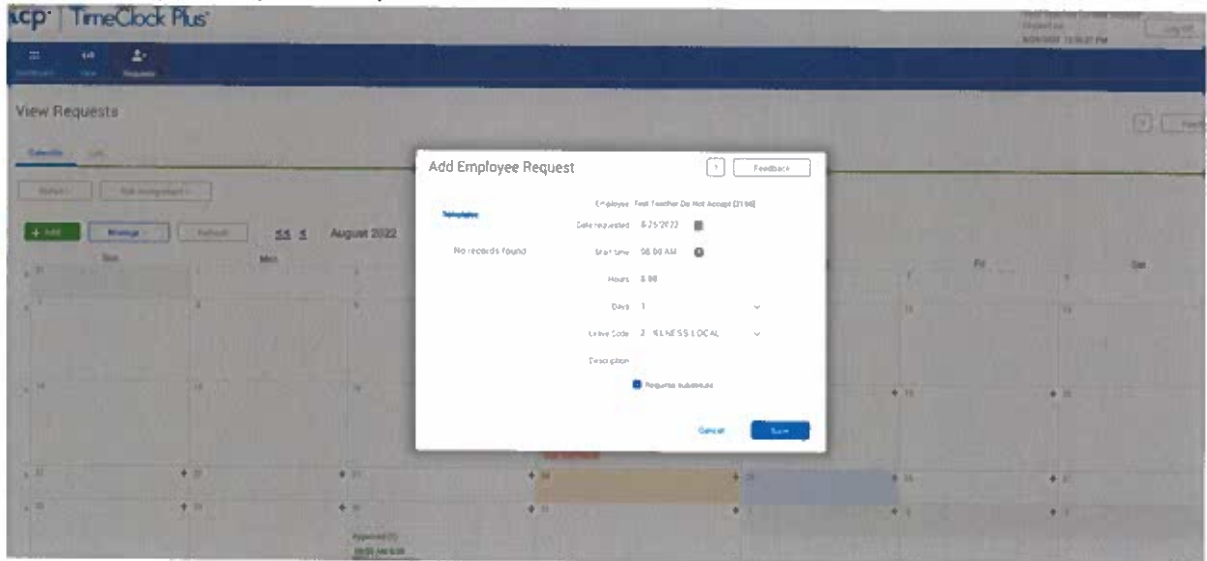
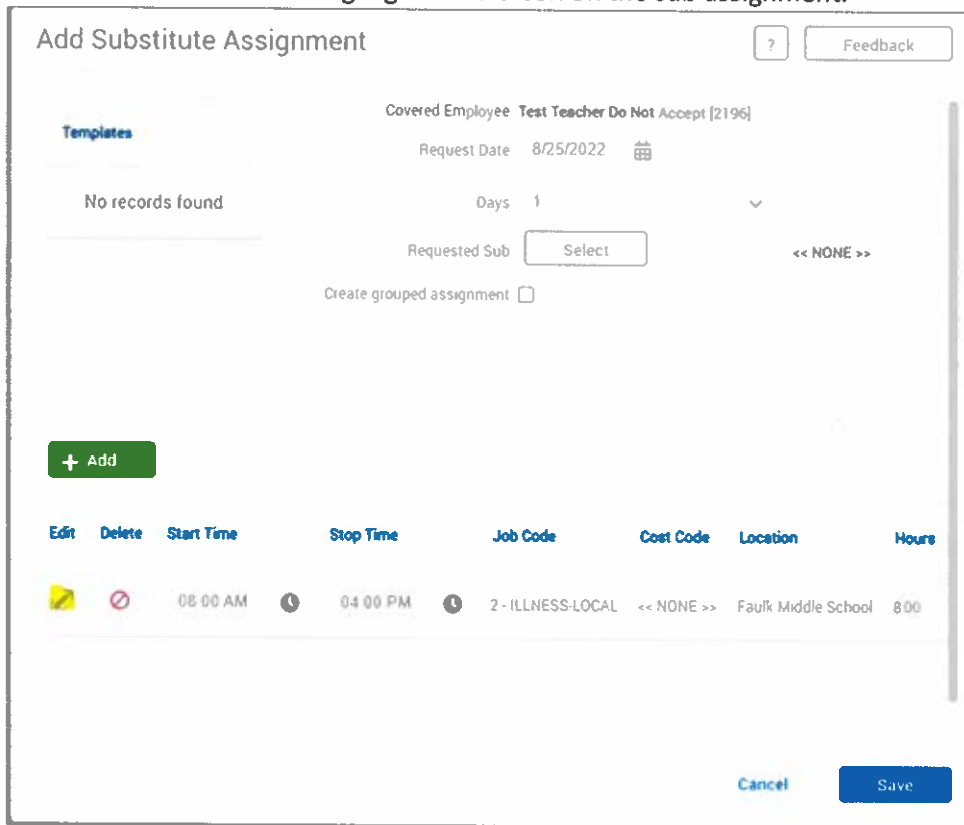


Leaving a Note on a Request for a Sub

1. Add your request as you usually would from this screen in Webclock:



2. When you hit save, you will come to a new screen for adding the sub assignment, it should look similar to below. Click the highlighted edit icon on the sub assignment:



3. On the next screen, you have **two** note fields. One for the timekeepers and one for the substitutes. To leave notes for the sub (such as grade, subject, etc) you will need to type this out under the **Substitute Note** field like below. After doing that, you should be able to save everything, and that note will show up on the substitute assignments:

Edit Staffing Segment Template

? Feedback

Start time 08:00 AM ⓘ

Stop time 04:00 PM ⓘ

Covered job code 2 - ILLNESS-LOCAL ▾

Covered cost code Unspecified Cost Code ▾ Select

Location Faulk Middle School ▾

Requested Qualifications Select << NONE >>

Administrator Note

Substitute Note
Reading, 4th Grade

Cancel Save