

SUBFINDER WEBCONNECT FOR EMPLOYEES

Using WebConnect, employees can quickly accomplish routine tasks such as reporting absences and reviewing schedules. You have an easy to use, secure Web browser and access to all of the features available from SubFinder via telephone, plus additional features optimized for the Web.

WebConnect works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, whether it is entered through WebConnect or by telephone.

WebConnect may be used to access SubFinder from any computer as long as you have access to the Internet. For access go to www.cps.k12.va.us and select "SubFinder" from the list of Top Picks, at the next screen select the WebConnect Tab for Employees and Substitutes.

LOG IN

At the WebConnect Log In screen enter your **LAST NAME IN ALL CAPITOL LETTERS** as your user name and your Employee PIN/Password – usually your whole social security number (if you have changed your PIN then use the new number). Click the submit button. If you exceed the maximum number of sign on attempts an error message will pop up; you must completely close your Internet browser and reopen it before you may attempt to sign on again.

The welcome window will appear. Any welcome messages and/or important information from your Site Administrator will be displayed. On the left side of the screen you will see the buttons that give you access to various options. These include **Report Absence, Job Review, Personal Info, and Log Out.**

REPORTING AN ABSENCE

Click the **Report Absence** button and then click **Continue**. Enter the **start date** and **end date** of your absence. Your standard work hours will appear in the boxes; if this absence is for a partial day, enter the specific absence times. Next enter the **start** and **end** times of the job (*the times that a sub is needed*) if they differ from your absence time.

After entering the required absence/job information, you must then specify whether the times will follow your normal employee schedule (i.e. 8:00 am – 4:00 pm) or the same times daily (i.e. multiple half days). Click continue.

The absence reason will default to "Sick Leave – Family Illness" - this is the only type of leave that an employee can enter in SubFinder. **All other types of leave must be approved in advance and be entered in SubFinder by an administrator – please contact your administrator to make arrangements.**

Choose a **Job Type** by clicking on the down arrow and choosing from:

Substitute required – SubFinder will try to secure a substitute.

NO Substitute required – no outside substitute needed.

Prearranged Substitute – you or your administrator have made all arrangements with a substitute to cover in your absence. **SubFinder will not call prearranged substitutes.**

Requested Substitute – SubFinder will try to secure the substitute that you requested.

After you have selected a job type - then click **Continue**

If you have chosen **Prearranged Substitute or Requested Substitute** you will be prompted to enter one of the following: Substitute's SubFinder generated ID Number, the Substitute's Employees Number, or the Substitute's Name. Click **Continue**.

*After you have confirmed that the information that you entered is correct, click **Confirmed Add Job**.* If the information is not correct, click the back button in your Web Browser and re-enter the correct information. You may also click the cancel button and re-enter the absence information altogether.

Once you have entered and confirmed that the information is correct, you will be given a Job Number which will be located at the top of the screen; write the job number down for future reference. If this job was entered as a pre-arranged job, you will want to provide the substitute with the job number as well.

You will now be given the opportunity to leave special instructions for the substitute. It is strongly recommended that you leave pertinent information under special instructions for example: grade level, subject area, location of lesson plans/supplies, special parking instructions, or other information that would help the substitute covering your absence. Do not leave your lesson plans in the Special Instructions section. To leave Special Instructions, click the **YES** button. After typing the special instructions click **Save Job Message**. If you do not want to leave Special Instructions click the **NO** button.

ABSENCE REVIEW/JOB REVIEW

To review your absences, click the **Job Review** button. You may review your absences by Substitute, Date, or Date Range, Type of Absence, or Status (i.e., filled, unfilled, etc.) Make the appropriate selections and then click **Run Request**. If you do not want to filter the information, simply leave all the boxes unchecked and select **Run Request**; all of the absences for the current year will be shown.

If you need to **CANCEL** an Absence/job, click the **CANCEL** button that is displayed next to each future absence. A screen pops up to verify that you do, if fact wish to cancel the absence, click **OK**. If you select **OK** and the job had already been accepted by a substitute, SubFinder will ask you if you want it to notify the substitute of the cancellation – **respond OK if you want the system to attempt to call the substitute and deliver a cancellation notice**. If you do not wish to cancel the absence, select the **CANCEL** button to exit.

PERSONAL INFORMATION

To review personal information, click the **PERSONAL INFO** button. You will then see several tabs, which include General Information, Address, Certification, and Leave Control. This information is **VIEW ONLY** – you cannot make changes. Chesapeake Public Schools does not use the Certification of Leave Control Tab – there will be no information located under these tabs in your record.

LOG OUT

When you are ready to leave WebConnect, click the **LOG OUT** button. To log back in, click the hyperlink **LONG IN AGAIN**.

