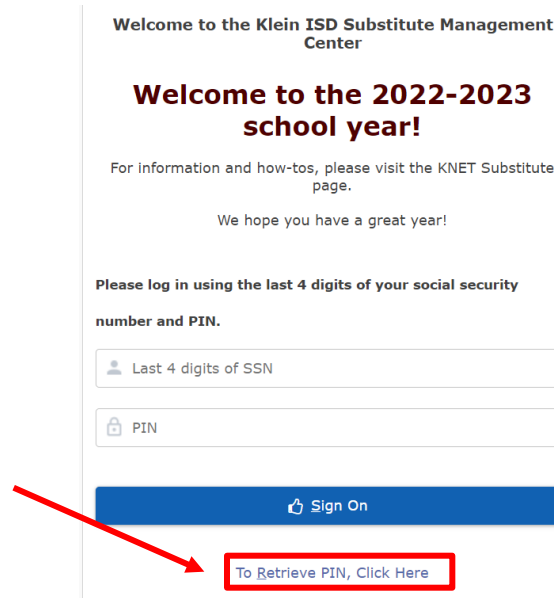


Substitute Employee Service Center How to Guide

This document is intended for use by Klein ISD Substitutes

To log in to the Substitute Employee Service Center you will need to create a PIN. To create a PIN, click the blue **Retrieve Pin** link at the bottom of the logon screen:



Welcome to the Klein ISD Substitute Management Center

Welcome to the 2022-2023 school year!

For information and how-tos, please visit the KNET Substitute page.

We hope you have a great year!

Please log in using the last 4 digits of your social security number and PIN.

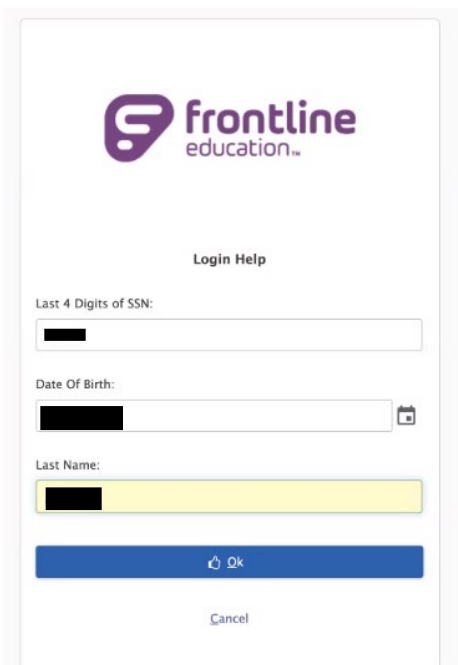
Last 4 digits of SSN

PIN

Sign On

To Retrieve PIN, Click Here

You will then be prompted to enter the Last Four Digits of your Social Security Number, Date of Birth, and Last Name:



frontline education

Login Help

Last 4 Digits of SSN:

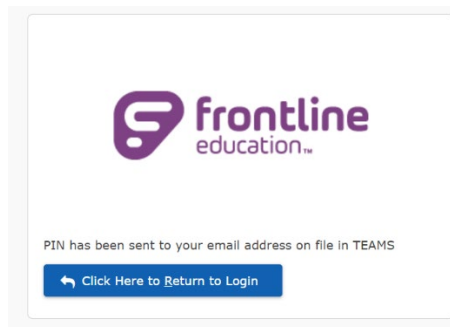
Date Of Birth:

Last Name:

Ok

Cancel

When you select **OK**, you will receive a pop up indicating that your PIN has been sent to your Klein ISD Email.

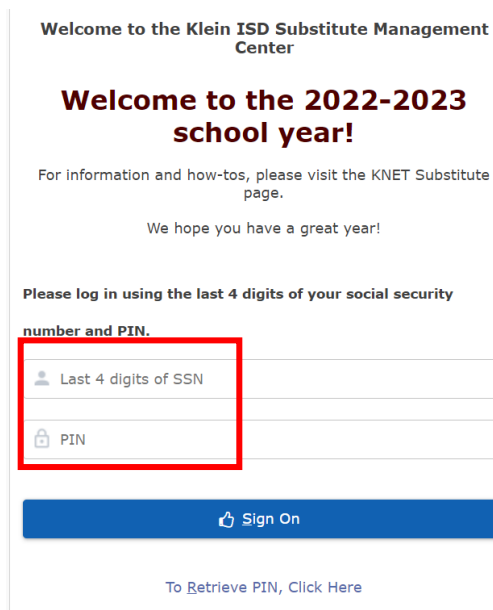


Login to your Klein email to retrieve your PIN. The email will be sent from a donotreply@kleinisd.teams.hosting email address:

From: donotreply@kleinisd.teams.hosting <donotreply@kleinisd.teams.hosting>
Sent: Friday, August 5, 2022 9:11:15 AM
To: [REDACTED]@kleinisd.net>
Subject: Retrieve PIN

For future reference your PIN is [REDACTED]

Return to the log in screen and enter the last four numbers of your social and your new PIN:



Welcome to the Klein ISD Substitute Management Center

Welcome to the 2022-2023 school year!

