



SubFinder[®] for Substitutes

Users Guide for SubFinder 6.1



Los Angeles Unified School District
Human Resources
Automated Substitute Request and Assignment System

SUBSTITUTE EMPLOYEE INSTRUCTIONS

SubFinder Access #: (877) 528-7378 or (877) LAUSD SUB
WebConnect: <http://subfinder.lausd.net/>
Help Desk #'s: (213) 241-6117
(213) 241-6151
Fax: (213) 241-8410
Web Site: <http://achieve.lausd.net/sub>
Email: subdesk@lausd.net

YOUR PIN/EMPLOYEE #: _____

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

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

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What is SubFinder?

It's an employee absence management and substitute placement system used by organizations throughout North America. Substitutes, like you, can review and be accepted for jobs that you are qualified and willing to work; you will see job opportunities based on criteria defined by your human resources department. SubFinder is available 24 / 7 via the telephone and Internet, so you can access the system at any time.

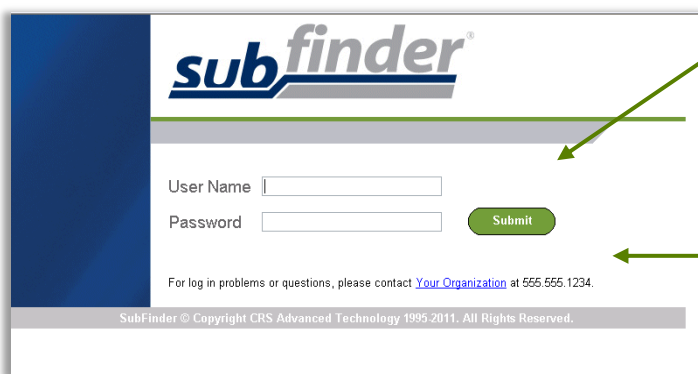
Registering with SubFinder

1. Call SubFinder at **(877) 528-7378**.
2. SubFinder will identify itself and ask you to enter your PIN followed by the # key.
3. SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking press the # key. After pressing the # key SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option 4 – To Review Personal Information. If any of the information is incorrect, contact your SubFinder Operator by phone at **(213) 241-6117** or **(213) 241-6151**, or by email at subdesk@lausd.net.

 Remember, SubFinder won't consider you as a qualified candidate for jobs until you register! You must register with SubFinder prior to any job shopping features being available via the phone or online.

Logging into SubFinder

SubFinder can be accessed from any computer that has an Internet connection. Simply enter your organization's SubFinder web address in your Internet browser address line, press **Enter** on the keyboard, and the SubFinder login screen will appear.



Enter your **Single Sign-On** (email) username and **Password** click **Submit** to Log In e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us, @lausd.net)

Contact the person displayed here for any problems or questions on accessing or using SubFinder.

Upon successful login the Welcome screen will appear.

On the left side of the screen are the buttons that give you access to various options. These include:

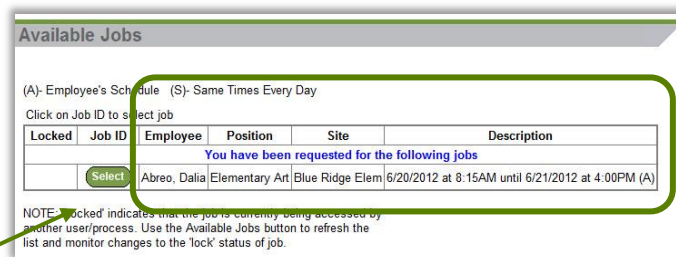
- **Available Jobs**
- **Current Jobs**
- **Personal Info**
- **DND/Unavailable**
- **Tutorial**
- **Log Out**



Available Jobs

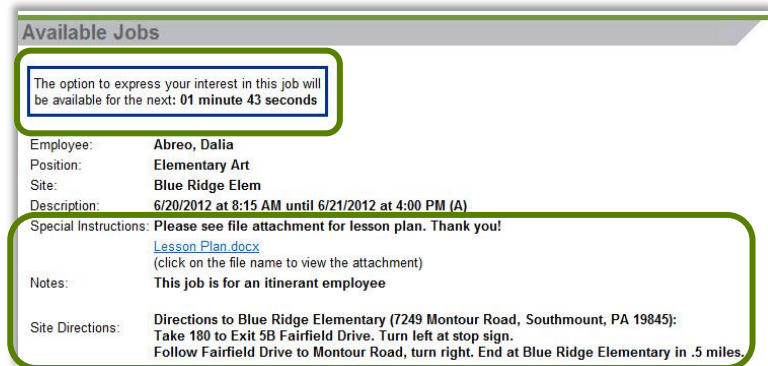
1. Click the Available Jobs button

SubFinder will display any jobs for which you were specifically requested.



