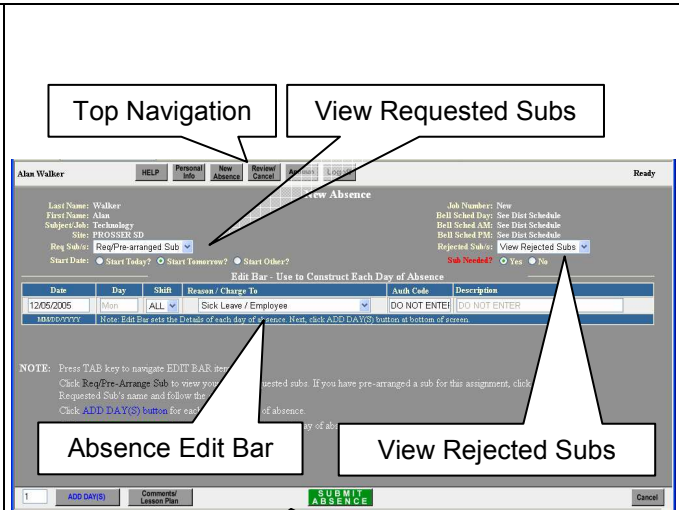


Substitute Online - Detailed Information

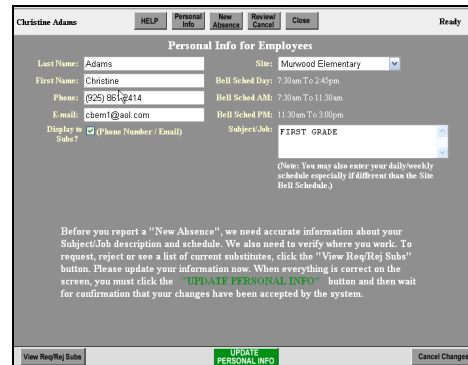
Main Screen Options

- ✓ **Top Navigation**
 - **HELP** – Online help
 - **Personal Info** – Your detailed information
 - **New Absence** – Enter a new absence
 - **Review/Cancel** – Historical information
 - View absences (Past, present, future)
 - **Calendar**
 - **Announce** – Online announcements
 - **Logout** – Leave the site
- ✓ **Req subs** – Requested Subs
- ✓ **Rej subs** – Rejected Subs *
- ✓ **Absence Edit Bar**
 - **Date** (Enter in MM/DD/YYYY Format)
 - **Shift** (All day, half day)
 - **Reason/Charge To**
 - **Auth Code** – needed if the absence is a district initiated leave
- ✓ **Bottom Navigation**
 - **ADD DAYS** – click to add a day (or enter the number of days in the box to the left)
 - **Comments/Lesson Plan** – Click here to enter information for the substitute. (You can cut and paste from a word processor.)
 - **SUBMIT ABSENCE** –
 - **Cancel** – Oops!



Personal Information

The **Personal Information** screen allows you to review your Subject/Job information and your work site for accuracy. If the information is not correct, change your job description and/or select the correct work site. Support staff times are varied, so your start/end times need to be entered in the Subject/Job section. You may also enter your phone and email address for substitutes to contact you? Check this box to show your phone number and e-mail address. Uncheck if you do not wish to be contacted by the substitute. Be sure to click on **UPDATE PERSONAL INFO** after making any changes.

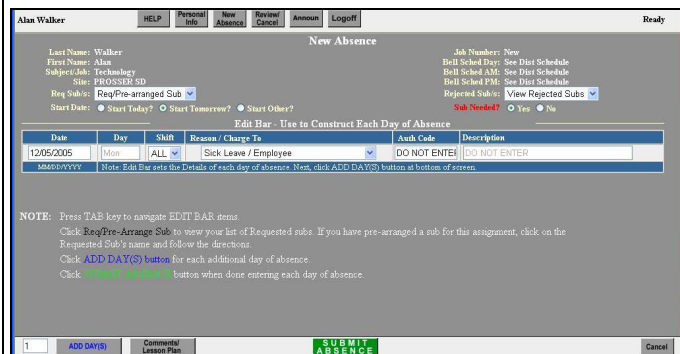


New Absence

If you will be absent one day (all day due to illness) and the date on the Edit Bar is correct, you may press the **SUBMIT ABSENCE** button.