For information and how-tos, please visit the KNET Substitute page.

We hope you have a great year!

Please log in using the last 4 digits of your social security number and PIN.

Last 4 digits of SSN

PIN

Sign On

To Retrieve PIN, Click Here

Welcome to your new Substitute Employee Service Center Home Screen!

Frontline ERP Klein ISD Substitute Name Here

Employee ID:

Pre-Arranged Jobs

Search for Jobs

Accepted Jobs

Job History

Time Cards

Change PIN

Availability

Do Not Disturb

Location Restrictions

Eligibilities Categories

Documents

Log Off

Employee Service Center

Pre-Arranged Jobs 0 Records

Job Start	Job End	Day	Organization	Location	Times	Employee	Role	Date Last	Courses	Info	Job
Date	Date	Count						Contacted			Title
<div style="display: flex; justify-content: center; gap: 10px;"> Accept Reject </div>											

Pre-Arranged Absence Request Pending 0 Records

Job Start	Job End	Day	Organization	Location	Times	Employee	Role	Date Last	Courses	Info	Job
Date	Date	Count						Contacted			Title
<div style="display: flex; justify-content: center; gap: 10px;"> Reject </div>											

sub.selfserve.prearranged.notes::**Visit Base - District Text Configuration to change the content of this text field**

Support code: EmployeeSubstituteSelfservePreArrangedJobs.jsp

Pre-Arranged Jobs – this screen will show you assignments that have been assigned to you by a Campus Sub Coordinator or Substitute Eligible employee.

Frontline ERP Klein ISD Substitute Name Here

Pre-Arranged Jobs

Employee ID:

Pre-Arranged Jobs

Search for Jobs

Accepted Jobs

Job History

Time Cards

Change PIN

Availability

Do Not Disturb

Location Restrictions

Eligibilities Categories

Documents

Log Off

Pre-Arranged Jobs 1 Record

Job Start	Job End	Day	Organization	Location	Times	Employee	Role	Date Last	Courses	Info
Date	Date	Count						Contacted		
08-05-2022	08-05-2022	1	Financial Services	Central Office	8:00 AM - 5:00 PM		Director - Financial Services	08-05-2022		

Accept
Reject

Pre-Arranged Absence Request Pending 0 Records

Job Start	Job End	Day	Organization	Location	Times	Employee	Role	Date Last	Courses	Info	Job
Date	Date	Count						Contacted			Title
<div style="display: flex; justify-content: center; gap: 10px;"> Reject </div>											

****Please note**** - It is important to Accept or Reject these jobs daily, so that campuses can confirm your commitment.

Frontline ERP Klein ISD Substitute Name Here

Pre-Arranged Jobs

Employee ID: _____

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Time Cards
- Change PIN
- Availability
- Do Not Disturb
- Location Restrictions
- Eligibilities Categories
- Documents

Pre-Arranged Jobs											1 Record
Job Start Date	Job End Date	Day	Count	Organization	Location	Times	Employee	Role	Date Last Contacted	Courses	Info
08-05-2022	08-05-2022	1		Financial Services	Central Office	8:00 AM - 5:00 PM		Director - Financial Services	08-05-2022		

Accept
Reject

Pre-Arranged Absence Request Pending											0 Records	
Job Start Date	Job End Date	Day	Count	Organization	Location	Times	Employee	Role	Date Last Contacted	Courses	Info	Job Title

Reject

When you accept a job, you will receive a confirmation pop up. Please keep that number for your records:

Frontline ERP Klein ISD Substitute Name Here

Pre-Arranged Jobs

Employee ID: _____

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Time Cards
- Change PIN
- Availability
- Do Not Disturb
- Location Restrictions
- Eligibilities Categories
- Documents

Pre-Arranged Jobs											1 Record
Job Start Date	Job End Date	Day	Count	Organization	Location	Times	Employee	Role	Date Last Contacted	Courses	Info
08-05-2022	08-05-2022							Director - Financial Services	08-05-2022		

Accept
Reject

Pre-Arranged Absence Request Pending											0 Records	
Job Start Date	Job End Date	Day	Count	Organization	Location	Times	Employee	Role	Date Last Contacted	Courses	Info	Job Title

Reject

Sub Job Number

Your job number is 162082. Please take note of this important information. Thank you for accepting this assignment.

