

SubFinder Directions for Teachers and Parapros

YOUR PIN/PASSWORD IS: 100 + LAST 6 DIGITS OF SS# (100#####)

SubFinder phone Number: 1-855-327-0571

Step 1: REGISTRATION (check your information on the phone to make sure it is recorded correctly even if you worked with CCPS last year)

Registration can ONLY be done on the phone

Call in at 1-855-327-0571 (toll-free)

PIN/password: 100 + last 6 digits of your SS# (100#####) and press #

Then record your name and press #

Select option 4 to review your Personal Information

1) If you are listed at the wrong school or job position:

Please e-mail Beverly Croy at beverly.croy@clayton.k12.ga.us

2) If you need to record your name again, select option 4 and then press 1

Step 2: SubFinder Online

After you have registered in the phone

You will be able to access the WebConnect

Go to www.clayton.k12.ga.us

Look under “Staff” and “Subfinder WebConnect”

User I.D.: ONLY your LAST name

(if it is hyphenated, include the hyphen)

Password: 100 + last 6 digits of your SS# (100#####)

Please access the tutorial available once you access SubFinder online to guide you through the system.

Are you LOCKED OUT?

IF YOU EXCEED 3 INCORRECT ATTEMPTS TO LOG ON TO SUBFINDER ONLINE, YOU WILL BE LOCKED OUT. CLOSE THE INTERNET AND REOPEN THE PROGRAM TO UNLOCK THE PASSWORD

Step 3: Email Notifications

Go to the address tab in your personal information online to add your email address. You will receive email notifications when your absence has been filled, if a substitute cancels, and if a sub leaves a note for you.

**Use SubFinder online whenever possible to enter your absences and include Special Instructions
If the SubFinder phone lines are busy, you can still access online.**

SUBSTITUTE WORKING HOURS

**Substitute Hours are limited to 7 hour days for up to
4 days a week (28 hours)**

**If you need to be absent for 5 days consecutive, you will need to enter
2 separate absences: 4 days and 1 day.**

**It will require different substitutes to work the consecutive days.
You will not be able to request the same sub for all 5 days.**

Half Day hours for substitutes are 3.5 hours.

Teacher/Parapro Hours	School/Location	Substitute Hours	SUBS Half day Threshold
7:15 a.m. to 3:15 p.m.	Elementary Schools	7:30 a.m. to 2:30 p.m.	11:00 a.m.
7:45 a.m. to 3:45 p.m.	Unidos Elementary	8:00 a.m. to 3:00 p.m.	11:30 a.m.
8:15 a.m. to 4:15 p.m.	Middle including Unidos MS	8:45 a.m. to 3:45 p.m.	12:15 p.m.
7:45 a.m. to 3:45 p.m.	High Schools	8:15 a.m. to 3:15 p.m.	11:45 a.m.
7:00 a.m. to 3:00 p.m.	Eddie White Academy	7:30 a.m. to 2:30 p.m.	11:00 a.m.
8:15 a.m. to 4:15 p.m.	Elite Scholar Academy	8:45 a.m. to 3:45 p.m.	12:15 p.m.
7:45 a.m. to 3:45 p.m.	Stilwell School of Fine Arts	8:15 a.m. to 3:15 p.m.	11:45 p.m.
7:45 a.m. to 3:45 p.m.	Open Campus	8:15 a.m. to 3:15 p.m.	11:45 p.m.
7:00 a.m. to 3:00 p.m.	Open Campus	7:30 a.m. to 2:30 p.m.	11:00 a.m.
8:00 a.m. to 4:00 p.m.	Open Campus	8:30 a.m. to 3:30 p.m.	12:00 p.m.

Schools must develop a plan to cover the classes during absences when the substitute hours are not in effect.

Long-term assignments (maternity leave, military leave, FMLA, etc.) are excluded from the 4 day limit for substitutes. These assignments will have to be entered in the SubFinder system by the office staff at the school or Beverly Croy at the SubFinder help desk beverly.croy@clayton.k12.ga.us. The sub will need to be prearranged.

An assignment MUST be in the SubFinder whenever a sub is working. This must be entered before the sub comes in to work in order to determine the sub has not reached the limit of hours to work for that week. (28 hours per week)

Make sure you enter the correct dates/times for the absence. Gas prices are high. Subs do not need to drive and not get paid due to your mistake

SPECIAL INSTRUCTIONS

Whenever possible, please use the option for “Special Instructions” when submitting your absence. You can give helpful information to the sub such as:

Lesson Plans (these can be attached to the absence online. See the tutorial to guide you on this process)

What subject or grade you teach

Special Dress for the Day, Field day, Field trip,

Parking Place Location

Morning or Afternoon Duty

Itinerant schedule during the assignment

SPECIAL ED POSITIONS: Always give special instructions to let the sub be aware what is involved such as lifting, diaper changing, feeding tubes, etc.

ITINERANT EMPLOYEES

IF YOU WORK AT MORE THAN ONE SCHOOL, YOU MUST INCLUDE SPECIAL INSTRUCTIONS IN ORDER TO NOTIFY THE SUB OF THE DIFFERENT LOCATIONS OTHERWISE, THEY ONLY HEAR/SEE YOUR HOME SCHOOL

****Sometimes subs are dropped off for the day so they need to be aware when travel is involved in an assignment**

Name changes:

The typed name will be updated at the SubFinder office but the phone recording needs to be changed by you. Call 1-855-327-0571. Go to option 4 for personal information to record your name again.

When the system calls the substitute

The times that the system is set up to automatically call subs are as follows:

4:30 p.m. until 10:00 p.m. This call-out is for the next day or future dates.

5:30 a.m. until 12:15 p.m. This call-out is for assignments for the current date.

Tips for Reporting an Absence

*Please report your absence **ASAP** to have a better chance in securing a sub.*

Substitutes can only be requested for either a half day (3.5 hours) or full day (7 hours). If your absence involves different hours, the school will need to cover the class from within the staff. If you have questions, speak to the SubFinder Contact at your location or contact the SubFinder Help Desk at beverly.croy@clayton.k12.ga.us If your absence involves a "planning period", the Substitute is still supposed to work at the school during those periods.

Substitutes are not to work during Pre-planning, workdays, or post-planning. Please enter absences for those days as "no substitute required".

IF YOU CALL IN AN ABSENCE **AFTER 10:00 P.M.**, THE SYSTEM DOES NOT BEGIN CALLING OUT ON IT UNTIL **5:30 A.M.** *This can make it difficult to secure a sub on "busy" days where we need a high amount of subs throughout the county.*

Requesting a sub: When you **Request** a **specific** sub, the system will call that person exclusively until it is **12 hours** before the assignment begins. At the **12 hour** point, if it has not contacted the requested sub, the system will begin calling other subs. **If it is already 12 hours or less before the assignment begins when you enter the absence, SubFinder will only try the requested sub one time and then begin calling other substitutes.**

Personal Leave: YOU MUST HAVE APPROVAL FROM THE ADMINISTRATION PRIOR TO REPORTING AN ABSENCE AS PERSONAL LEAVE. *Personal Leave are not "extra" days, they are taken from your sick leave but require prior approval to use them.*

Two hour before the start of their workday, employees are no longer able to report an absence for that day. At that point, it can only be done by office personnel from the school or by the SubFinder Help Desk.

Twelve hours before the start of an absence, employees are no longer able to cancel the absence. At that point, it can only be done by office personnel from the school or by the SubFinder Help Desk.

**Beverly Croy
SubFinder Operator**

Help Desk 678-479-2651

beverly.croy@clayton.k12.ga.us