

Substitute SubFinder Phone Instructions (Phone# = 877-870-3875) (PIN# = Last 6 digits of SS#)

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

 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.

1. Call the main SubFinder system and enter your PIN.

Your Main Menu:

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Report an Absence	Press 4
To Review Personal Information	Press 5
To Pre-Register for the next school year	Press 7
To Leave the SubFinder System	Press 9

 You will only hear the Report an Absence and Pre-Register option if your district chooses to enable this functionality.

Review Current Assignments

1. Press 1 to Review Current Assignments.
2. SubFinder will play the details of your scheduled assignment. You can to cancel the assignment if the cancellation deadline has not been met.

Review Available Jobs

1. Press 2 to Review Available Jobs.
3. SubFinder will play the details of available jobs, if any exist, and provide the option to express your interest in the job or decline the job.
4. Once you have been accepted for the job, you will be provided with a job number.

Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.
5. If you decline the job SubFinder may ask you to enter a rejection reason.

Cancel an Assignment

1. Press 3 to Cancel an Assignment.
2. Enter the job number that was given to you when agreeing to the job.

3. SubFinder will play the job along with the option to cancel the job if within the cancellation deadline setup by your HR department.
4. SubFinder may ask you to enter a reason for cancelling the job.

Report an Absence

1. Press 4 to Report an Absence.
2. Enter the job number that was given to you when agreeing to the job.
3. Enter the dates and times the absence begins and ends.
4. SubFinder will play a list of absence reasons. Choose the appropriate reason.
5. SubFinder will provide you with the revised job numbers.

Always wait for the job numbers before disconnecting your call or your absence may not be recorded.

Review Personal Information

1. Press 5 to Review Personal Information.
2. SubFinder will play the following options:
 - Review your phone number
 - Review your name recording
 - Review your availability
 - Add/edit DND/Unavailable
 - Hear your employee ID
3. When reviewing your availability SubFinder will provide you with an option to enter specific times or enter the minimum or maximum hours that you are available to work each day.
4. SubFinder will provide you with the ability to add a DND or unavailable by entering specific dates and times.
5. SubFinder will play back your current DND/Unavailable with the option to remove them.
 - A DND means that you wish to not be called during the given date range. It does not mean that you are not available to work.

- An Unavailable means you are not available to work during the given date range. You may still be called during an unavailable date range for jobs in the future.
- If your phone number is incorrect SubFinder will provide you the option to change it.
- If your name is recorded incorrectly SubFinder will provide you the option to re-record it.

Pre-Register for next school year

If your district uses Pre-Registration you will be required to call SubFinder and confirm if you will substitute for the next school year. If you choose No or do not pre-register during the pre-registration date range you will not be able to access SubFinder online or via the phone.

1. Press 7 to Pre-register.
2. SubFinder will present you with the options to pre-register.

When SubFinder Calls You

Substitutes are called for job opportunities or to be informed of a job cancellation. When SubFinder calls it will provide you with the options to enter your PIN, press star (*) if you do not wish to receive any more calls during **this** calling period, or to remove this telephone number from the calling list press (#).

To Notify You of a Job Opportunity

1. Enter your PIN.
2. SubFinder will play the job details and ask you to express your interest in or decline the job.
3. If you are accepted for the assignment, SubFinder will provide you with a job number.

Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.

4. If you decline the job SubFinder may ask you to enter reason for declining the job.

To Notify You of a Job Cancellation

1. Enter your PIN.
2. SubFinder will play the information for the job that has been canceled, including the job number.
3. You will be given the option to acknowledge the cancellation or to hear the job again.