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 logon. (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.
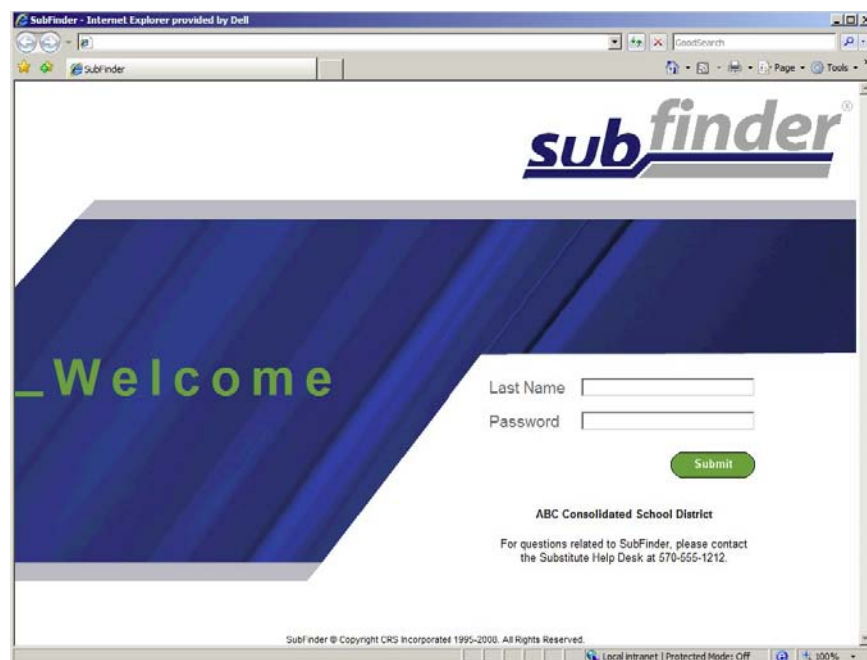
System Access

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**.
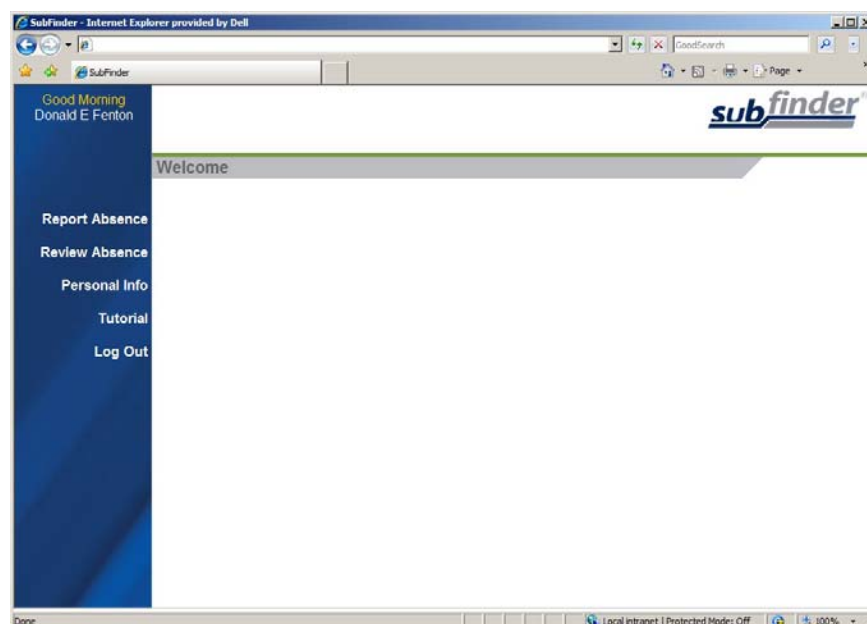
Report an Absence

Click the **Report Absence** button and then click **Continue.**

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.

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**.

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

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

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**.

