

Lincoln Public Schools

SubFinder™ Phone Instructions for Employees

SubFinder System Phone Number (24 hours/day)
(402) 436-1870

SubFinder Operator: Darbi Umholtz
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SubFinder Back-up Operator: Linda Kahler
Phone: (402) 436-1588
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Operator Office Hours: 6:00am – 2:30pm (When calling an operator after hours, please leave a voice message, including your phone number).

SubFinder shortcuts and abbreviations:

* (to jump ahead) # (to return to the main menu) MMDD = month, month, day, day HHMM = hour, hour, minute, minute

You can call SubFinder to record, review, or cancel absences, and to review and change your name recording.

To Register with SubFinder:

Dial SubFinder, enter your PIN (your LPS employee ID#) and follow the instructions to record your name (Early Childhood – 6th Grade Teachers - please voice your grade level with your name. Employees with assigned parking spots - please voice your lot number with your name. Itinerants, please voice your work schedule with your name). Press the pound sign (#) when finished. Narrator will begin OPENING MENU.

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

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:

1. Date(s) and times of the absence
2. Grade level (will prompt only for certain job positions)
3. Reason for the absence
4. If a substitute is required for the absence
5. Are there 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 your 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

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

SubFinder will play the absence date and times.

If correct	Press 1
If incorrect	Press 2

- (3) **TO ENTER SPECIFIC DATES AND TIMES**

From the Absence Menu Press 3

Step 1: Enter the first date of the absence (MMDD ex. 0905 = Sept. 5th – do not enter the year) followed by the pound sign (#). To begin the absence today, press star (*).

Step 2: Enter the time the absence begins (HHMM ex. 0900 = 9:00) 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

Please double check and make sure that you have correctly entered your A.M. or P.M. (12:00 noon is P.M).

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

Continued...

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** or the **Same Times Every Day**.

Employee's Schedule - the absence will follow the employee's standard work times.

Same Times Every Day - the absence will be reported for the same times each day of the absence.

RECORD YOUR GRADE LEVEL

(This feature will only play if you have a job position that requires you to enter this information, otherwise the system will automatically skip this step.)

Please enter the grade level then press #
(**speak** your grade level into the phone and **then press #**).

SubFinder will repeat your recorded grade level.

If correct **Press 1**
If incorrect **Press 2**

If you have previously voiced your grade level in SubFinder, you will hear:

"Your grade level is ____."

To change the grade level **Press 1**
Otherwise **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. (Check the back of this brochure for a list of reasons you may enter.)

If correct **Press 1**
If incorrect **Press 2**

IS A SUBSTITUTE REQUIRED FOR THE ABSENCE?

If a sub is required for the entire absence **Press 1**
If a sub is required for part of the absence **Press 2**
If a sub is not required **Press 3**

REPORT NORMALLY OR REQUEST

To let 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 specific substitute, enter that substitute's SubFinder assigned, 3 - 6 digit ID # followed by the pound sign (#).

RECORD SPECIAL INSTRUCTIONS

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". All subs being called for this job hear the message. **Do not** state the name of a sub you want / do not want and **do not** leave complete lesson plans here.

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.

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.**

MAIN MENU OPTION #2 TO REVIEW AN ABSENCE

From the Main Menu **Press 2**

SubFinder will play all your scheduled absences, if any exist, beginning with the next scheduled and moving forward. After each absence you will be given some of the following options:

To hear the absence again **Press 2**
To hear the next absence **Press 3**
To cancel this absence **Press 4**
To record special instructions **Press 6**
To return to the Main Menu **Press 9**

Continued...

Option #4 will **only** be available if you are calling at least an hour and half prior to the start time of the job. If it is less than an hour and a half prior, you will need to call the secretary at your home site. . If you press **4**, SubFinder will ask for confirmation.

To confirm cancellation **Press 1**
Otherwise **Press 2**

Option #5 will **only** be available if you originally recorded Special Instructions. If you press **5**, record the new message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If correct **Press 1**
If incorrect **Press 2**

Option #6 will **only** be available if you did not originally record Special Instructions. If you press **6**, record the message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If correct **Press 1**
If incorrect **Press 2**

**MAIN MENU OPTION #3
TO CANCEL AN ABSENCE**

From the Main Menu Press 3

Enter the job # followed by the pound sign (#).

SubFinder will play the absence.

To cancel the absence **Press 1**
To return to the Main Menu **Press 9**

If you press **1**, SubFinder will ask for confirmation.

To confirm the cancel **Press 1**
Otherwise **Press 2**

Remember – You may only cancel an assignment through SubFinder up until an hour and a half prior to the start time of the job. If it is less than an hour and a half prior, you will need to call the secretary at your home site.

**MAIN MENU OPTION #4
TO REVIEW PERSONAL INFORMATION**

From the Main Menu Press 4.

SubFinder will provide you with the following information: your home site, your *standard* work times, your primary job position your SubFinder –assigned ID number (used only when your administrator needs to create an absence for you), and your name as recorded. To change your home site, work times, or primary job position, contact your site’s executive secretary.

(Paras with multiple job positions; if one or more of your positions involve special education and are for at least 2 hrs, then the position that is more severe will be listed as your primary position. This is necessary to assure that the sub assigned has met the appropriate physical requirements.)

To record your name **Press 1**
To record your itinerant message **Press 2**
To return to the Main Menu **Press 9**

If you press **1**, wait for the tone and record your name. When you are finished, press the pound sign (#). SubFinder will repeat your name.

If your job position is grade specific please voice your grade level following your name (ex. “Jane Doe, first grade”). If you have an assigned parking spot, please state this following your name (ex. “John Doe, East lot #5”)

If correct **Press 1**
If incorrect **Press 2**

Option #2 will **only** be available if you are set up within SubFinder as an itinerant employee. If you press **2**, wait for the tone and record your itinerant message - usually your schedule for the week. When you are finished, press the pound sign (#). SubFinder will repeat your message.

If correct **Press 1**
If incorrect **Press 2**

REASONS FOR ABSENCE:

1. Sick
2. Annual
3. Emergency
4. Jury Duty
5. Bereavement Leave

CONTACT YOUR HOME SITE’S EXECUTIVE SECRETARY TO REPORT THE FOLLOWING ABSENCES – DO NOT ENTER AN ABSENCE FOR THESE REASONS YOURSELF:

No Pay
Vacation
Special Leave
Civic
Professional Leave
Military Leave
Vacancy
Work Comp
Suspension