

Attendance Tracking/SubFinder™ MANAGEMENT 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 telephones!

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**

Option 3 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 | 10# Jury Duty |
| 2# Personal Necessity | 11# Bereavement |
| 3# Personal Business | 12# Worker's Comp |
| 5# Non-Work | 13# Training |

The system will next ask you if a substitute is required for your absence. Since managers usually do not need substitutes, pressing 3 will complete your absence reporting

DO NOT HANG UP BEFORE GETTING THE JOB NUMBER!

Please listen carefully and follow the verbal prompts.

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 2 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 would like until you are satisfied with how it sounds.

Please listen carefully and follow the verbal prompts.