

Clayton County Public Schools



EMPLOYEE

INSTRUCTIONS

SubFinder

Call In-Line 678-479-2637
Help Desk 678-479-2651

You can call SubFinder to record, review, or cancel absences, and to review and change your personal information.

Remember, SubFinder only works from touch-tone telephones!

Your PIN/Password is 100 PLUS the last 6 digits of your Social Security Number.

Access WebConnect at

<http://www.clayton.k12.ga.us>

Telephone Shortcuts:

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 absences.

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

REGISTRATION FOR SUBFINDER

1. Call 678-479-2637
2. Enter your PIN, which is: 100 PLUS the last 6 digits of your social security number.
3. Record Name
4. Press 4 to review personal information

YOUR MAIN MENU

- | | |
|--------------------------------|---------|
| To Report an Absence | Press 1 |
| To Review an Absence | Press 2 |
| To Cancel an Absence | Press 3 |
| To Review Personal Information | Press 4 |
| To Leave the SubFinder System | Press 9 |

MAIN MENU OPTION #1 TO REPORT AN ABSENCE

When reporting an absence, SubFinder will ask you for the following information:

- Date(s) and times of the absence
- Reason for the absence
- If a substitute is required for the absence
- If there are any special instructions for the substitute

From the Main Menu Press 1

SubFinder will play the ABSENCE MENU

- | | |
|-----------------------------------|---------|
| For all day today | Press 1 |
| For all day the next work day | Press 2 |
| To enter specific dates and times | Press 3 |
| To return to the Main Menu | Press 9 |

(1) FOR ALL DAY TODAY or
(2) FOR ALL DAY THE NEXT WORK DAY

From the Absence Menu

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|-------------------------------|---------|
| For all day today | Press 1 |
| For all day the next work day | Press 2 |

SubFinder will play the absence date and times.

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|--------------|---------|
| If correct | Press 1 |
| If incorrect | Press 2 |

ENTER THE ABSENCE REASON

SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

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|--------------|---------|
| If correct | Press 1 |
| If incorrect | Press 2 |

IS A SUBSTITUTE REQUIRED FOR THE ABSENCE?

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| If a sub is required for the entire absence | Press 1 |
| If a sub is not required | Press 3 |

REPORT NORMALLY OR REQUEST

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|---------------------------------------|---------|
| To have SubFinder select a substitute | Press 1 |
| To request a specific substitute | Press 3 |
| To return to the Main Menu | Press 9 |

If you are requesting a substitute, enter that substitute's SubFinder-assigned ID # followed by the pound sign (#).

RECORD SPECIAL INSTRUCTIONS

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| To record special instructions | Press 1 |
| Otherwise | Press 2 |

If you press 1, record a short message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

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| If Correct | Press 1 |
| If Incorrect | Press 2 |

GET THE JOB NUMBER

ALWAYS WAIT FOR THE JOB NUMBER BEFORE
DISCONNECTING OR THE ABSENCE MAY NOT
BE RECORDED.

(3) TO ENTER SPECIFIC DATES AND TIMES

Step 1: Enter the first date of the absence (MMDD) followed by the pound sign (#). To begin the absence today, press star (*).

Step 2: Enter the time the absence begins (HHMM) followed by the pound sign (#). If the absence begins at the start of the workday, press star (*). If you enter a specific time:

- | | |
|----------|---------|
| For A.M. | Press 1 |
| For P.M. | Press 2 |

Step 3: Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (*).

Step 4: Enter the time the absence ends (HHMM) followed by the pound sign (#). If the absence ends at the end of the workday, press star (*). If you enter a specific time:

- | | |
|----------|---------|
| For A.M. | Press 1 |
| For P.M. | Press 2 |

SubFinder will repeat the date(s) and times of the absence.

- | | |
|--------------|---------|
| If correct | Press 1 |
| If incorrect | Press 2 |

PLEASE NOTE: When reporting a multiple-day absence, you will be asked if to use the Employee's Schedule (the absence will follow the employee's standard work times) or the Same Times Every Day (the absence will be reported for the same times each day of the absence)

