

CRS Advanced Technology



SUBSTITUTE EMPLOYEE INSTRUCTIONS

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

WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.

WHEN SUBFINDER CALLS YOU

To Offer You a Job

SubFinder will call and ask for your PIN followed by pound (#), or press star (*) if you do not wish to receive any more calls during *this* calling period.

If you chose to enter your PIN, followed by pound (#), SubFinder will describe an available job.

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

Once you press **5**

To accept the job	Press 1
To hear the job again	Press 2

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To reject the job	Press 9
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If you press **1** to *accept* the job, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To hear directions to the site	Press 3
To continue	Press 5

If you press **2** or **3**, the appropriate information will be provided. If you press **5**, you will be given two options.

To hear the job again	Press 2
To end this call	Press 9

If you press **9** to *reject* the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

To Notify You of a Job Cancellation

When a job has been canceled, SubFinder will call you with notification. You will hear "This is notification of a job cancellation". Enter your PIN followed by pound (#).

SubFinder will play the information for the job that has been canceled, including the job number.

To acknowledge the cancellation	Press 1
To hear the cancellation again	Press 2

WHEN YOU CALL SUBFINDER

YOUR MAIN MENU

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Review Personal Information	Press 4
To Pre-Register for the Next School Year	Press 7
To Leave the SubFinder System	Press 9

You will hear the Pre-Register option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

MAIN MENU OPTION #1 TO REVIEW CURRENT ASSIGNMENTS

From the Main Menu	Press 1
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SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To hear directions to the site	Press 3
To continue	Press 5

If you press **5**, you will be given these options.

To hear the job details again	Press 2
To hear the next job	Press 3
To cancel this job	Press 4
To return to the Main Menu	Press 9

If you press **4**, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	Press 1
Otherwise	Press 2

MAIN MENU OPTION #2 TO REVIEW AVAILABLE JOBS

From the Main Menu	Press 2
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SubFinder will describe an available job, if any exist, followed by some or all of the following options

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

Once you press **5**

To accept the job	Press 1
To decline the job	Press 2
To hear the job again	Press 3
To hear the next job	Press 4
To return to the Main Menu	Press 9

If you press **1**, SubFinder will repeat the job information, followed by the **JOB NUMBER**.

If you press **2**, you are **REJECTING** this job. SubFinder will not offer you this job or call you on this job again. After you press **2** SubFinder will describe the next available job, if any exist, followed by the same options described above.

If you press **4**, SubFinder will describe the next available job, if any exist, followed by the same options described above.

MAIN MENU OPTION #3 TO CANCEL AN ASSIGNMENT

From the Main Menu	Press 3
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Enter the **JOB NUMBER** followed by pound (#). SubFinder will play the job information.

To cancel this assignment	Press 1
To return to the Main Menu	Press 9

If you press **1** SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	Press 1
Otherwise	Press 2

MAIN MENU OPTION #4 TO REVIEW PERSONAL INFORMATION

From the Main Menu	Press 4
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SubFinder will play the Personal Information Menu

To review your phone number	Press 1
To review your name recording	Press 2
To review the days of the week you can work	Press 3
To hear your employee ID	Press 5
To return to the Main Menu	Press 9

(1) To Review Your Phone Number

SubFinder will play your phone number.

If your phone number is correct	Press 1
To change your phone number	Press 2

If you press **2**, enter the area code and phone number followed by pound (#). SubFinder will repeat the number.

If your phone number is correct	Press 1
To change your phone number	Press 2

(2) To Review Your Name Recording

SubFinder will play your name as it is recorded.

If your name is recorded correctly	Press 1
To re-record your name	Press 2

If you press **2**, record your name after the tone. When you are finished, press pound (#). SubFinder will repeat your name.

If Correct	Press 1
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If Incorrect **Press 2**

(3) To Review the Days of the Week You Can Work

To review your availability for

Sunday	Press 1
Monday	Press 2
Tuesday	Press 3
Wednesday	Press 4
Thursday	Press 5
Friday	Press 6
Saturday	Press 7
To return to the Main Menu	Press 9

After choosing a day, that day's availability will be played.

If you would like to change your availability **Press 1**
To use this schedule for another day of the week
Press 2
To return to the previous menu **Press 9**

If you press **1**, SubFinder will ask "Are you normally available to work on (day of the week)?"

If yes	Press 1
If no	Press 2
For mornings only (6 am until 12 pm)	Press 3
For afternoons only (12 pm until 6 pm)	Press 4
To enter specific hours	Press 5

If you press **1, 2, 3, or 4**, SubFinder will repeat the schedule that applies to your choice.

If you would like to change your availability **Press 1**
To use this schedule for another day of the week
Press 2
To return to the previous menu **Press 9**

If you press **5** for Special Hours:

Step 1: Enter the earliest time (HHMM) that you will be available followed by pound (#). If you will be available from the start of the day, press star (*). If you enter a specific time:

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

Step 2: Enter the latest time (HHMM) that you will be available followed by pound (#). If you will be available until the end of the day press star (*). If you enter a specific time:

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

Step 3: Enter the minimum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (*).

Step 4: Enter the maximum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

If you would like to change your availability **Press 1**
To use this schedule for another day of the week
Press 2
To return to the previous menu **Press 9**

(4) For the Date Range Menu

To add an UNAVAILABLE date range	Press 1
To add a DO NOT DISTURB date range	Press 2
To review a date range	Press 3
To return to the Main Menu	Press 9

(1) To Add an Unavailable Date Range

Step 1: Enter the first date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable beginning today, press star (*).

Step 2: Enter the beginning time (HHMM) that you will be unavailable followed by pound (#). If you will be unavailable from the start of 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 that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you will be available again, followed by pound (#). If you will be unavailable through the end of the day, press star (*). If you enter a specific time:

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

SubFinder will repeat your unavailable date range.

If correct	Press 1
If incorrect	Press 2

If you press **1**, SubFinder will respond "To continue receiving calls during this period, press **1**, otherwise press **2**." Pressing **2** will add a **Do Not Disturb** to the date range as well.

(2) To Add a Do Not Disturb Date Range

Step 1: Enter the first date (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called starting today, press star (*).

Step 2: Enter the beginning time (HHMM) that you don't want to be called followed by pound (#). If you don't want to be

called from the start of the 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 (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you wish to receive calls again, followed by pound (#). If you don't want to be called until the end of the day, press star (*). If you enter a specific time:

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

SubFinder will repeat the Do Not Disturb date range.

If correct	Press 1
If incorrect	Press 2

(3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

To hear the date range again	Press 2
To hear the next date range	Press 3
To remove the date range	Press 4
To return to the Main Menu	Press 9

If you press **4**, SubFinder will ask for confirmation.

If you are sure you want to remove this date range
Press 1
Otherwise **Press 2**

(5) To Hear Your Employee ID

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder.