begin call out for all jobs up to 60 days in	advance
10 PM	End evening call out session	

SubFinder calls up to 30 minutes past the start time of a job

Reasons for Absences

- 001 Sick – Personal Illness
- 002 Sick – Family Illness
- 003 Personal Leave
- 004 Family Medical Leave
- 005 Administrative Leave
- 006 Bereavement (Death in Immediate Family)



Reasons for Absences (cont)

- 007 Professional Development, Division Funds
- 008 Civil Leave (Jury Duty, Subpoenaed Witness)
- 009 Leave w/out Pay
- 010 Vacation (Annual Leave)
- 011 Military Reserve Duty
- 012 Prof. Development, Site-Based Funds
- 017 Absent without Approved Leave

Reason #12

- **Professional Development, Site-Based Funds** may only be entered by SubFinder site contacts. Employees will not hear this option when calling into SubFinder. Site contacts must enter the absence for the employee when this absence reason applies.

After training today

Call SubFinder 898-0521.

Voice your name.

**You are now ready to input your
absences into Subfinder.**

Contact Information



SubFinder phone number
is 898-0521

SubFinder Operations Specialist
898-0483

Hours: 6:30am to 3:00pm Michele
3:00pm-5:00pm Marsha

