
Welcome to **SUBFINDER**

York County
School Division



Site Contact Training

Substitute Work Hours

Sub Teachers

NEW!

Full Day	= 7 hrs 30 min
Three-quarter Day	= 5 hrs 38 min
Half Day	= 3 hrs 45 min



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

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

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

Secretary/Clerical

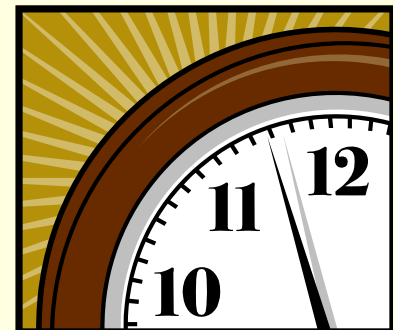
Hourly

Interpreter/Transliterator

Hourly

One minute can make the difference!

- Be careful! One minute difference determines whether to charge a teacher a whole day or a half day! Use timesheets on SID.
- Take your time. Compare your sign in/sign out log with your Subfinder reports. They must match.



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



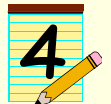
Subs are assigned a four digit number by SubFinder.

**Teachers, site contacts 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.

For *prearranged* jobs, it is the site contact or teachers responsibility to inform the sub of the job number or have the sub call Subfinder.

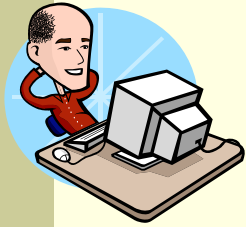
In the event of a job conflict, the substitute with the job number, gets the job!



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



Dial Subfinder 898-0521

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

In order to use Subfinder, employees must call
Subfinder to record their name.

Please give individual training to new employees.

Subfinder Tips

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

Time cheat sheets and SubFinder tips are available on SID.

Special Instructions on Subfinder

Employees may record special instructions for substitutes.

Employees should record special instructions when:

1. itinerant schedule
2. special events are scheduled
3. lesson plan location
- 4.
- 5.

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.

Personnel Information Changes

- Please have employees and substitutes fill out the personnel sheet when address/phone number changes are made.
- **Exception:** Employees with legal name changes must make an appointment with Caroline Gutshall (ext. 2470).

Kronos vs. Subfinder



- Para-educators, Health Services Personnel, and clerical staff only use subfinder *when they need a sub*. Their leave time is kept in Kronos.
- Teachers report **ALL** absences in Subfinder, regardless if they need a substitute. Subfinder is the sole timekeeper for teacher hours.

Points to Ponder...



- No substitutes are allotted when new employees attend New Employee Orientation. Their positions should be filled in-house.
- Site contacts are responsible for training new employees on Subfinder. Training PowerPoint presentation is available on SID.
- Comments or suggestions? Please let us know!

Mark your calendars



- At the end of the month, we will request verification that you have reviewed the month's Subfinder data for accuracy.
- We will also request the names of any long term substitutes you have at your site.
- After you release the month's data to us – you are no longer allowed to change the data. Notify Marsha Kilburn if you need corrections.

Prompt replies are required to enable payroll processing and leave posting.

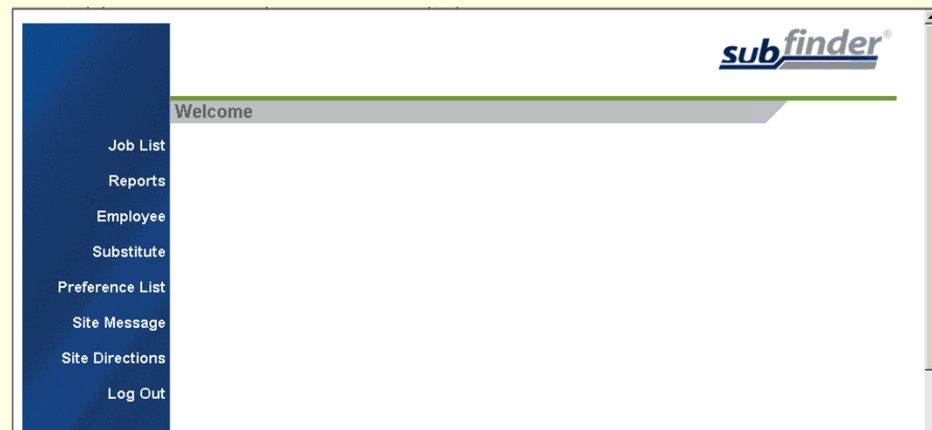
Log book



- Substitutes must sign in and sign out of the substitute log book. Site contacts may **NOT** sign in or sign out of the log book for substitutes.
- Keep log book in a central location.
- Keep log for 5 years.

Web Connect Pro- Overview

- View employee information
- View substitute information
- Add and edit jobs on the computer
- Generate reports



<http://subfinderweb/wc2/>

Employee

- View employee information for your site only
- Can use search fields or display rows to modify list view
- Enter last name
- Click Get Employees

Make sure you click Get Employees

Last Name (starts with)	First Name (s/ln)	Number (s/ln)	PIN (s/ln)	ID	Phone# (s/ln)
>=					

Home Site: Bethel Manor Elementary

Employees

General Information Tab

- Displays:
 - General Information
 - Home site
 - Job position
 - Job times

The screenshot displays the 'Employee List' application interface. On the left is a dark blue navigation sidebar with the following menu items: Job List, Reports, Employee (highlighted in green), Substitute, Preference List, Site Message, Site Directions, and Log Out. The main content area is titled 'Employee List' and features several tabs: User Defined, Certification, Leave Control, Change Log, Home Site, Name/Addr, Schedule, Itinerant Schd, and Main List. Below the tabs is a table with columns: Last Name, First Name, MI, Number, PIN, ID, Emp, Sub, and Notice. The first row of data is redacted with black boxes. Below the table is the 'EMPLOYEE GENERAL INFO' section, which includes a note: 'Note: Leaving this tab without saving will cause your changes to be lost'. A green 'Save' button is located to the right of the note. The form fields are as follows: Home Site (dropdown menu with 'Bethel Manor Elementary' selected), Hire Date (calendar icon, '05/11/2000'), Date Added (calendar icon, '05/11/2000'), Calendar Track (dropdown menu with '180 Day (PED)' selected), Start Work (text box, '08:00 AM'), End Work (text box, '03:30 PM'), Primary Job Position (dropdown menu with 'Para-Educator' selected), and Secondary Job Position (dropdown menu). At the bottom right, there are checkboxes for 'Make-Up Teacher' (unchecked), 'Certified' (unchecked), 'Classified' (checked), 'Restricted' (unchecked), and 'Inactive' (unchecked).

Schedule Tab

- Schedule:
 - Shows days absent
 - Shows scheduled days off

Employee List

User Defined Certification Leave Control Change Log

General Info Name/Addr **Schedule** Itinerant Schd

S	T	A	T	U	S	Last Name	First Name	MI	Number	PIN	ID	Emp	Sub	Notice
												<input checked="" type="checkbox"/>	<input type="checkbox"/>	

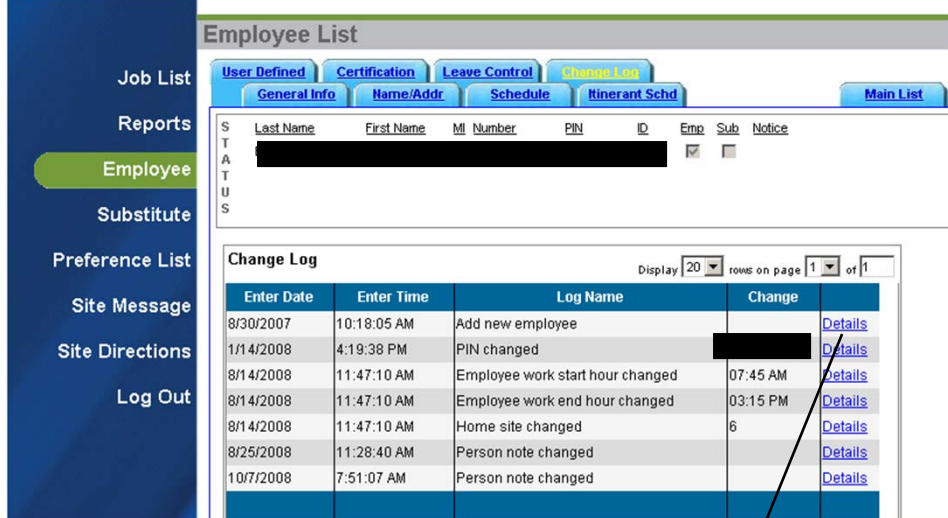
EMPLOYEE SCHEDULE

August 2009							September 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Color Key:
Cursor
Absent
Day Off

Change Log

View any changes made to the record (after 1-1-05) by the employee via phone or SubFinder Operations Specialist.



The screenshot shows a web application interface for an 'Employee List'. On the left is a dark blue sidebar with navigation links: Job List, Reports, Employee (highlighted), Substitute, Preference List, Site Message, Site Directions, and Log Out. The main content area has a title 'Employee List' and several tabs: User Defined, Certification, Leave Control, Change Log (highlighted), General Info, Name/Addr, Schedule, Itinerant Schd, and Main List. Below the tabs is a table with columns: Last Name, First Name, MI, Number, PIN, ID, Emp, Sub, Notice. The first row is redacted with black bars. Below this is a 'Change Log' section with a table. The table has columns: Enter Date, Enter Time, Log Name, Change, and a 'Details' link. The table contains seven rows of change records. A black arrow points from the 'Details' link in the second row to the text below.

