

SubFinder for Employees

Internet Users Guide for SubFinder 5.9



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SubFinder Online

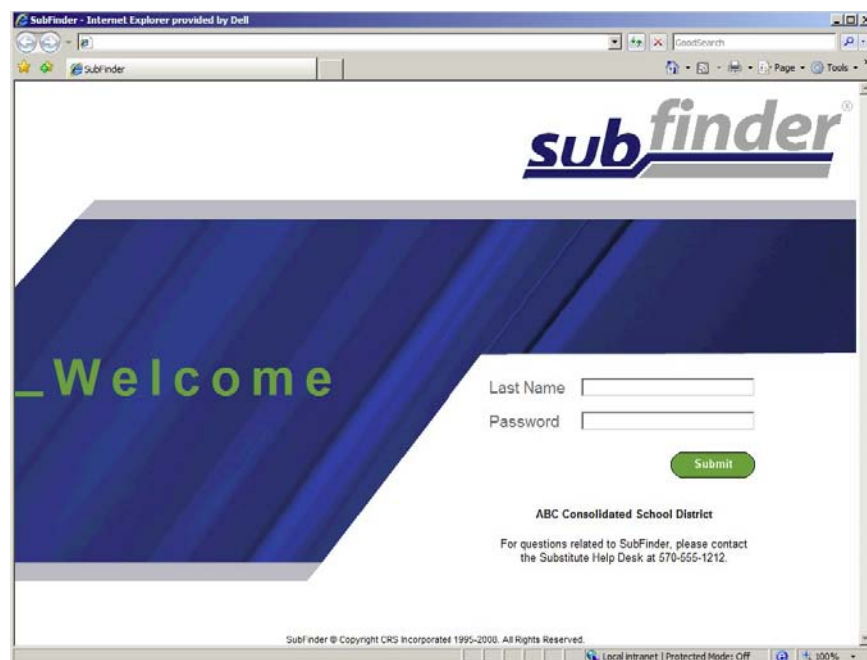
Using SubFinder online, employees can quickly accomplish routine tasks such as reporting absences and reviewing schedules. The entire workforce has easy-to-use, secure access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Internet.

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 the District's web address for SubFinder in your browser address line <http://www.hbuhsd.k12.ca.us/intranet.htm>, press **Enter** on the keyboard, click on **SubFinder**, click on **WebConnect** and you will be able to login. (For ease of access, we suggest you bookmark the district's web address.)

For assistance or questions call the District Administrator at (714) 903-7000, ext. 4210.

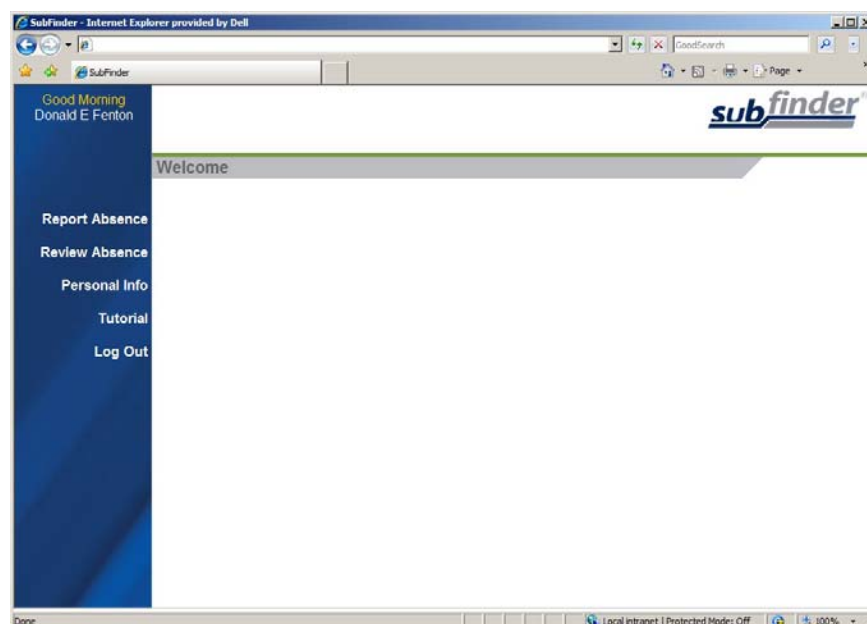


System Access

To access SubFinder online, 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 left sidebar contains a 'Good Morning Donald E Fenton' greeting and a menu with 'Report Absence' (highlighted), 'Review Absence', 'Personal Info', 'Tutorial', and 'Log Out'. The main content area displays the employee's name 'Fenton, Donald E', the site 'Benton Elementary', and the position 'Elementary Grade 1'. There are 'Continue' and 'Cancel' buttons at the bottom of the form.