- ✓ *If the first date of the absence or the absence reason is not correct, make the changes.*
 - ✓ *Select **Start Date**: Start Today? Tomorrow? Other? If Other? enter day of absence (MM/DD/YYYY).*
 - ✓ *Click the down arrow to change the **Shift** (All, AM, PM)*
 - ✓ *Select the **Reason** for your absence.*
- If you are entering the absence **after 6:30 AM**, please also call the sub line. (509) 786-1351

- ✓ **Click on the BLUE Add Day(s) button at the bottom of the screen for each additional day of your absence.**



Substitute Online - Detailed Information

New Absence (Continued)

- ✓ **Add comments or a lesson plan** for the substitute. Click on the **Comments/Lesson Plan** button at the bottom of the screen. Copy and paste your lesson plan from your word processing application, or type your comments. Click on **Save Lesson Plan and Assign to Current Absence**. You may provide separate lesson plans for each day. The substitute receives a message when they accept the job if you leave a lesson plan for them.
- ✓ When everything is correct, click on: **SUBMIT ABSENCE**
- ✓ **Confirm** the absence information; click **OK**.
- ✓ **Verify** your absence information by clicking on **Review/Cancel**.

NO SUBSTITUTE REQUIRED New Absence

Select **No** on the right side of the screen and enter the start and end time for your absence if less than a full day. Do not include your lunch time.

Review/Cancel

- ✓ Review/Cancel screen gives you a history of each day you have been absent during the school year. You can also view who is substituting for you, the confirmation number, and see the date and reason for your absence. You can also view comments and/or a lesson plan for the substitute.
- ✓ If a substitute has not yet accepted your assignment, Sub Pending will show in substitute name field Absence Summary (bottom right side of screen): View/Print absence history for the current year.
- ✓ **Cancel:** Any time **before a substitute accepts** your assignment; you may cancel the assignment or individual days of a multi-day assignment by checking the Cancel box. Click on Submit Cancellation.
- ✓ If an absence has been assigned to a substitute, however, only the System Operator or Site Administrator may cancel the absence.
- ✓ Please contact the Substitute Office at 509-786-1351 to cancel a substitute if a substitute has been assigned to your job.

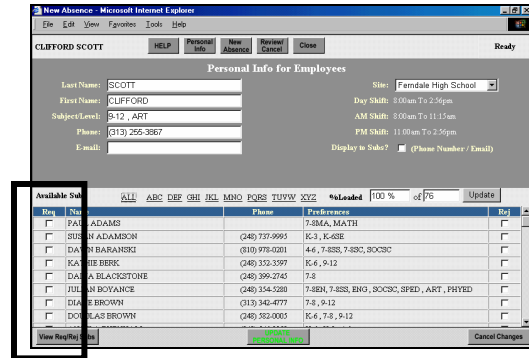
Calendar

- ✓ By clicking on the Calendar button at the bottom of the REVIEW/CANCEL page, you can view your calendar.
- ✓ The calendar shows the days you have entered absences. (Past, present, and future)
- ✓ Use the arrow buttons at by the Month (near the top of the page) to scroll forward and backward through the year.
- ✓ To see detail of the absence, click on the underlined absence.

Substitute Online - Detailed Information

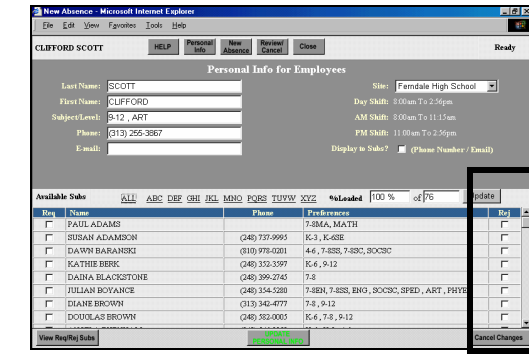
Requested Substitutes

- ✓ To choose to request substitutes, click the **View Req/Rej Subs** button at the bottom left of the **Personal Info** screen. Choose from the alpha list or ALL for a list of substitute names. At the right is a scroll bar for moving down the list. You may request substitutes (✓ check box to left of name)
- ✓ Your requested substitute(s) will have the job held for them 48 hours or until 6:00 p.m. the evening before your absence (whichever comes first). If the requested substitute(s) does not log in and accept your job, the job is released to all other district substitutes.
 - **CAUTION!** If you **select** a substitute's name from your request list when entering an absence, it will automatically assign them to the job. (Prearranged assignment.) **DO NOT select a prearranged substitute without contacting your building secretary or the district substitute caller.** The substitute is **NOT** automatically notified of the assignment.



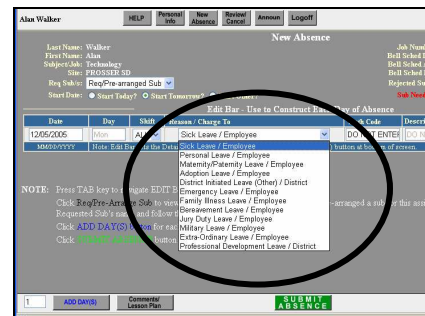
Rejected Substitutes

- ✓ To choose to Reject substitutes, click the **View Req/Rej Subs** button at the bottom left of the Personal Info screen. Choose from the alpha list or ALL for a list of substitute names. At the right is a scroll bar for moving down the list. You may reject substitutes (✓ check box to right of name).
- ✓ **IMPORTANT** – You must submit a reason for rejecting a substitute to the principal of your building BEFORE checking the reject box.
- ✓ Substitutes that you checked in the **Rej** column will not receive notification of your absences.

