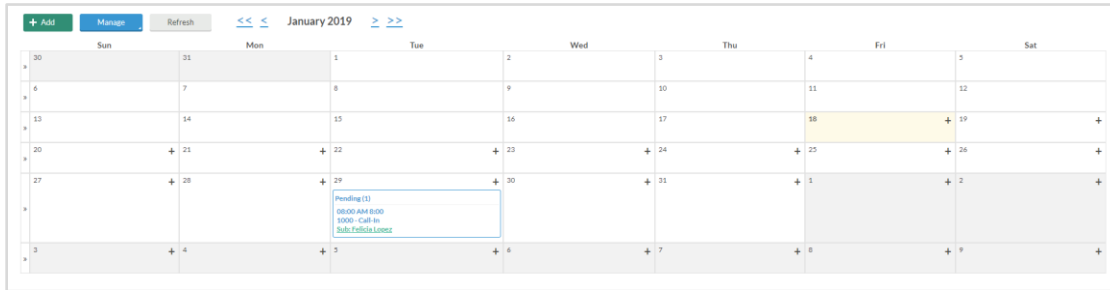




SUBSEARCH PLUS FOR TEACHERS

Teachers can easily log into TimeClock Plus to request substitutes for days that they may be taking off. In addition, if a teacher really likes a certain substitute or substitutes, they can create a list of preferred subs.

Entering Substitute Requests



Teachers can easily set dates, times, and the number of days requested off.

1. Enter a valid employee ID number into the field labeled **ID Number**. Click the gray button labeled **Log On To Dashboard**.
2. Select **Requests** from the menu, and select either **Calendar** or **List**.
3. Click the + icon in the upper right corner of the day being requested off.
4. Enter the following information in the **Add Employee Request** window:
 - **Date requested:** Use the date range picker to choose the date being requested off.
 - **Start time:** Enter the time that the segment requested off begins (e.g. 8:00 a.m.).
 - **Hours:** Enter the number of hours requested off.
 - **Days:** Select the number of days requested off.



TIMECLOCK PLUS

- **Leave Code:** Choose one of the leave codes or leave groups from the drop-down menu.
- **Requires substitute:** If the software includes the SubSearch Plus module, this checkbox will fill automatically.

Click **Save**. An Add Substitute Requirement window should appear. Here, you can specify the exact times for the substitute requirement.

5. Click **Edit** above the requirement to open the **Edit Substitute Staffing Segment** window, to set further details for the sub requirement:

- The dates and times in and out can be edited as needed, as well as the job code.
- **Requested Qualifications:** The teacher can request subs with specific qualifications.



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- **Requested Sub:** Selecting a sub here allows the sub to be added to a teacher's Preferred Subs list, and allows the selected sub to receive notifications about this assignment ahead of other subs.
 - **Administrator note:** A teacher can include special notes for administrators to view.
 - **Substitute note:** A teacher can include special notes for the substitute.
6. Once complete, click **Save** at the bottom of the Edit Substitute Staffing Segment window.
 7. Click **Save** again at the bottom of the **Add Substitute Requirement** window.
 8. The calendar should now have a pending notification within it.
 - If a substitute is not yet found, a red text message reading "Sub: Not Found" appears.
 - If a substitute is found, a green text message reading "Sub: ___" appears.

28	+	29	+
Pending (1)		Pending (1)	
08:00 AM 8:00		08:00 AM 8:00	
1000 - Call-In		1000 - Call-In	
Sub: Not Found		Sub: Felicia Lopez	

EXAMPLE

Roger is a teacher at Harden High School. Early in the year, he has to have a dentist appointment in a city about two hours away. He submits a request for time off. This request goes to his principal Joe. Because Joe set up the notifications system from earlier, the software sends notifications to the appropriate parties once the segment is available and filled.



SETTING A PREFERRED SUBSTITUTE

Teachers also have the chance to choose a Preferred Substitute. It is a simple process for a coverable employee to enable this feature.

1. Enter a valid Employee ID number into the field labeled ID Number. Then, click **Log On To Dashboard**.
2. Navigate to **View > Preferred Subs**.
3. Select the green **Assign** button in the upper-right corner of the screen. This opens the **Assign Preferred Subs** window.
4. Fill the checkbox adjacent to the name of the desired sub(s). Click the blue **Assign** button in the lower-right corner.

Assign Preferred Subs

Search

Showing 1 records of 1 Selected 1 records

<input checked="" type="checkbox"/>	First Name	Last Name↑
<input checked="" type="checkbox"/>	Felicia	Lopez

Cancel Assign