

Lincoln Public Schools

SubFinder Via The Web Instructions for Substitutes

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

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

PRIOR TO USING SUBFINDER VIA THE WEB FOR THE FIRST TIME, YOU WILL NEED TO CALL SUBFINDER VIA THE PHONE (436-1870) AND REGISTER YOUR NAME.

ACCESSING YOUR ACCOUNT

****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.****

Type the word "subs" in the "Keywords" box on the LPS home page (www.lps.org). This will bring you to the SubFinder login page. There is also a link to SubFinder on the "Staff Center" page of the LPS website.

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

Next, enter your Password / PIN. Remember, your Password is your 6-digit LPS Employee ID number (same # that is found on your LPS electronic paycheck).

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

Available Jobs
Current Jobs
Personal Info
DND/ Unavailable
Tutorial
Log out

Available Jobs TO REVIEW AVAILABLE JOBS

Click **Available Jobs** and SubFinder will show you any available jobs.

To look at special instructions click on **Special Instruction**, located to the right of the job ID and under the title of "Special Instruction". If a job was reported via the phone, SubFinder will tell you to check SubFinder via the phone to listen for voiced special instructions.

To look at directions to the site click on the **Site's Name** which is located to the right of the job ID and under the title of "Site".

To look at the job details click on the **Job ID Number** button that is located in the first column under the title of "Job ID".

- When you click on the job ID number, you will be asked if you are interested in the job.
 - Yes – Proceed to accept job and obtain job #.
 - No – Enter reason why you are declining. After declining, you will no longer see this job as an available job.
 - Return to Available Jobs – This will take you back a screen. Choose this if you need additional time to consider the job.

Current Jobs

TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

Click **Current Assignments** and SubFinder will show you the jobs that you have accepted. To view more information on a specific job, click on the **Job ID Number**.

To look at special instructions click on **Special Instructions**, which is located to the right of the job ID and under the title of "Special Instruction".

- To look at directions to the site click on the **Site's Name**, which is located to the right of the job ID and under the title of "Site".

To CANCEL a job.

Click on the **Job ID Number** button that is located in the first column under the title of Job ID.

A confirmation page will appear.

- Use the drop-down box to select your cancellation reason.
- To cancel the job, click the **Cancel Job** button. This will take you back to the current jobs page.
- To return to the current jobs page without canceling the job, click the **Don't Cancel** button.

You may cancel a job up until 1 ½ hours prior to the start time of the job. After that time, you will need to contact the site directly to notify them of the cancellation.

If you need to remove yourself from just PART of a job, you must call SubFinder via the phone and select option #4, "To Report an Absence". You may report an absence up until 90 minutes prior to the start time of the absence.

Personal Info TO REVIEW PERSONAL INFORMATION

Click **Personal Information** and SubFinder will show the Personal Information Menu

- **General Information** - You may view your Sub ID, PIN, and certified (has teacher certificate) / classified (non-teacher) status.

Your **Substitute ID** is located by your name, near the top of the screen. **YOU DO NOT USE THIS NUMBER AS YOUR PIN / PASSWORD WHEN SIGNING IN.** The Substitute ID is a 3-6 digit number you may give to employees who may want to request you as a sub. Your **PIN/Password**, is the number you use to access SubFinder.

If you currently, or formerly, serve(d) as an employee within the district, that home site will be listed. The home site listed is not related to the sub record and has no affect on the sites a sub can sub at.

LPS does not use SubFinder to track hire dates. Usually the date you see here is the date your information was added to SubFinder.

SubFinder does not track days worked accurately. Local subs need to use a different method to keep track of their days worked.

- To review your phone number and address click on the word **Address**. To change your phone number click in the box next to the word phone. The format is ###-###-####. You may NOT change your address here. If you have a permanent phone and/or address change, you need to log into the I.C.E system on the Staff Center page of the LPS website and update your address there. It will then update SubFinder automatically the next day.

****Please enter your email address, so that you may receive email notifications regarding changes to jobs.****

- **Certification** Sub teachers' area of certification and expiration date is listed. Only the SubFinder Operator may update this field.
- To review and/or change the days of the week you can work click on the word **Availability**.
 - If you are available all day, you do not need to enter specific times, just make sure that your maximum hours are listed as at least 8 hours.
 - If you are NOT available on a specific day of the week, enter 0 for your maximum hours
- The **Schedule** tab will show you a quick view of the days you are scheduled to work.

