

Lincoln Public Schools

SubFinder via the Web Instructions for Employees

A link to SubFinder is found on
the Staff Center page at
www.lps.org

You can log on to SubFinder to report, review, and/or cancel an absence.

**PRIOR TO USING SUBFINDER VIA THE WEB FOR THE FIRST TIME, PLEASE CALL SUBFINDER VIA THE PHONE (436-1870)
AND MAKE SURE YOU HAVE RECORDED YOUR NAME.**

**REMEMBER THAT YOUR SUBFINDER PIN IS THE SAME NUMBER AS YOUR LPS EMPLOYEE ID (FOUND ON YOUR ELECTRONIC PAY
STUB AND ALSO USED TO ACCESS LPS PRINTERS / COPIERS)**

ACCESSING YOUR ACCOUNT

Simply type the word "subs" in the "Keywords" box on the LPS website's homepage (www.lps.org). Other ways to access the SubFinder log in page are by going to "Staff Center" from the LPS website's homepage and clicking on the "SubFinder" button or, you may click on the link, "Absence Reporting/Substitute Finder" found on the Human Resources page of the LPS website.

To gain access to your account, enter your last name in the "Last Name" field.

Next, enter your Personal Identification Number (PIN). Your PIN is your LPS employee ID# (the same employee # that is found on your electronic pay stub and that you use to access LPS printers/copiers).

After the above steps have been completed, click on the log in button or simply press enter to complete the process.

You must have completed your initial SubFinder registration via a touch-tone phone before you can access SubFinder via the web.

YOUR MAIN MENU

Report Absence
Job Review
Personal Info
Tutorial
Log Out

Report Absence TO REPORT AN ABSENCE

Step 1

****You must report your absence at least 45 minutes prior to the start time. If it is less than then that, you must contact your school secretary.**

- To report an absence, click the **Report Absence** button followed by the **Continue** button.
- To go back to the main page click the **Cancel** button.

Step 2

- Fill out the date and time for the absence and job in the given areas. The format for the date is dd/mm/yyyy, and the format for the time is standard time (Be sure to add AM or PM. Do **NOT** use military time). Please remember that 12:00 noon is PM not AM.

NOTE:

Choose **follow employee schedule** if the absence and job times are to follow your normal work schedule for the duration of your absence.

If the absence and job start and end time(s) deviate from your normal work schedule and/or are multiple half days, choose **same times daily**. Absence and job options may be different. (ex. *Your normal work schedule is 8:30-4:00 and you will be absent for 3 full days, but you only need a sub to be there each day from 8:30-11:30. In this case choose "follow employee schedule" for the absence and "same times daily" for the job.*)

- To continue adding the absence, click the **Continue** button.
- To go back to the main page click the **Cancel** button.

Step 3

- Choose a reason from the pull down menu next to the word reason.
- To continue adding the absence, click the **Continue** button.
- To go back to the main page click the **Cancel** button.

Step 4

- Choose one of the following: Substitute Required, Requested Substitute, or No Substitute Required from the drop down menu next to the words "Job Type".
- To continue adding the absence, click the **Continue** button.
- To go back to the main page click the **Cancel** button.

Step 5 (only used if requesting a substitute)

- If you are requesting a substitute you will need to choose a substitute by either their 3-6 digit Substitute ID or by the substitute's name. Do this by clicking the circle in front of the one you would like to use. If you are using the Substitute's ID, type the 3-6 digit number in the box next to **Substitute ID**, if using the substitute's name, choose one from the pull down menu next to **Substitute Name**.
- To continue adding the absence click the **Continue** button
- To go back to the main page click the **Cancel** button.

Step 6

- Confirm the information for the absence.
- If everything is OK and you want to report the absence, write down the job number and then, click the **Confirmed, Add Job** button.
- If everything is not OK and you want to start from the main page click the **Cancel** button.

Special Instructions

- Special instructions will be viewed by the substitutes. Simply type a message, click the **Save Job Message** button and then click the **Exit** button.
This is for brief instructions for the sub, such as, "You can find the lesson plans in my desk drawer" or "You will have outside lunch duty". You might also want to enter your grade level or parking lot number here. All subs viewing this job will see the message. Do not list the name of a sub you want / do not want and do not leave complete lesson plans here. The "Special Instruction" area is a good place to list your parking spot # (if there is assigned parking) or your grade level (if you're an elementary classroom teacher)
- Special instructions created via The web will not be voiced when a substitute accepts a job via the phone. The substitute will be informed to log on to SubFinder via the web to view or to call their administrator. You may, however, call into SubFinder, review your absences, and voice special instructions to your absence that can be heard by subs via the telephone (further instructions found in the SubFinder Teacher/Employee Instruction Brochure).

Continued...

Job Review
TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

To Review Jobs (Absences)

You can filter by date, by the substitute that is working for the job, by if a substitute is needed, requested, prearranged, or not needed, and by the status of the job; filled, unfilled, or canceled.

Add a check mark by the filters you would like to use. Filters are optional.

Click the **Run Request** button to see the jobs.

To Cancel a Job (Absence)

- First review jobs. To cancel the job, click the **Cancel** button under the job number for the job.
- A box will appear to confirm that you want to cancel the job. To cancel click the **OK** button. To go back to the review jobs page click the **Cancel** button.

Jobs (Absences) can only be canceled up to an hour and a half prior to the scheduled start of the absence. After that time you must contact your site's executive secretary to cancel your absence.

Personal Info
TO REVIEW PERSONAL INFORMATION

SubFinder will show the Personal Information Menu

- To review your Home Site, Job Position, and Work Hours click on the words **General Info**.

(Here you will also see your Employee ID – you do NOT need to know this number, LPS only utilizes the Substitute ID. Also, please disregard the Hire Date information. LPS uses a different system to accurately track this information.)

- To review your phone number and address click on the word **Address**. This is for review only, if you have a change of address or phone number, please update your information in ICE (Information Center for Employees) found on the "Staff Center" page at www.lps.org.

Remember, Your SubFinder employee ID, located at the top of the page is not a feature that LPS utilizes, Do NOT confuse this number with your PIN (your LPS Employee ID). **You will use your PIN/ LPS Employee ID # to access SubFinder.**

Tutorial

The online tutorial visually walks you through each step of using SubFinder via the web. It's like having your very own online instructor for SubFinder!

Log Out
To Log Out of SubFinder

To log out of SubFinder, return to the main menu and click on the **Log Out** button.

WHEN REPORTING AN ABSENCE VIA SUBFINDER, ALWAYS WRITE DOWN THE JOB NUMBER BEFORE LOGGING OUT.

For Your Own Information...

Favorite Substitutes Name's and ID#'s

1. _____
2. _____
3. _____
4. _____
5. _____