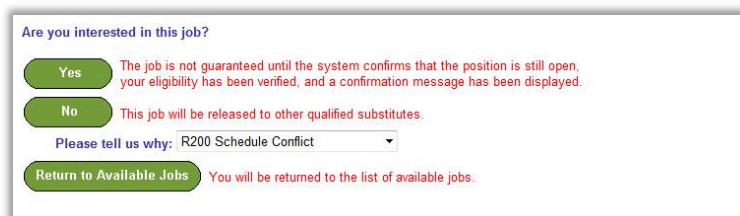
2. If you are interested in a job, click **Select** in the Job ID column.

3. Once a job has been selected, you will be notified of the amount of time you have to express interest in the job. Once the allotted time has expired, you will receive a message stating the system did not receive a response and you may be able to select the job again if it's still available.



SubFinder will provide additional details related to the job. If Special Instructions were entered, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder to hear them. Site Directions will be displayed if they have been entered. If the employee works at multiple sites and / or in multiple positions, their itinerant schedule will be displayed.

4. You will be presented with three options: **Yes**, **No**, or **Return to Available Jobs**. Simply choose the one you desire.



- **Yes:** Indicates that you are willing to fulfill this job request and will be placed in the job once the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.
- **No:** Indicates that you are not interested in this job. SubFinder will not show this specific job to you again and will release the job to other qualified substitutes. You will be required to select a rejection reason when declining the job.
- **Return to Available Jobs:** Will return you to the current list of available jobs.

5. If you indicate you are willing to work a job, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.

Congratulations! You have been accepted for this job. Your job number is 719.

(A) - Employee's Schedule (S) - Same Times Every Day

Click on Job ID to select job

| Locked | Job ID | Employee | Position | Site | Description |
|--------|--|------------------|--------------------|-------------------|---|
| | You have been requested for the following jobs | | | | |
| | Select | Ambrose, Rhea B. | Elementary Reading | Benton Elementary | 6/27/2011 at 8:30AM until 6/27/2011 at 2:30PM (A) |

NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

Review/Cancel Jobs

1. To view your current assignment, click the **Current Jobs** button.
2. SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

Current Jobs

Click on job ID to cancel job.

| Job ID | Employee | Position | SI | Site | Description | IS | SN |
|---------------------|-----------------|--------------------|-----|------------------------|---|-----|----------------------|
| 719 | Abreo, Dalia C. | ITINERANT | Yes | ITINERANT | 6/23/2011 at 8:15AM until 6/23/2011 at 3:30PM (A) | Yes | N/A |
| 731 | Seitz, Emery V. | Elementary Grade 2 | No | Benton Elementary | 6/9/2011 at 6:30AM until 6/9/2011 at 3:30PM (A) | No | Add |
| 605 | Abreo, Dalia C. | ITINERANT | No | ITINERANT | 5/26/2011 at 7:00AM until 5/26/2011 at 3:30PM (A) | Yes | Edit |
| 732 | Bliek, Maga K. | Elementary Grade 2 | No | Cedar Ridge Elementary | 4/21/2011 at 8:15AM until 4/22/2011 at 4:30PM (A) | No | Add |

Description: (A) - Employee's Schedule (SI) - Same Times Every Day
 SI = Special Instructions
 IS = Itinerant Schedule
 SN = Substitute Notes

If Special Instructions, Site Directions, Itinerant Schedule, or Substitute Notes are available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column.

3. If you need to cancel a future job, click the button in the Job ID column. SubFinder will display the details of the job and ask you to confirm the cancellation. You may also be asked to provide a reason for the cancellation. To proceed, click **Cancel Job**. If you do not wish to cancel the job, click **Don't Cancel**.

Are you sure you want to cancel the following job?

Job ID: [719](#)

Employee: Abreo, Dalia C.

Position: (Please refer to the Notes section for the itinerant schedule.)

Site: (Please refer to the Notes section for the itinerant schedule.)

