

Attendance Tracking/SubFinder™ CERTIFICATED EMPLOYEE INSTRUCTIONS



SubFinder **530-668-3833**

You have 4 **main menu** options when calling the System:

- Option 1: Report an Absence**
- Option 2: Review an Absence**
- Option 3: Cancel an Absence**
- Option 4: Review Personal Info**

TELEPHONE SHORTCUTS:

Remember, SubFinder only works from touch-tone phones!

- Pressing # 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.
- Pressing 9 will always return you to the main menu.

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

Main Menu Option 1 Report an Absence

Call 530-668-3833 as soon as you know you will be absent.

Your PIN number is ALL 9 digits of your Social Security number, then press the # key.

Date of absence options:

- All day today: **Press 1**
- All day next work day: **Press 2**
- Specific dates and times: **Press 3**

This option is for future dates or half day absences. Dates and times must be entered in a MM/DD format; Sept 1 would be entered at 0901 followed by the # key.

Enter your absence reason number followed by # key:

- | | |
|--------------------------------|-----------------------|
| 1# Sick leave | 11# Bereavement |
| 2# Personal Necessity | 12# Worker's Comp |
| 3# Personal Business | 13# Training/Workshop |
| 6# Personal Family Illness | 14# BTSAs Release Day |
| 7# Immediate Family sick leave | |
| 8# IEP | |
| 9# Negotiations | |
| 10# Jury Duty | |
| 15# Admin Approved Release Day | |

The system will next ask you if a substitute is required for your absence.

If you need a substitute for your entire absence: **Press 1 (EVEN IF YOU HAVE ARRANGED FOR YOUR OWN SUB YOU WILL STILL NEED TO SELECT YES (1) IN ORDER TO ENTER YOUR SUB'S ID NUMBER).**

If a sub is need for only a portion of the absence: **Press 2**
If a sub is NOT needed: **Press 3**

Obtaining a substitute options:

- Let the system select a sub: **Press 1**
- Assign a *prearranged* sub: **Press 2**
- The system does NOT call prearranged subs**
- Request a specific sub. **Press 3**

USE OPTION 2 ONLY IF AN AGREEMENT HAS ALREADY BEEN MADE WITH THE SUB.

You must have the substitute ID number before you can request or prearrange.

The system will next ask if you want to leave recorded special instructions.

Recorded Special Instructions are messages you can leave for the substitute. You have about 30 seconds to leave your message.

DO NOT HANG UP BEFORE GETTING THE JOB NUMBER!

Main Menu Option 2 Review an Absence

This option allows you review any future absences you have already reported.

1. Review details of an absence.
2. Hear the name of the assigned substitute.
3. Get the job number.
4. Record special instructions.
5. Change special instructions.

Main Menu Option 3 Cancel an Absence

This option allows you to cancel an already reported absence.

You must have the job number in order to cancel an absence.

It is strongly recommend that you cancel an absence as soon as you can so that the system will have time to notify the substitute of the canceled absence. **An absence must be cancelled at least 12 hours before the start of the absence.**

It is also strongly recommended that you call in and review your absences (Main Menu Option 3) to insure that the canceled absence is no longer listed.

Main Menu Option 4 Review Personal Information

This option allows you to review you work site, work schedule, and job position. To change any of this information please call Human Resources at 530-668-3784.

To re record your name: **Press 1**

You can record your name as many times as you'd like until you are satisfied with how it sounds.

Please listen carefully and follow the verbal prompts.