

**Tip Sheet for SubFinder Site Contacts
2011/2012**

The following information will help you utilize SubFinder to record employee absences and substitute assignments.

SubFinder phone number is **898-0521**

SubFinder Operations Specialist may be contacted at **898-0483**. SubFinder Operations Specialist's work hours are 6:30 AM to 5 PM.

One hour before the start of their workday, employees are no longer able to report an absence for that day.

Twelve hours before the start of an absence, employees are no longer able to cancel the absence.

Instructional Substitutes may be assigned by ½ day, ¾ day, or whole day. Cheat sheets to help you (and to help the staff) with start times and end times are available on SID.

Work Hours for Substitutes:

Substitute Teacher

Full Day	7 Hours 30 Minutes
Three-quarter day	5 Hours 38 Minutes
Half Day	3 Hours 45 Minutes

Substitute Interpreter/Transliterato

Substitute Health Services Personnel

Full day	7 hours 15 minutes
Three-quarter day	5 hours 26 minutes
Half day	3 hours 37 minutes

Substitute Para-Educator

Full Day	7 Hours + 30 Minute Unpaid Lunchtime
Three-quarter Day	5 Hours 15 Minutes + 30 Minute Unpaid Lunchtime
Half Day	3 Hours 30 Minutes + 30 Minute Unpaid Lunchtime

Substitute Secretary or Office Clerk

Full Day	8 Hours + Unpaid Lunchtime (determined by supervisor)
Three-quarter Day	6 Hours + Unpaid Lunchtime (determined by supervisor)
Half Day	4 Hours + Unpaid Lunchtime (determined by supervisor)

Prearranged Substitute Jobs: The employee has spoken with the substitute and the substitute has agreed to take the job. The absence and job are both reported to SubFinder via the "prearranged" option. SubFinder does **not** make any phone calls. (The Principal may chose to allow employees to report "prearranged" jobs or may restrict this option so the SubFinder Site Contact must enter the "prearranged" jobs for employees.)

Requested Substitute Jobs: The 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.

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

Absence Reason #012 Professional Development, Site-Based Funds may only be entered by SubFinder Site Contacts. Employees will not hear this option when calling into SubFinder. SubFinder Site Contacts must enter the absence for the employee when this absence reason applies.

SubFinder Call-Out Parameters:

1. 5:30 AM – begin call out for high school jobs for that day only
2. 6 AM – begin call out for all other jobs for that day only
3. 11 AM – end morning call out session
4. 3:45 PM – begin call out for all jobs up to 60 days in advance
5. 10 PM – end evening call out session

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