Description: 6/23/2011 at 8:15 AM until 6/23/2011 at 3:30 PM (A)

Notes: This job is for an itinerant employee

Thursday

| | | | |
|---------|----------|-----------------------|--------------------|
| 8:15 AM | 12:00 PM | Parkade Elementary | Elementary Grade 5 |
| 1:00 PM | 3:00 PM | Blue Ridge Elementary | Elementary Art |

Please select the cancellation reason:
 Reason:

Cancel Job

Don't Cancel

Report Absence

1. To report an absence, click the **Current Jobs** button.

Use the report an absence feature if you are in a multiple day job and need to be absent for a portion of the job.

2. Click the appropriate job from the Job ID column. SubFinder will display the details of the job along with an option to Report Absence. To proceed, click **Report Absence**. If you do not wish to report an absence, click **Return to Current Jobs**.

Current Jobs

Job ID: 3218
Employee: Abreo, Dalia C.
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 1/30/2012 at 7:00 AM until 2/2/2012 at 3:30 PM (A)

[Report Absence](#)

[Return to Current Jobs](#)

3. You will be presented with a report absence screen. Enter the **Start** and **End** dates for your absence, enter the specific times.

4. Select an absence **Reason** from the drop down menu by clicking the down arrow and then clicking the appropriate reason.

6. Special Instructions can be added as a text-based message.

7. Confirm that all of the information you have entered is correct, then click **Save**. If the information is not correct, update the information or click **Cancel**.

Report Absence

Job ID: 3218
Employee: Abreo, Dalia
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 01/30/2012 at 07:00 AM until 02/02/2012 at 03:30 PM (A)

Absence Info

| Start Date/Time | End Date/Time |
|---------------------|---------------------|
| 01/31/2012 07:00 AM | 01/31/2012 03:30 PM |

Reason: C315 Illness
Job Type: Substitute Required
Job Status: Unfilled

Special Instructions

Enter Text-based Special Instructions

[Save](#) [Cancel](#)

8. After clicking **Save**, the job number will be displayed at the top of the screen. You must write the job number down for future reference.

An absence has been successfully reported for Job 3218.

[Return to Current Jobs](#)

Adding/Editing Substitute Notes

1. Substitute notes provide you with an option to leave a message for the employee regarding your job. To add or edit substitute notes, click the Add or Edit hyperlink within the 'SN' column on the current jobs grid.

Enter text-based Substitute Notes

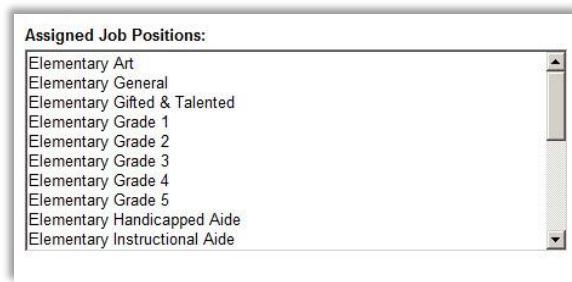
You had a wonderful group of students. They were very well behaved and everyone completed their in-class projects. I would be happy to substitute for you anytime. Thanks, Ebby!

Note: To remove existing Substitute Notes, please delete the text and then click Save.

[Save](#) [Cancel](#)

2. Type your message for the employee and click **Save**. Once a note has been entered you are able to click Edit in the current jobs grid to review your note or update accordingly. Please note, this message will be made available to the employee for whom you worked as well as the applicable site administrator(s) and system operator(s).

- The **Positions** tab displays a list of the job positions which have been assigned to you. This information is view only.



DND/Unavailable

- To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.
- To add a new event, click **Add Record**, SubFinder will display the Add DND/Unavailable Record screen.



- DND** and **Unavailable** records can be added for a portion of a day, a single day, or a date range. Furthermore, when specifying a date range, you can add a record for the same times every day (i.e. 5:00 am until 6:30 am) or indicate that the record should cover the entire period. Simply enter the Type, Start and End Dates and Time, and the Coverage.



- Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.



- You can also review any DND or Unavailable records that have already been entered. To review records, enter the Start and End Dates and click **Review Records**.



- A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.

| Type | Start Date | Start Time | End Date | End Time | Coverage | Edit | Delete |
|-------------|------------|------------|-----------|----------|---------------|------|--------|
| DND | 6/24/2011 | 5:00 AM | 6/24/2011 | 12:00 PM | Entire Period | Edit | Delete |
| DND | 6/29/2011 | 5:00 AM | 6/30/2011 | 12:00 PM | Entire Period | Edit | Delete |
| Unavailable | 7/4/2011 | 12:00 AM | 7/8/2011 | 11:59 PM | Entire Period | Edit | Delete |

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.