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 left sidebar is identical to the previous step. The main content area shows the same employee and site information. It now includes fields for 'Absence Start' (Date: 11/19/2007, Time: 7:30 AM) and 'Absence End' (Date: 11/19/2007, Time: 3:00 PM). There are also fields for 'Job Start' (Date: 11/19/2007, Time: 7:30 AM) and 'Job End' (Date: 11/19/2007, Time: 3:00 PM). Below these fields are two radio button options: 'Follow Employees Schedule' (selected) and 'Same Times Daily'. At the bottom, there are two explanatory lines: '*Employee's Schedule - the absence job will follow the employee's standard work times.' and '*Same Times Every Day - the absence job will be reported for the same times each day.' followed by 'Continue' and 'Cancel' buttons.

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**.

Subfinder - Internet Explorer provided by Dell

Good Morning Donald E Fenton

subfinder

Report Absence

Step 3 of 8

Employee: Fenton, Donald E

Site: Denton Elementary Position: Elementary Grade 1

Absence from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)
Job from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)

Reason: A101 Sick Leave/Swing

Continue Cancel

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

Subfinder - Internet Explorer provided by Dell

Good Morning Donald E Fenton

subfinder

Report Absence

Step 4 of 8

Employee: Fenton, Donald E

Site: Denton Elementary Position: Elementary Grade 1

Absence from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)
Job from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)

Reason: A101 Sick Leave/Swing

Job Type: Requested Substitute

Continue Cancel

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

SubFinder - Internet Explorer provided by Dell

Good Morning
Donald E Fenton

subfinder

Report Absence

Step 6 of 8

Employee: Fenton, Donald E

Site: Denton Elementary Position: Elementary Grade 1

Absence from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)
Job from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)

Reason: A101 Sick Leave/Swing

MiscCode:

Job Type: Requested Substitute

☐ Substitute ID

☐ Substitute Number

☒ Substitute Name

Allan, Linda J

Continue Cancel

Local intranet | Protected Mode: Off | 100%

If you've chosen 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**.

SubFinder - Internet Explorer provided by Dell

Good Morning
Donald E Fenton

subfinder

Report Absence

Step 8 of 8

Employee: Fenton, Donald E

Site: Denton Elementary Position: Elementary Grade 1

Absence from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)
Job from 11/19/2007 7:30 AM to 11/19/2007 3:00 PM (A)

Reason: A101 Sick Leave/Swing

MiscCode:

Job Type: Requested Substitute

Substitute Selected: Allan Linda, J

Please confirm all information above. If this information is correct click the button below to add this job.