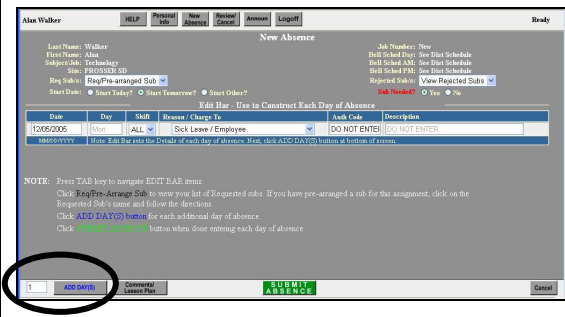
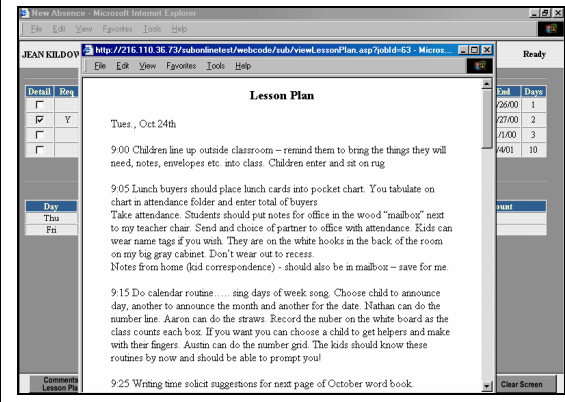


Absence – Reason/Charge to

- ✓ When entering an absence, you are required to select a reason for the absence.
- ✓ There are two categories of absences based on where the absence is charge to. (Employee or District)
- ✓ Employee leave reasons:
 - Sick Leave (default reason)
 - Personal Leave
 - Maternity/Paternity Leave
 - Adoption Leave
 - Emergency Leave (District Approval Needed)
 - Family Illness Leave
 - Bereavement Leave
 - Jury Duty Leave
 - Military Leave
 - Extra-Ordinary Leave (District Approval)
- ✓ District leave reasons:
 - District Initiated Leave (Other)
 - Professional Development Leave
- ✓ District Leaves – If you are absent because of a district leave, you **MUST** enter an Authorization Code. The person initiating the leave will give you the correct authorization code.



Substitute Online - Detailed Information

Add Day(s)	
<ul style="list-style-type: none"> ✓ Click the blue ADD DAY(S) button at the bottom left of the of the New Absence screen to add days to the absence. <ul style="list-style-type: none"> • Days added will be consecutive days based on the school calendar. • For each day added, you can select the SHIFT. (All day or half day.) • If the days are NOT CONSECUTIVE, you will need to SUBMIT the first absence, then enter a NEW ABSENCE. ✓ You may also enter multiple days by entering the number of absences in the box to the left of ADD DAY(S) 	
Comments/Lesson Plans	
<ul style="list-style-type: none"> ✓ You may enter comments or a lesson plan for the absence by clicking on Comments/Lesson Plan in the lower left corner of the New Absence screen. <ul style="list-style-type: none"> • A blank dialog box will pop up. You can either enter information directly into the box or enter the information into a word processor and paste it into the dialog box. • The Comments/Lesson Plan section will hold 7,000 characters ✓ If you would like to enter different plans for each day of your absence, go to the Review/Cancel page and click on details. It will allow you to enter comments and plans for the day selected. 	
Three Levels of requesting a substitute for an absence	
<ul style="list-style-type: none"> ✓ Level 1: No sub requested -- simply submit the absence without requested subs. – Your absence will be seen by our entire substitute pool. ✓ Level 2: Requested sub – Go into personal information and “Select” substitutes who you would prefer when you are absent. When you record an absence, only your “requested” subs will see the absence for the first 48 hours after you put the absence on or until 6:00 PM the night before the absence, whichever comes first. ✓ Level 3: Pre-arranged substitute – CAUTION!! (This is to be scheduled by the building secretary or the district sub caller.) 	
Other Important Information	
<ul style="list-style-type: none"> ✓ The sub caller is still available in an emergency. (509-786-1351) ✓ All data you submit, delete, or edit is logged by the system. ✓ If you have question, contact you building secretary, building TRT, or the sub caller (Lisa Pederson). ✓ If you do not require a substitute for your absence, please enter the absence into the system, but check the NO SUB NEEDED in the upper right section of the New Absence page. ✓ Emergency substitutes cannot request a job until 7:00 PM the night before the absence. 	

Substitute Online Contact Information
www.substituteonline.com
 (509) 786-1351 – Lisa Pederson, System Operator