Enter Date	Enter Time	Log Name	Change	
8/30/2007	10:18:05 AM	Add new employee		Details
1/14/2008	4:19:38 PM	PIN changed		Details
8/14/2008	11:47:10 AM	Employee work start hour changed	07:45 AM	Details
8/14/2008	11:47:10 AM	Employee work end hour changed	03:15 PM	Details
8/14/2008	11:47:10 AM	Home site changed	6	Details
8/25/2008	11:28:40 AM	Person note changed		Details
10/7/2008	7:51:07 AM	Person note changed		Details

Click on [Details](#) to see who made the changes

Substitutes

- Almost same viewing options as for employees

Substitute List

Availability User Defined Certification Disqualification Change Log
General Info Name/Addr Schedule Sites Positions Main List

S	T	A	T	U	S	Last Name	First Name	MI Number	PIN	ID	Emp	Sub	Notice
											<input type="checkbox"/>	<input checked="" type="checkbox"/>	

SUB GENERAL INFO Note: Leaving this tab without saving will cause your changes to be lost

Max Days To Work Hire Date

Total Days Worked Date Added

Certified Job Days

Max Hours Per Week

Certified Restricted
 Classified Inactive

Home Site Group

Create an Absence

Click job List

- Add New Absence
- Select Employee
- Select Reason
- Enter Absence Info
- Enter Date(s)
- Select Job Type
 - Prearranged will give you the option to select sub
- Choose Job status
- Use special instructions as needed
- Click Save Job

Add Job

Reported at: 08/21/2009 03:12 PM

Add a Job:

Site: Bethel Manor Elementary

Employee: [REDACTED]

CalendarTrack: 180 Day (PED)

Position: Para-Educator

Reason: 001 Sick - Personal Illness

Absence Info

Start date/time: 8/21/2009 08:00 AM

End date/time: 8/21/2009 03:30 PM

Follow Employee Schedule Same Time Daily

Job Info

Start date/time: 8/21/2009 08:00 AM

End date/time: 8/21/2009 03:30 PM

Follow Employee Schedule Same Time Daily

Enter Misc Code: []

Job Type: Substitute Required

Job Status: Unfilled

Please enter special instruction:

[]

Save Job Cancel

WebConnect Pro Reports

The image displays two screenshots of the WebConnect Pro Reports interface. The left screenshot shows the 'Report Selection' screen. On the left is a vertical sidebar menu with options: Job List, Reports (highlighted), Employee, Substitute, Preference List, Site Message, Site Directions, and Log Out. The main content area is titled 'Report Selection' and is divided into two columns. The left column is labeled 'Please select an online report' and contains a dropdown menu with 'Absence Report by Site' selected and a green 'Select Report' button below it. The right column is labeled 'OR select a PDF report' and contains a list of report titles, with 'Absence Report By Site' highlighted in blue. The right screenshot shows the 'Absence Report By Site' configuration screen. It has a similar sidebar menu with 'Reports' highlighted. The main content area is titled 'Absence Report By Site' and contains several sections: 'All Sites Assigned to User' (radio button selected, dropdown: Bethel Manor Elementary), 'All Job Positions' (radio button selected, dropdown: Classroom Teacher), 'Absence Date Range' (Start Date: 09/01/2009, End Date: 06/30/2010), 'Time Units' (dropdown: Partial Days), 'Include Sites Without Absences' (checkbox), 'Add Page Break Between Sites' (checkbox), 'Include Canceled Absences' (checkbox), 'Show Only Summary' (checkbox), 'Include No Sub Required Absences' (checkbox), 'Substitute' (dropdown), 'Reason' (dropdown: 001 Sick - Personal Illness), 'Job Status' (dropdown: Canceled), 'Job Type' (dropdown: No Substitute Required), 'Category' (text input), 'Report Options' (checkboxes for Employee Numbers, Inactive Employees, Restricted Employees), 'Certified/Classified Options' (checkboxes for Certified, Classified, Certified and Classified, Non Certified and Non Classified), and 'File Options' (dropdown: Use Current). At the bottom are 'Generate Report' and 'Cancel' buttons.

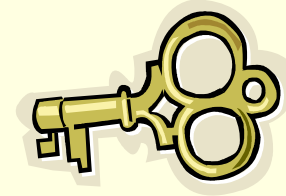
A notice will pop up stating that your report is now ready.

Click Check Report Status to access your report.

So, what's my job again?

Site Contacts:

- Access SubFinder system by phone and WebConnect
- Verify accuracy of SubFinder data entry and correct as needed
- Keep your back-up “in the loop”
- Train new employees on SubFinder
- Keep sign in/sign out sheet in a central location (keep for 5 years)
- Know your long term subs
- Communication is the key.
- Call us...



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