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.
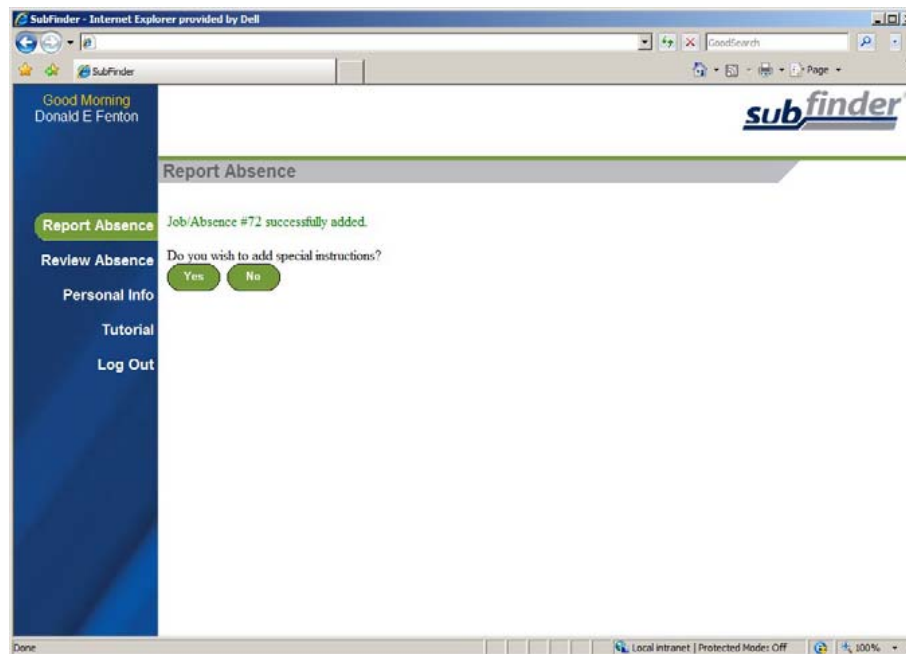
Special Instructions are able to be added as a file attachment or typed in directly as text-based. If you choose to add a file attachment, simply click the **Browse** button. You will be prompted with a window where you can browse your computer to find the file you want to attach. Once you choose the file, click **Upload**. The file will be attached.
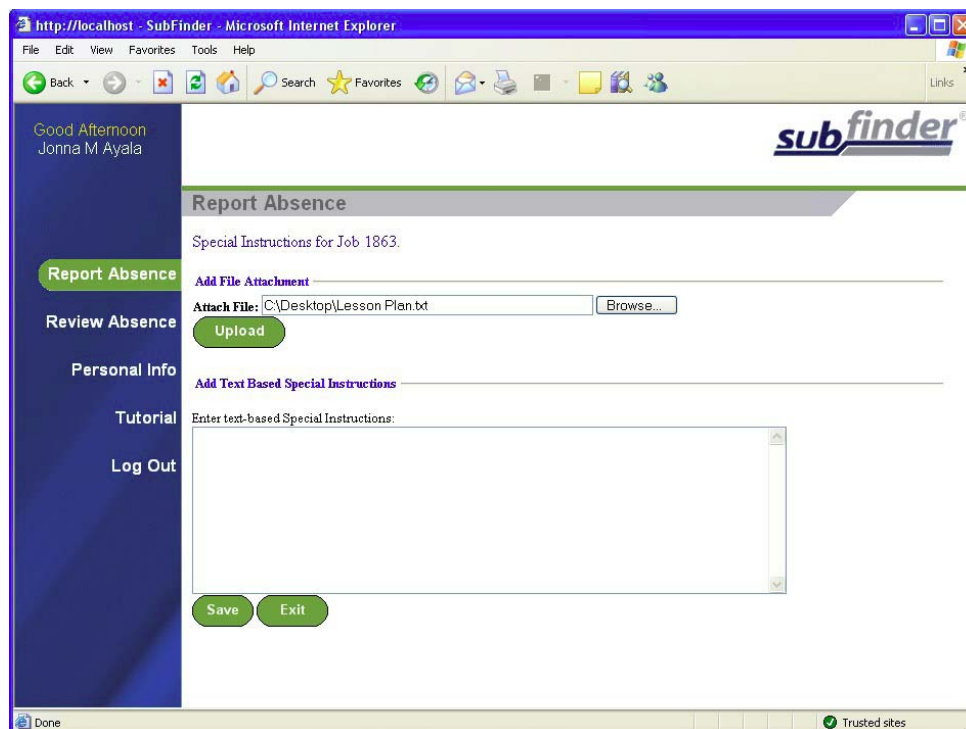
If you need to replace the file attachment, click **Replace**. To remove the file attachment, click **Remove**.

