

# CRS Incorporated's



## SUBSTITUTE EMPLOYEE INSTRUCTIONS

**CHESAPEAKE PUBLIC SCHOOLS  
PERSONNEL OFFICE  
757-547-0001 OR 757-547-0107  
FAX # 757-547-0252**



## SUBFINDER SYSTEM (757) 312-0076

or

WebConnect – [www.cpschools.com](http://www.cpschools.com)  
Top Picks - SubFinder

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

**SubFinder may be accessed from a touch-tone telephone or through the Internet/WebConnect**

### 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 jobs.

**WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.**

### WHEN SUBFINDER CALLS YOU

#### To Offer You a Job

SubFinder will call and ask for your PIN followed by the pound sign (#), or press star (\*) if you do not wish to receive any more calls during *this* calling period.

If you chose to enter your PIN, followed by the pound sign, SubFinder will describe an available job.

To hear special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To continue	<b>Press 5</b>

Once you press 5

To accept the job	<b>Press 1</b>
To hear the job again	<b>Press 2</b>
To reject the job	<b>Press 9</b>

If you press 1 to *accept* the job, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

To hear special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To hear directions to the site	<b>Press 3</b>
To continue	<b>Press 5</b>

If you press 2 or 3, the appropriate information will be provided. If you press 5, you will be given two options.

To hear the job again	<b>Press 2</b>
To end this call	<b>Press 9</b>

If you press 9 to *reject* the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

#### To Notify You of a Job Cancellation

When a job has been canceled, SubFinder will call you with notification. You will hear "This is notification of a job cancellation". Enter your PIN followed by the pound sign (#).

SubFinder will play the information for the job that has been canceled, including the job number.

To acknowledge the cancellation	<b>Press 1</b>
To hear the cancellation again	<b>Press 2</b>

### WHEN YOU CALL SUBFINDER

#### YOUR MAIN MENU

To Review Current Assignments	<b>Press 1</b>
To Review Available Jobs	<b>Press 2</b>
To Cancel an Assignment	<b>Press 3</b>
To Report an Absence	<b>Press 4</b>
To Review Personal Information	<b>Press 5</b>
To Pre-Register for the next school year	<b>Press 7</b>
To Leave the SubFinder System	<b>Press 9</b>

You will hear the Pre-Register option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

#### MAIN MENU OPTION #1 TO REVIEW CURRENT ASSIGNMENTS

<b>From the Main Menu</b>	<b>Press 1</b>
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SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

To hear the special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To hear directions to the site	<b>Press 3</b>
To continue	<b>Press 5</b>

If you press 5, you will be given these options.

To hear the job details again	<b>Press 2</b>
To hear the next job	<b>Press 3</b>
To cancel this job	<b>Press 4</b>
To return to the Main Menu	<b>Press 9</b>

If you press 4, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

#### MAIN MENU OPTION #2 TO REVIEW AVAILABLE JOBS

<b>From the Main Menu</b>	<b>Press 2</b>
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SubFinder will describe an available job, if any exist, followed by one or more of the following options

To hear special instructions	<b>Press 1</b>
To hear the itinerant schedule	<b>Press 2</b>
To continue	<b>Press 5</b>

Once you press 5

To accept the job	<b>Press 1</b>
To decline the job	<b>Press 2</b>
To hear the job again	<b>Press 3.</b>
To hear the next job	<b>Press 4</b>
To return to the Main Menu	<b>Press 9</b>

If you press 1 SubFinder will repeat the job information, followed by the **JOB NUMBER**.

If you press 2 you are **REJECTING** this job. SubFinder will not offer you this job or call you on this job again. After you press 2 SubFinder will describe the next available job, if any exist, followed by the same options described above.

If you press 4 SubFinder will describe the next available job, if any exist, followed by the same options described above.

#### MAIN MENU OPTION #3 TO CANCEL AN ASSIGNMENT

<b>From the Main Menu</b>	<b>Press 3</b>
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Enter the **JOB NUMBER** followed by the pound sign (#).

SubFinder will play the job information.	
To cancel this job	<b>Press 1</b>
To return to the Main Menu	<b>Press 9</b>

If you press 1 SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

#### MAIN MENU OPTION #4 TO REPORT AN ABSENCE

<b>From the Main Menu</b>	<b>Press 4</b>
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Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

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

**Step 2:** Enter the time the absence begins (HHMM) followed by the pound sign (#). If the absence begins at the start of the work day, press star (\*). If you enter a specific time:

For A.M.	<b>Press 1</b>
For P.M.	<b>Press 2</b>

**Step 3:** Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (\*).

**Step 4:** Enter the time the absence ends (HHMM) followed by the pound sign (#). If the absence ends at the end of the work day, 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**

**Step 5:** SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

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

**GET THE REVISED JOB NUMBERS**

**ALWAYS WAIT FOR THE REVISED JOB NUMBERS BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.**

**MAIN MENU OPTION #5  
TO REVIEW PERSONAL INFORMATION**

**From the Main Menu **Press 5****

SubFinder will play the Personal Information Menu

To review your phone number **Press 1**  
To review your name recording **Press 2**  
To review the days of the week you can work **Press 3**  
For the date range menu **Press 4**  
To hear your employee ID **Press 5**  
To return to the Main Menu **Press 9**

**(1) To Review Your Phone Number**

SubFinder will play your phone number.

