

DIRECTIONS FOR REPORTING AN ABSENCE DURING A MULTI DAY ASSIGNMENT

Q. WHAT HAPPENS IF DURING A MULTI-DAY ASSIGNMENT, I AM UNABLE TO COME IN FOR ONE DAY? HOW DO I GET A SUB FOR ME WHEN I AM GOING TO BE ABSENT?

A. You can use SubFinder telephone system to report an absence when you are in a multi-day assignment and need to be away from work. Here is an example: You have a job for Monday-Friday. However on Wednesday morning you are unable to go to work. You would call SubFinder to report your absence. From SubFinder's Main Menu you would select (Option 4) "To report an absence". PLEASE NOTE this can only be done using the SubFinder telephone system; it cannot be done using the SubFinder online system. Do not confuse calling in an absence with either canceling a job or reporting an unavailable date range. At this time, substitutes cannot request a specific substitute to fill in.

SubFinder will ask for

- your job number, (If you need, go to option 1 from the main menu)
- the first date you are reporting, and
- the last day you are reporting.

Be sure you finish all of the steps. At the end, SubFinder will give you a new job number for the remaining days of the assignment. This new job number will apply to you until you need to report another absence.

If you don't get a new job number it means you did not complete the process. A job will not have been created for your absence, and a substitute will not be called to cover your absence.

WHEN YOU CALL SUBFINDER YOUR MAIN MENU

To Review Current Assignments	Press 1 (if you need job number, go here first)
To Review Available Jobs	Press 2
To Cancel a Job	Press 3
<u>To Report an Absence</u>	<u>Press 4</u>
To Review Personal Information	Press 5
To Leave the SubFinder System	Press 9

MAIN MENU OPTION #4 TO REPORT AN ABSENCE

From the Main Menu Press 4

Enter the JOB NUMBER followed by the pound sign (#). SubFinder will play the job information.

Step 1: Enter the first date of the absence (MMDD) followed by the pound sign (#).
To begin the absence today, press star (*).

Step 2: Enter the time the absence begins (HHMM) followed by the pound sign (#).
If the absence begins at the start of the work day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (*).

Step 4: Enter the time the absence ends (HHMM) followed by the pound sign (#).
If the absence ends at the end of the work day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

SubFinder will repeat the date(s) and times of the absence.

If correct	Press 1
If incorrect	Press 2

Step 5: SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

GET THE REVISED JOB NUMBERS

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