Confirm Add Job Cancel

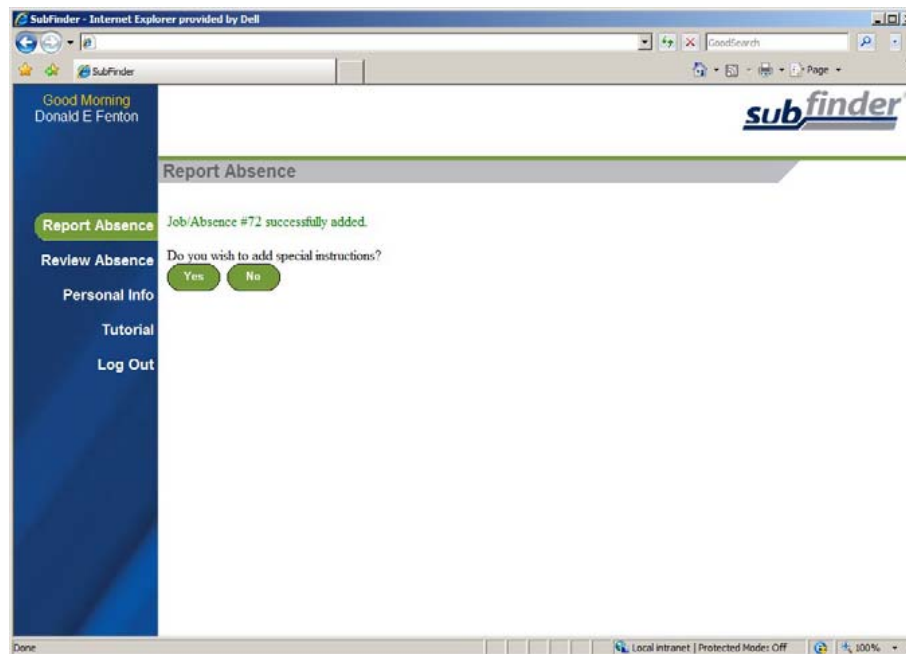
Done

Local intranet | Protected Mode: Off | 100%

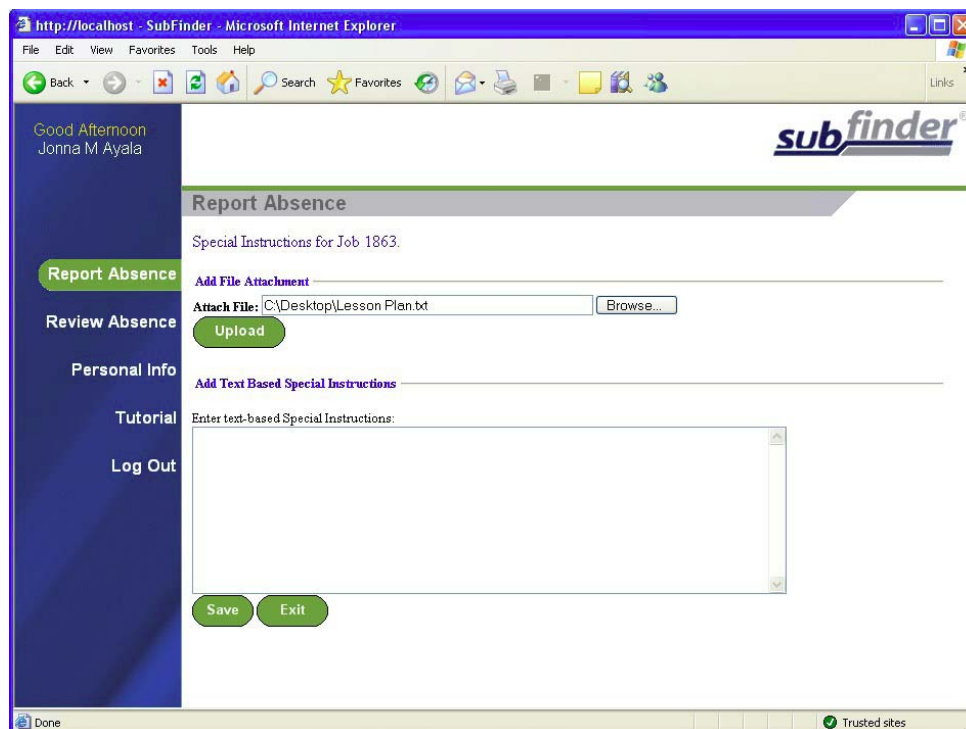
Confirm that all of the information you have entered is correct, then click **Confirm Add Job**. If the information is not correct, click **Cancel** or **Report Absence** and re-enter the information.

After clicking **Confirm Add Job**, the Job Number will be displayed at the top of the screen. We suggest you write the Job Number down for future reference.

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.



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. Once you choose the file, click **Upload**. The file will be attached.



If you need to replace the file attachment, click **Replace**. To remove the file attachment, click **Remove**.

http://localhost - SubFinder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Links

Good Afternoon
Jonna M Ayala

subfinder

Report Absence

Special Instructions for Job 1863.

Add File Attachment

File Attachment: [Lesson Plan.txt](#) **Replace** **Remove**

(click on file name to view attachment)

Add Text Based Special Instructions

Enter text-based Special Instructions:

Thanks for covering my absence today. The materials for the in-class project are in the closet next to the door. Please make sure the students return the excess materials at the end of the day.

Save **Exit**

Done Trusted sites

If you choose to leave text-based special instructions, type them in, review them carefully, and then click **Save**. If you decide that text-based special instructions are not necessary, click **Exit**.

