

How a Substitute can Report an Absence

Call 678-479-2637

Listen to option 1 to “Review Current Assignments” so you can hear the job number for the assignment you are presently in.

Return to the Main Menu

From the Main Menu, select option 4 “To Report an Absence”

Follow the prompts to report the date and time

For ½ day, enter the correct time (A.M. if the job ends or begins before 12:00 noon; P.M. if it is 12:00 noon or after)

This will release the sub from the assignment for the time of the absence. SubFinder will locate another sub for that day or days.

HELPFUL HINT: Then go to option 5 (personal info), select #4 and follow prompts to make yourself unavailable for the day so it does not call for other assignments.

NOTE: THIS MAY BE USED BY **LONG-TERM SUBS**

OR

IN A MULTI-DAY (2 or more days) if the sub cannot attend for one of the days.

Substitutes cannot request a specific sub for the replacement sub. That can only be done by the office personnel.

STAFF DEVELOPMENT FOR LONG-TERM SUBS

If the long-term sub is going to attend staff development during an assignment, they do **NOT** need to report an absence because they are still working. The **office personnel** just needs to enter a **“No Employee Job”** to locate a sub to cover the class during the staff development.

For problems, contact the Help Desk at 678-479-2651 or bcroy@clayton.k12.ga.us