subfinder

TEACHER INSTRUCTIONS

Crete-Monee School District 201-U

SubFinder: 866-311-8436

Website:
 https://crete-monee.subfinderonline.com

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!

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.

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. Reason for the absence
3. If a substitute is required for the absence
4. If 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 the next work day	**Press 2**
To enter specific dates and times	**Press 3**
To return to the Main Menu	**Press 9**

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(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**

ENTER THE ABSENCE REASON

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

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 only a portion of the absence **Press 2**
If a sub is not required for the absence **Press 3**

REPORT NORMALLY OR REQUEST

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 specific substitute, enter that substitute's assigned ID # followed by pound (#).

RECORD SPECIAL INSTRUCTIONS

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 pound (#). 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.

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(3) TO ENTER SPECIFIC DATES AND TIMES

From the Absence Menu   **Press 3**

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

Step 2: Enter the time the absence begins (HHMM) followed by pound (#). 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 pound (#). For a single day absence, press star (*).

Step 4: Enter the time the absence ends (HHMM) followed by pound (#). 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 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).

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 change the special instructions	**Press 5**
To record special instructions	**Press 6**
To return to the Main Menu	**Press 9**

Option #4 will *only* be available if you are calling prior to the cancellation deadline established by your district. 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 pound (#). 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 pound (#). 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 pound (#).

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 cancellation	**Press 1**
Otherwise	**Press 2**

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 supervisor.

To record your name	**Press 1**
To record your itinerant message	**Press 3**
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 pound (#). SubFinder will repeat your name.

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 **3**, wait for the tone and record your itinerant message - usually your schedule for the week. When you are finished, press pound (#). SubFinder will repeat your message.

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