A screenshot of the SubFinder login interface. The top features the "subfinder" logo in a stylized font. Below the logo is a horizontal line. The main area contains two input fields: "User Name" and "Password". To the right of the "Password" field is a green "Submit" button. Below the input fields, there is a line of text: "For log in problems or questions, please contact [Your Organization](#) at 555.555.1234." At the very bottom, a small grey bar contains the copyright notice: "SubFinder © Copyright CRS Advanced Technology 1995-2011. All Rights Reserved."

SubFinder Phone Instructions


You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

 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 jobs.

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

Your Main Menu:

| | |
|--|----------------|
| To Review Current Assignments | Press 1 |
| To Review Available Jobs | Press 2 |
| To Cancel an Assignment | Press 3 |
| To Report an Absence | Press 4 |
| To Review Personal Information | Press 5 |
| To Pre-Register for the next school year | Press 7 |
| To Leave the SubFinder System | Press 9 |

 You will only hear the Report an Absence and Pre-Register option if your district chooses to enable this functionality.

Review Current Assignments

1. Press 1 to Review Current Assignments.
2. SubFinder will play the details of your scheduled assignment. You can to cancel the assignment if the cancellation deadline has not been met.

2. Enter the job number that was given to you when agreeing to the job.

3. SubFinder will play the job along with the option to cancel the job if within the cancellation deadline setup by your HR department.

4. SubFinder may ask you to enter a reason for cancelling the job.

Review Available Jobs (Requested Only)

1. Press 2 to Review Available Jobs.
3. SubFinder will play the details of available jobs, if any exist, and provide the option to express your interest in the job or decline the job.
4. Once you have been accepted for the job, you will be provided with a job number.

Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.

5. If you decline the job SubFinder will ask you to enter a rejection reason.

Report an Absence

1. Press 4 to Report an Absence.
2. Enter the job number that was given to you when agreeing to the job.
3. Enter the dates and times the absence begins and ends.
4. SubFinder will play a list of absence reasons. Choose the appropriate reason.
5. SubFinder will provide you with the revised job numbers.

Always wait for the job numbers before disconnecting your call or your absence may not be recorded.

Cancel an Assignment

1. Press 3 to Cancel an Assignment.

Review Personal Information

1. Press 5 to Review Personal Information.
2. SubFinder will play the following options:
 - Review your phone number
 - Review your name recording
 - Review your availability
 - Add/edit DND/Unavailable
 - Hear your employee ID
3. When reviewing your availability SubFinder will provide you with an option to enter specific times or enter the minimum or maximum hours that you are available to work each day.
4. SubFinder will provide you with the ability to add a DND or unavailable by entering specific dates and times.
5. SubFinder will play back your current DND/Unavailable with the option to remove them.
 - A DND means that you wish to not be called during the given date range. It does not mean that you are not available to work.

- An Unavailable means you are not available to work during the given date range. You may still be called during an unavailable date range for jobs in the future.
- If your phone number is incorrect SubFinder will provide you the option to change it.
- If your name is recorded incorrectly SubFinder will provide you the option to re-record it.

Pre-Register for next school year

If your district uses Pre-Registration you will be required to call SubFinder and confirm if you will substitute for the next school year. If you choose No or do not pre-register during the pre-registration date range you will not be able to access SubFinder online or via the phone.

1. Press 7 to Pre-register.
2. SubFinder will present you with the options to pre-register.

When SubFinder Calls You

Substitutes are called for job opportunities or to be informed of a job cancellation. When SubFinder calls it will provide you with the options to enter your PIN, press star (*) if you do not wish to receive any more calls during **this** calling period, or to remove this telephone number from the calling list press (#).

To Notify You of a Job Opportunity

1. Enter your PIN.
2. SubFinder will play the job details and ask you to express your interest in or decline the job.
3. If you are accepted for the assignment, SubFinder will provide you with a job number.

Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.

4. If you decline the job SubFinder may ask you to enter reason for declining the job.

To Notify You of a Job Cancellation

1. Enter your PIN.
2. SubFinder will play the information for the job that has been canceled, including the job number.
3. You will be given the option to acknowledge the cancellation or to hear the job again.



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