

**SubFinder™ System
from
CRS, INC.**

**EMPLOYEE
WEBCONNECT
INSTRUCTIONS**

SubFinder Internet address:

<http://subcaller.upland.k12.ca.us>

**UPLAND UNIFIED SCHOOL
DISTRICT**



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

You can log on to SubFinder via WebConnect to review, create and cancel absences and jobs, and to review personal information.

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

**WHEN ACCEPTING A JOB VIA WEBCONNECT,
ALWAYS WRITE THE JOB NUMBER BEFORE
DISCONNECTING.**

ACCESSING YOUR ACCOUNT

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

Next, enter your Personal Identification Number (PIN) in the "PIN" field. This PIN is a number that has been assigned to you by the district office.

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

YOUR MAIN MENU

**Report Absence
Job Review
Personal Info
Logout**

**Report Absence
TO REPORT AN ABSENCE**

- Step One
 - To report an absence click the **continue** button.
 - To go back to the main page click the **cancel** button.
- Step Two
 - Fill out the date and time for the absence 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.
 - To continue adding the absence click the **continue** button.
 - To go back to the main page click the **cancel** button.
- Step Three
 - 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 Four
 - Choose one of the following: substitute is required, request a substitute, prearrange, or no substitute required from the pull down menu next to the word Job Type.
 - To continue adding the absence click the **continue** button.

- To go back to the main page click the **cancel** button.
- No Step Five
- Step Six (only used if requesting a substitute)
 - If you are requesting a substitute you will need to choose a substitute by their substitute ID, substitute number, or substitute name. Do this by clicking the circle in front of the one you would like to use. If you are using substitute ID or number type in the number, if using substitute name choose one from the pull down menu next to the word substitute name.
 - To continue adding the absence click the **continue** button.
 - To go back to the main page click the **cancel** button.
- Step Seven
 - Confirm the information for the absence.
 - If everything is ok and you want to report the absence 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.
 - Click the **yes** button to add special instructions.
 - Type your special instructions in the box given.
 - Click the **save job message** when you are done adding the instructions.
 - A message will appear on the top of the page "message saved".
 - Click the **exit** button to go back to the main page.
 - Click the **no** button if you have no special instructions for the job. This will take you to the main page.

**Job Review
TO REVIEW CURRENT JOBS OR TO CANCEL A JOB**

To review jobs.

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

Add a check mark by the filters you would like to filter by. You do not have to filter if you do not wish.

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

To cancel a job.

- First review jobs. Then 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.

**Personal Info
TO REVIEW PERSONAL INFORMATION**

SubFinder will show the Personal Information Menu

- To review the site, position, and job hours click on the words **General Info**
- To review your phone number and address click on the word **Address**.
- To review your certifications click on the word **certifications**.
- To review the how many days you have to use for reasons controlled by leave control click the word **leave control**.
- Your employee ID is located at the top of the page under the title Substitute ID. **YOU DO NOT USE THIS ID AS YOUR PIN WHEN SIGNING IN.**

**LogOut
TO Log Out of WebConnect**

Click the LogOut Button and you are logged out of the system.