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.
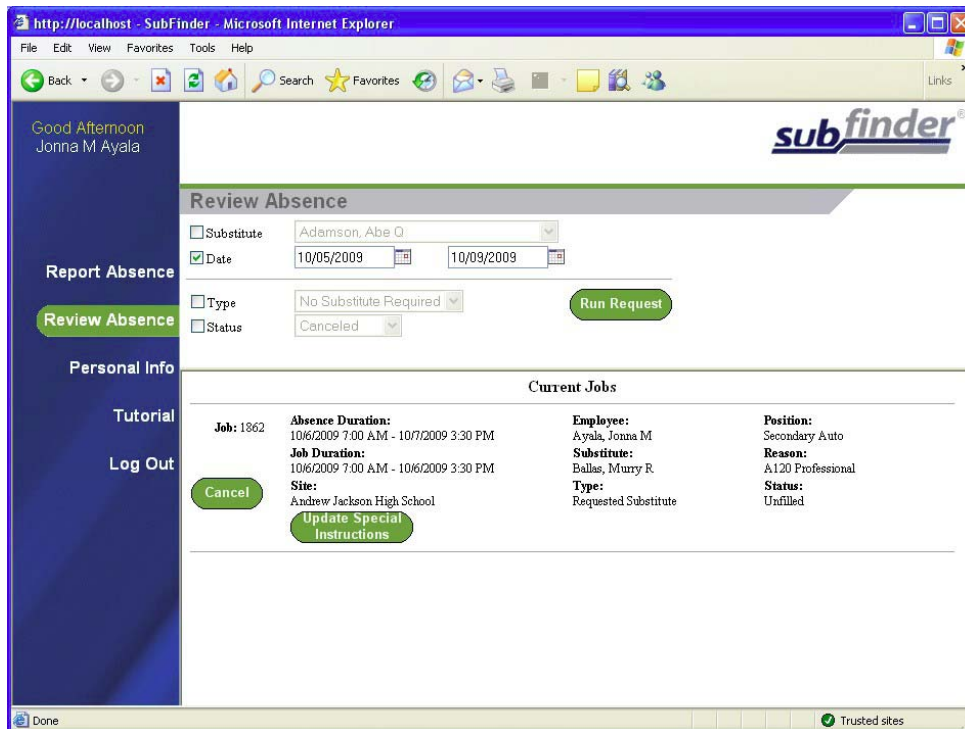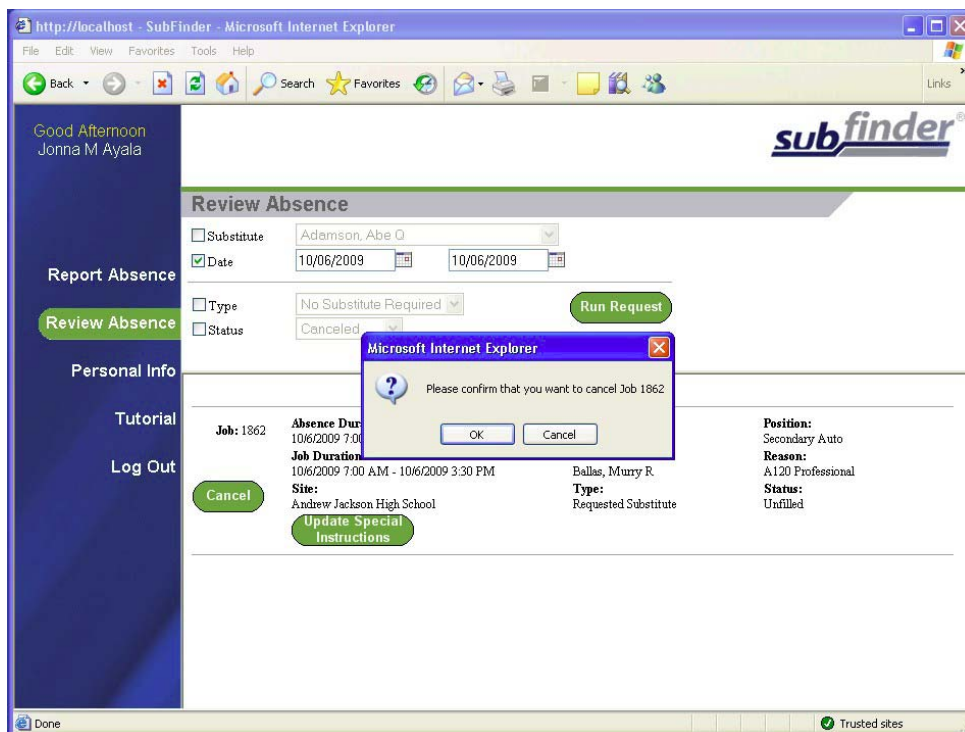
If you need to cancel an absence, click the **Cancel** button which is displayed next to each future absence. A screen will appear asking you to verify that you wish to cancel the absence. To confirm the cancellation, click **OK**. If you do not wish to cancel the absence, click **Cancel**.

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.

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.

Certification and Leave Control

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

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.
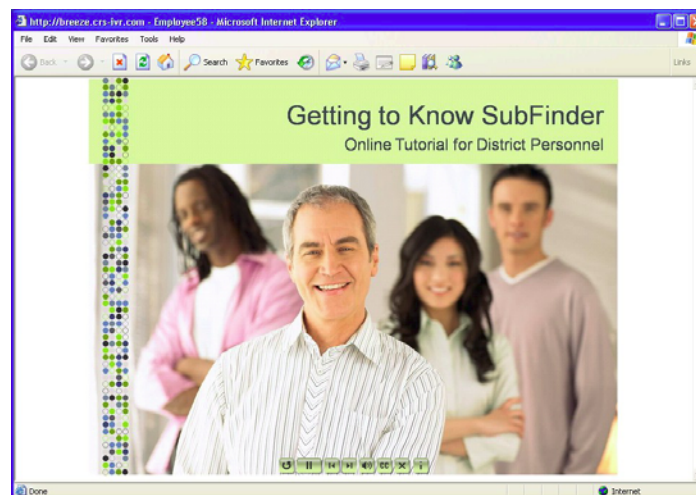
Log Out

When you are ready to leave SubFinder, click the **Log Out** button. You will return to the SubFinder Log In screen.