Review Absence

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.

http://localhost - SubFinder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Good Afternoon
Jonna M Ayala

subfinder

Review Absence

☐ Substitute Adamson, Abe Q

☒ Date 10/5/2009 10/09/2009

☐ Type No Substitute Required

☐ Status Canceled

Run Request

Report Absence

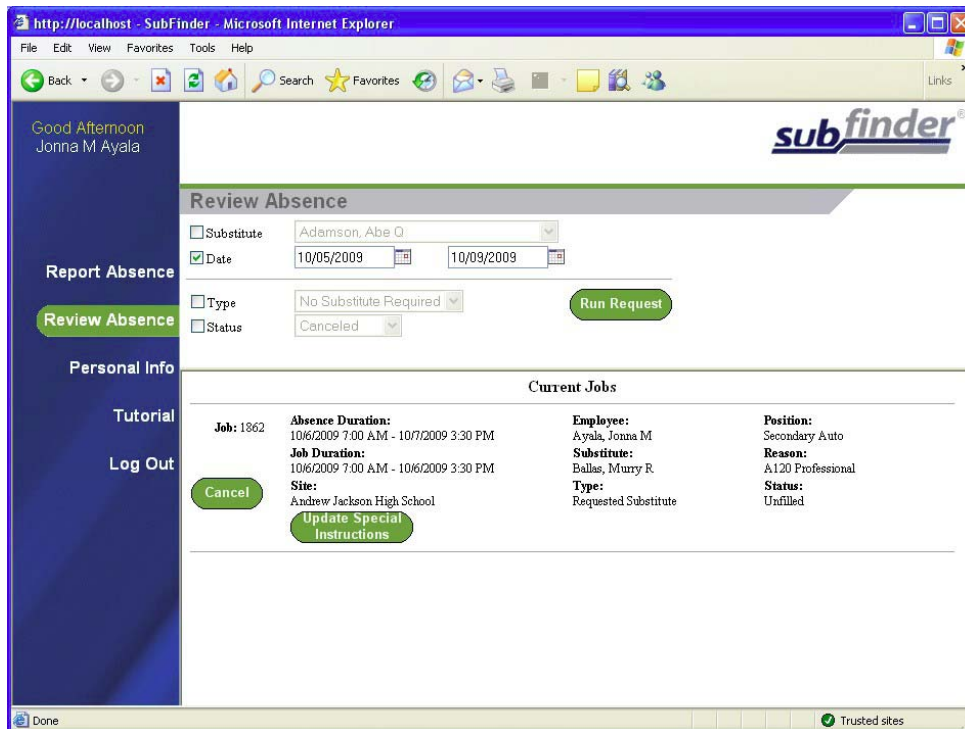
Review Absence

Personal Info

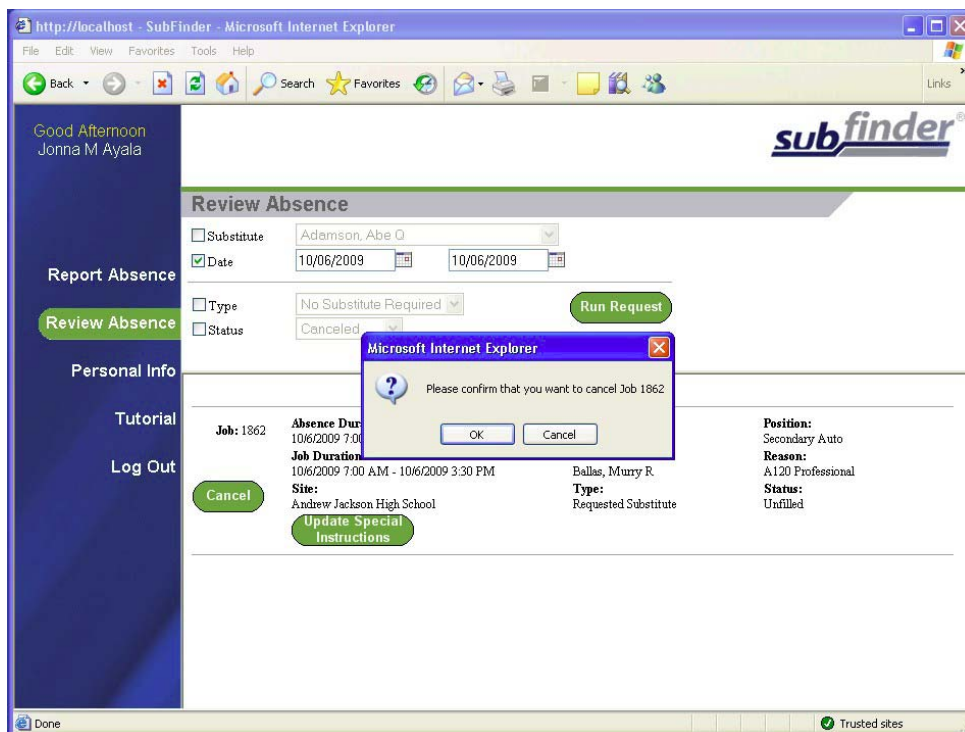
Tutorial

Log Out

Done Trusted sites



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.

