

**SubFinder™ System
from
CRS, INC.**

**EMPLOYEE
INSTRUCTIONS**

SubFinder Phone Number:
(909) 931-5810

**UPLAND UNIFIED SCHOOL
DISTRICT**



**Sub Coordinator: Letty Talamantes
(909) 949-7870 ext. 225**

**Your Pin Number is the last 6 digits of your
social security number.**

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 # 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. 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

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.**

(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 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.

FROM THIS POINT FORWARD SUBFINDER WILL FOLLOW THE SAME PROCEDURES USED WHEN REPORTING AN ABSENCE FOR ALL DAY TODAY OR ALL DAY THE NEXT WORKDAY.

**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 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 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 **2**, 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**

ABSENCE REASONS:

1. Personal Illness

- 2. Family Illness
- 3. Medical/Dental Appointment
- 4. Other Personal Necessity
- 5. Personal Day
- 6. Bereavement
- 7. Jury Duty
- 8. Maternity Leave
- 9. Military Leave
- 10. Union Business
- 11. Unpaid Personal Day
- 12. Classified Vacation