



EMPLOYEE INSTRUCTIONS

You can call SubFinder to record, review, or cancel absences, and to review and change your personal information.

Remember, SubFinder only works from touch-tone telephones!

TELEPHONE SHORTCUTS:

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.

WHEN REPORTING AN ABSENCE, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR ABSENCE MAY NOT BE RECORDED.

YOUR MAIN MENU

- Press 1** To Report an Absence
- Press 2** To Review an Absence
- Press 3** To Cancel an Absence
- Press 4** To Review Personal Information
- Press 9** To Leave the SubFinder System

MAIN MENU OPTION #1 TO REPORT AN ABSENCE

When reporting an absence, SubFinder will ask you for the following information:

1. Date(s) and times of the absence
2. Reason for the absence
3. If a substitute is required for the absence
4. If there any special instructions for the substitute

From the Main Menu **Press 1**

SubFinder will play the **ABSENCE MENU**

- Press 1** For all day today
- Press 2** For all day the next work day
- Press 9** To return to the Main Menu

- (1) FOR ALL DAY TODAY or**
- (2) FOR ALL DAY THE NEXT WORK DAY**

From the Absence Menu

- Press 1** For all day today
- Press 2** For all day the next work day

SubFinder will play the absence date and times.

- Press 1** If correct
- Press 2** If incorrect

ENTER THE ABSENCE REASON

SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by pound (#). SubFinder will repeat the reason.

- Press 1** If correct
- Press 2** If incorrect

IS A SUBSTITUTE REQUIRED FOR THE ABSENCE?

- Press 1**
If a sub is required for the entire absence
- Press 3**
If a sub is not required for the absence

RECORD SPECIAL INSTRUCTIONS

- Press 1** To record special instructions
- Press 2** Otherwise

If you press **1**, record a short message after the tone. When you are finished, press pound (#). SubFinder will repeat the message.

GET THE JOB NUMBER

ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.

**MAIN MENU OPTION #3
TO CANCEL AN ABSENCE**

From the Main Menu **Press 3**

Enter the job # followed by pound (#).

SubFinder will play the absence.

Press 1 To cancel the absence

Press 9 To return to the Main Menu

If you press 1, SubFinder will ask for confirmation.

Press 1 To confirm the cancellation

Press 2 Otherwise

**MAIN MENU OPTION #4
TO REVIEW PERSONAL INFORMATION**

From the Main Menu **Press 4**

SubFinder will provide you with the following information: your home site, your *standard* work times, your primary job position, your SubFinder –assigned ID number (used only when your administrator needs to create an absence for you), and your name as recorded. To change your home site, work times, or primary job position, contact your supervisor.

Press 1 To record your name

Press 3 To record your itinerant message

Press 9 To return to the Main Menu

If you press 1, wait for the tone and record your name. When you are finished, press pound (#). SubFinder will repeat your name.

Press 1 If correct

Press 2 If incorrect

Option #3 will **only** be available if you are set up within SubFinder as an itinerant employee. If you press 3, wait for the tone and record your itinerant message - usually your schedule for the week. When you are finished press pound (#). SubFinder will repeat your message.

Press 1 If correct

Press 2 If incorrect