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.

The screenshot shows the SubFinder web application in Internet Explorer. The user is Donald E. Fenton. The 'Personal Info' section is active, showing the following details:

First Name	MI	Last Name	Employee ID	PIN	Number
Donald	E	Fenton	544	27846	27846

Below this, the 'General Info' tab is selected, displaying:

- Home Site: Benton Elementary
- Calendar Track: Standard
- Work Hours: Start and End fields are empty.
- Job Positions: Primary is Elementary Grade 1; Secondary is empty.
- Hire Date: 10/10/1978
- Date Added: 11/1/2004
- Checkboxes: Make Up Teacher (unchecked), Certified (checked), Classified (checked), Restricted (unchecked), Inactive (unchecked).

Address

The Address tab displays your address and telephone number. You can edit the telephone number field.

If you wish, you may input your email address to receive 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. For assistance or questions call the District Administrator at (714) 903-7000, ext. 4210.

The screenshot shows the SubFinder web application in Internet Explorer. The user is Joanna M. Ayala. The 'Address' tab is selected, displaying the following information:

First Name	MI	Last Name	Employee ID	PIN	Number
Joanna	M	Ayala	26596	36496	36496

Below this, the 'Address' tab is active, showing:

- Street: 10747 Wiltshire Blvd Suite 807
- City: Louisville
- State: KY
- Zip Code: 40280-1054
- Phone: 570-185-5555
- Email: Joanna.Ayala@email.com

A green 'Save' button is located at the bottom of the form.

Certification and Leave Control

The Certification and Leave Control tabs are not used by the HBUHSD.

This screenshot shows the 'Certification' tab in the SubFinder application. The left sidebar contains links for 'Report Absence', 'Review Absence', 'Personal Info' (highlighted), 'Tutorial', and 'Log Out'. The main content area has a 'Personal Info' section with fields for First Name (Donald), MI (E), Last Name (Fenton), Employee ID (644), PIN (27846), and Number (27846). Below this is a table for certifications with columns for 'Certification Name' and 'Expiration'. The table contains one entry: 'Elementary Education' with an expiration date of '12/31/2008'. There are empty rows for entries 2 through 8.

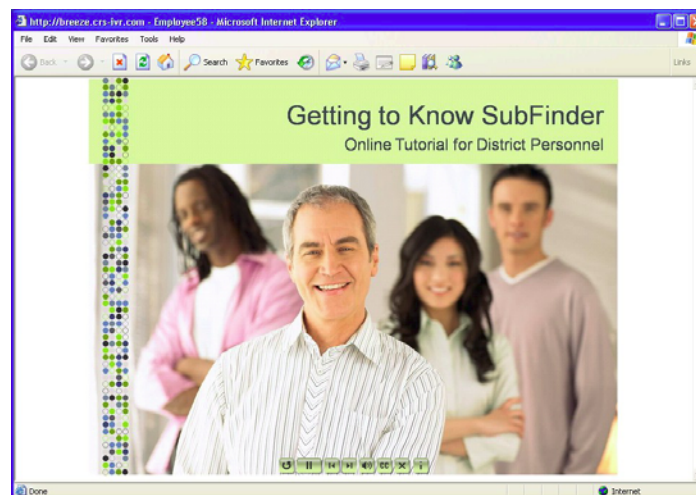
Certification Name	Expiration
1. Elementary Education	12/31/2008
2.	
3.	
4.	
5.	
6.	
7.	
8.	

This screenshot shows the 'Leave Control' tab in the SubFinder application. The left sidebar is the same as the previous screenshot. The main content area has a 'Personal Info' section with the same fields as before. Below this is a table for leave control with columns for 'Leave Control Reason', 'Time used', and 'Time Available'. The table contains one entry: 'All 16 District Business' with 'Time used' of '0' and 'Time Available' of '40'.

Leave Control Reason	Time used	Time Available
All 16 District Business	0	40

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.

This screenshot shows the SubFinder login screen. The left sidebar contains links for 'Report Absence', 'Review Absence', 'Personal Info', 'Tutorial', and 'Log Out' (highlighted). The main content area has a large 'Welcome' message. Below this is a login form with fields for 'Last Name' and 'Password', and a 'Submit' button. At the bottom, there is a footer with the text 'ABC Consolidated School District' and 'For questions related to SubFinder, please contact the Substitute Help Desk at 670-555-1212.' The browser window shows the URL 'http://breeze.crs-ivr.com:Employee58'.