SubFinder® for Administrators

Gloucester County Public Schools

Need Assistance?

Contact: Craig W. Smith
(804) 693-7927 | cwsmith@gc.k12.va.us
SubFinder Phone Instructions

You can call SubFinder to review, create and cancel absences and jobs, and to modify preference lists.

Pressing 9 will take you back to the previous Menu. Pressing * will allow you to move to the next item when listening to a list of items, such as absences.

1. Call the main SubFinder system and enter your PIN.

YOUR MAIN MENU

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Review Today’s absence

1. Press 1 to Review Today’s Absences.
2. If you are a site group admin you will be required to enter the site ID number of the site you want to review absences.
3. Choose which kind of absences you wish to hear: unfilled, failed to fill or filled absences.

Create an Absence

1. Press 3 to Create an Absence.
2. Enter the SubFinder-assigned ID # of the absent employee.
3. Enter the absence start/end dates and times. Specify if the absence is for all day today, all day the next work day or enter specific dates and times.
4. If enabled, you will be provided with a prompt to voice the grade level if one is not already recorded.
5. Enter the reason for the absence. SubFinder will play a list of absence reasons.
6. Select whether a substitute is required for the absence.
7. If a substitute is required, choose to have SubFinder select a substitute, prearrange a substitute or request a specific substitute. If prearranging or requesting a substitute enter the substitute’s SubFinder assigned ID #.
8. If special instructions are required you may choose to record a short message. When finished SubFinder will repeat your message.
9. Get the job number. SubFinder will provide you with a Job Number.

Review Future absence

2. Enter the date range for the future absences you wish to review.
3. If you are a site group admin you will be required to enter the site ID number of the site you want to review absences.
To Review or Cancel an Absence
1. Press 4 to Review or Cancel an Absence.
2. Enter the job number.
3. SubFinder will play the absence along with the option to cancel the absence.

To Create One or More Jobs
1. Press 5 to Create One or More Jobs.
2. If you are a site group admin you will be required to enter the site ID number where the job will be created for.
3. Enter the job position number.
4. Enter the job start/end dates and times. Specify if the job is for all day today, all day the next work day or enter specific dates and times.
5. Enter the reason for the job. SubFinder will play a list of reasons.
6. Choose to have SubFinder select a substitute, prearrange a substitute or request a specific substitute. If prearranging or requesting a substitute enter the substitute's SubFinder assigned ID #.
7. If special instructions are required you may choose to record a short message. When finished SubFinder will repeat your message.
8. Get the job number. SubFinder will provide you with a Job Number.

To Modify a Preference List
1. Press 6 to Modify a Preference List.
2. If you are a site group admin you will be required to enter the site ID number for the preference list you wish to modify.
3. Enter the number of the list you wish to modify.
4. Choose to add or remove a substitute from the list.
5. Enter the SubFinder-assigned ID # of the substitute you want to add or remove.

To Review the Current Message
1. Press 7 to Review the Current Message.
2. SubFinder will play your site message that is heard by all employees within your site or site group when they call SubFinder.
3. You will have the option to record a new message if one does not exist.

To Report an Absence for a Substitute
5. Enter the job number.
6. Enter the start/end dates and times of the substitute's absence.
7. Enter the reason for the absence. SubFinder will play a list of absence reasons.
8. Get the revised job numbers.