If your phone number is correct **Press 1**  
To change your phone number **Press 2**

If you press **2**, enter the area code and phone number followed by the pound sign (#). SubFinder will repeat the number.

If your phone number is correct **Press 1**  
To change your phone number **Press 2**

**(2) To Review Your Name Recording**

SubFinder will play your name as it is recorded.

If your name is recorded correctly **Press 1**

To re-record your name **Press 2**

If you press **2**, record your name after the tone. When you are finished, press the pound sign (#). SubFinder will repeat your name.

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

**(3) To Review the Days of the Week You Can Work**

To review your availability for

Sunday **Press 1**  
Monday **Press 2**  
Tuesday **Press 3**  
Wednesday **Press 4**  
Thursday **Press 5**  
Friday **Press 6**  
Saturday **Press 7**  
To return to the Main Menu **Press 9**

After choosing a day, that day's availability will be played.

If you would like to change your availability **Press 1**  
To use this schedule for another day of the week **Press 2**  
To return to the previous menu **Press 9**

If you press **1** SubFinder will ask "Are you normally available to work on (day of the week)?"

If yes **Press 1**  
If no **Press 2**  
For mornings only (6 am until 12 pm) **Press 3**  
For afternoons only (12 pm until 6 pm) **Press 4**  
To enter specific hours **Press 5**

If you press **1, 2, 3, or 4** SubFinder will repeat the schedule that applies to your choice.

If you would like to change your availability **Press 1**  
To use this schedule for another day of the week **Press 2**  
To return to the previous menu **Press 9**

If you press **5** for Special Hours:

**Step 1:** Enter the earliest time (HHMM) that you will be available followed by the pound sign (#). If you will be available from the start of the day, press star (\*). If you enter a specific time:

For A.M. **Press 1**  
For P.M. **Press 2**

**Step 2:** Enter the latest time (HHMM) that you will be available followed by the pound sign (#). If you will be available until the end of the day press star (\*). If you enter a specific time:

For A.M. **Press 1**  
For P.M. **Press 2**

**Step 3:** Enter the minimum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (\*).

**Step 4:** Enter the maximum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (\*).

SubFinder will repeat the schedule you entered.  
If you would like to change your availability **Press 1**  
To use this schedule for another day of the week **Press 2**  
To return to the previous menu **Press 9**

**(4) For the Date Range Menu**

To add an UNAVAILABLE date range **Press 1**  
To add a DO NOT DISTURB date range **Press 2**  
To review a date range **Press 3**  
To return to the Main Menu **Press 9**

**(1) To Add an Unavailable Date Range**

**Step 1:** Enter the first date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable beginning today, press star (\*).

**Step 2:** Enter the beginning time (HHMM) that you will be unavailable followed by the pound sign (#). If you will be unavailable from the start of the day, press star (\*). If you enter a specific time:

For A.M. **Press 1**  
For P.M. **Press 2**

**Step 3:** Enter the last date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for only a single day, press star (\*).

**Step 4:** Enter the time (HHMM) that you will be available again, followed by the pound sign (#). If you will be unavailable through the end of the day, press star (\*). If you enter a specific time:

For A.M. **Press 1**  
For P.M. **Press 2**

Substitute Finder will repeat your unavailable date range.  
If correct **Press 1**  
If incorrect **Press 2**

If you press **1** SubFinder will respond "To continue receiving calls during this period, press **1**, otherwise press **2**." Pressing **2** will add a **Do Not Disturb** to the date range as well.

**(2) To Add a Do Not Disturb Date Range**

**Step 1:** Enter the first date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called starting today, press star (\*).

**Step 2:** Enter the beginning time (HHMM) that you don't want to be called followed by the pound sign (#). If you don't want to be called from the start of the day, press star (\*). If you enter a specific time:

For A.M. **Press 1**  
For P.M. **Press 2**

**Step 3:** Enter the last date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called for only a single day, press star (\*).

**Step 4:** Enter the time (HHMM) that you wish to receive calls again, followed by the pound sign (#). If you don't want to be called until the end of the day, press star (\*). If you enter a specific time:

For A.M. **Press 1**  
For P.M. **Press 2**

SubFinder will repeat the Do Not Disturb date range.

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

**(3) To Review a Date Range**

SubFinder will play your most current date range, if any exist.

To hear the date range again **Press 2**  
To hear the next date range **Press 3**  
To remove the date range **Press 4**  
To return to the Main Menu **Press 9**

If you press **4**, SubFinder will ask for confirmation.

If you are sure you want to remove this date range **Press 1**  
Otherwise **Press 2**

**(5) To Hear Your Employee ID**

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

**You DO NOT use this number to identify yourself when you call SubFinder.**