- You may view the **Sites** that you will / will not work at. This is a view only field. Changes can only be entered by the SubFinder Operator.
- You may view the Job **Positions** you are willing to sub in. This is a view only field. Changes can only be entered by the SubFinder Operator.

DND/ Unavailable

TO REVIEW AND EDIT DO NOT DISTURB OR UNAVAILABLE

UNAVAILABLE means that you cannot work that day but SubFinder may still call you for future jobs during the evening call out period.

DO NOT DISTURB (DND) means that you do not want SubFinder to call you for any jobs during the time you have specified.

To add an UNAVAILABLE Date Range
Click the **Add Record** button.

- At the type pull down menu choose **Unavailable**.
- Enter the beginning and ending date and times.
- For the Daily Time choose **Same Times Daily** if you want the unavailable for the same time frame everyday of the date range (ex: You are unavailable in the afternoons for 2 weeks. You enter 12:00pm-5:00pm for the time and enter Same Times Daily. You will still be able to work in the morning on those days) or, choose **Total Date Range** if you want the unavailable for the whole date range.
- Once you have entered all the information, click the **Add Record** button. This will take you back to the DND/ Unavailable page and say, at the top of the page that your record was successfully added.

To add a DO NOT DISTURB date range
Click the **Add Record** button.

- At the type pull down menu choose **Do Not Disturb**.
- Enter the beginning and ending date and times.
- For the Daily Time choose **Same Times Daily** if you want the DND for the same time frame everyday of the date range or choose **Total Date Range** if you want the DND for the whole date range. (ex. *If you never want to be called in the morning, you would enter the end date as the last day of school and the time frame of 5:30am-12:00pm then check "same times daily". If you simply do not want to be called for a week, enter the start and end dates/times and choose "total date range".*)
- Once you have entered all the information click the **Add Record** button. This will take you back to the DND/ Unavailable page and say, at the top of the page, that your record was successfully added.

To review an UNAVAILABLE date range

- Enter the start and end dates of the entire date range you would like to review (*If you are unaware of what dates you originally entered as unavailable, enter your start and end dates you want to review so that they cover the entire school year*). At the type pull down menu choose **Unavailable**.
- Once you have entered the needed information click the **review** button.
- A grid will appear on the screen with Unavailable information.

To edit an UNAVAILABLE date range (Start with the "Review an Unavailable Date Range" instructions above.)

- Click the **Edit** button of the Unavailable date range you want to edit.
- A grid will appear with the Unavailable date range information.
- You may edit the start/end dates and times of date ranges that have not yet begun (once the date range has begun, you may only edit the end date. Once you make the needed changes, click the **Update Record** button. You will be taken back to the main DND/Unavailable page and a message will be given that your record was successfully updated.

To remove an UNAVAILABLE date range (Start with the "Review an Unavailable Date Range" instructions above.)

- Click the **Delete** button of the future Unavailable date range you want to remove.
- A confirmation will appear at the bottom of the page. If you wish to delete, select "Yes", if not, select "No". When complete, you will be taken back to the main DND/Unavailable page and a message will be given that your record was successfully updated.

To review a DO NOT DISTURB (DND) date range

- Enter the start and end dates of the entire DND date range you would like to review (*If you are unaware of what dates you originally entered on a DND, enter your start and end dates you want to review so that they cover the entire school year*). At the type pull down menu choose **DO NOT DISTURB**.
- Once you have entered the needed information click the **review** button.
- A grid will appear on the screen with your DND information.

To edit the DO NOT DISTURB date range. (Start with the "Review a Do Not Disturb Date Range" instructions above.)

- Click the **Edit** button in line with the DND date range you want to edit
- A grid will appear with the DND date range information.
- You may edit the start/end dates and times of date ranges that have not yet begun (once the date range has begun, you may only edit the end date). Once you make the needed changes, click the **Update Record** button. You will be taken back to the main DND/Unavailable page and a message will be given that your record was successfully updated.

To remove the DO NOT DISTURB (Start with the "Review a Do Not Disturb Date Range" instructions above.)

- Click the **Delete** button of the future DND date range you want to remove.
- A confirmation will appear at the bottom of the page. If you wish to delete, select "Yes", if not, select "No". When complete, you will be taken back to the main DND/Unavailable page and a message will be given that your record was successfully updated.

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.