

CRS Incorporated's



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

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

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**

For all day today	Press 1
For all day the next work day	Press 2
To enter specific dates and times	Press 3
To return to the Main Menu	Press 9

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

From the Absence Menu

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

SubFinder will play the absence date and times.

If correct	Press 1
If incorrect	Press 2

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.

If correct	Press 1
If incorrect	Press 2

IS A SUBSTITUTE REQUIRED FOR THE ABSENCE?

If a sub is required for the entire absence
Press 1

If a sub is required for only a portion of the absence
Press 2

If a sub is not required for the absence
Press 3

REPORT NORMALLY OR REQUEST

To have SubFinder select a substitute	Press 1
To request a specific substitute	Press 3
To return to the Main Menu	Press 9

If you are requesting a specific substitute, enter that substitute's assigned ID # followed by pound (#).

RECORD SPECIAL INSTRUCTIONS

To record special instructions	Press 1
Otherwise	Press 2

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

If correct	Press 1
If incorrect	Press 2

GET THE JOB NUMBER

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

(3) TO ENTER SPECIFIC DATES AND TIMES

From the Absence Menu Press 3

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

Step 2: Enter the time the absence begins (HHMM) followed by pound (#). If the absence

begins at the start of the workday, 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 pound (#). For a single day absence, press star (*).

Step 4: Enter the time the absence ends (HHMM) followed by pound (#). If the absence ends at the end of the workday, 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

PLEASE NOTE: When reporting a multiple-day absence, you will be asked to use the **Employee's Schedule** (the absence will follow the employee's standard work times) or the **Same Times Every Day** (the absence will be reported for the same times each day of the absence).

FROM THIS POINT FORWARD SUBFINDER WILL FOLLOW THE SAME PROCEDURES USED WHEN REPORTING AN ABSENCE FOR ALL DAY TODAY OR ALL DAY THE NEXT WORKDAY.

MAIN MENU OPTION #2 TO REVIEW AN ABSENCE

From the Main Menu Press 2

SubFinder will play all your scheduled absences, if any exist, beginning with the next

scheduled and moving forward. After each absence you will be given some of the following options:

To hear the absence again	Press 2
To hear the next absence	Press 3
To cancel this absence	Press 4
To change the special instructions	Press 5
To record special instructions	Press 6
To return to the Main Menu	Press 9

Option #4 will **only** be available if you are calling prior to the cancellation deadline established by your district. If you press **4**, SubFinder will ask for confirmation.

To confirm cancellation	Press 1
Otherwise	Press 2

Option #5 will **only** be available if you originally recorded Special Instructions. If you press **5**, record the new message after the tone. When you are finished, press pound (#). SubFinder will repeat the message.

If correct	Press 1
If incorrect	Press 2

Option #6 will **only** be available if you did not originally record Special Instructions. If you press **6**, record the message after the tone. When you are finished, press pound (#). SubFinder will repeat the message.

If correct	Press 1
If incorrect	Press 2

**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.

To cancel the absence	Press 1
To return to the Main Menu	Press 9

If you press **1**, SubFinder will ask for confirmation.

To confirm the cancellation	Press 1
Otherwise	Press 2

**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.

To record your name	Press 1
To record your itinerant message	Press 3
To return to the Main Menu	Press 9

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

If correct	Press 1
If incorrect	Press 2

Option #2 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.

If correct	Press 1
If incorrect	Press 2