Ok

Accepted Jobs - Once a Pre-Arranged assignment is accepted, the job can be viewed on this screen.

Frontline ERP Klein ISD Substitute Name Here

Substitute Remove From Job

Employee ID:

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Time Cards
- Change PIN
- Availability

Accepted Jobs 1 Record

Sub Job	Job End	Day	Organization	Location	Times	Employee	Role	Date	Courses
ID	Start Date	Count						Accepted	
162082	08-05-2022	1	Financial Services	Central Office	8:00 AM - 5:00 PM		Director - Financial Services	08-05-2022	

[Cancel Job](#)
[Report Absence](#)

If you are no longer available for an accepted job, please highlight the corresponding row and click Cancel Job.

Search for Jobs – this screen allows you to view available jobs.

Substitute Search Jobs

Employee ID:

There are no job available that match your profile. Please try again later.

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Time Cards

Jobs 0 Records

Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Courses	Info	Job Title
Accept Refresh										

Job History – this screen allows you to view 60 days of past or future job assignments.

Frontline ERP Klein ISD Substitute Name Here

Substitute Jobs History

Employee ID:

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Time Cards
- Change PIN
- Availability
- Do Not Disturb
- Location Restrictions
- Eligibilities Categories
- Documents

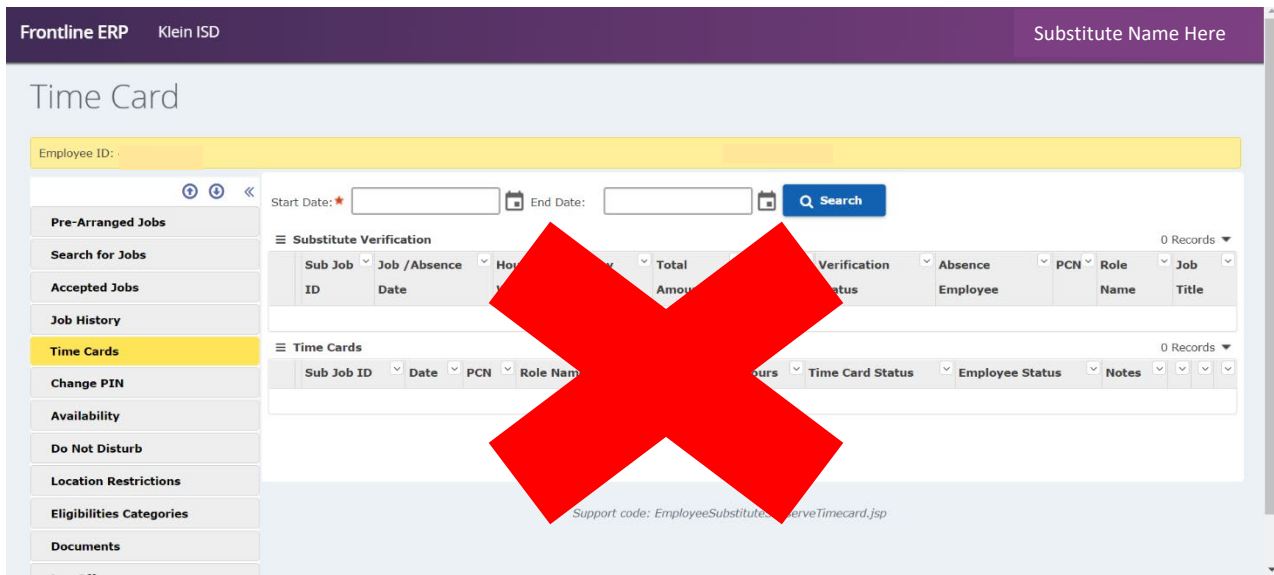
Substitute Jobs History 1 Record

Substitute Job Id	Job Start Date	Job End Date	Organization	Location	Times	Employee	Role	Job Title
162082	08-05-2022	08-05-2022	Financial Services	Central Office	8:00 AM - 5:00 PM		Director - Financial Services	Director - Budget

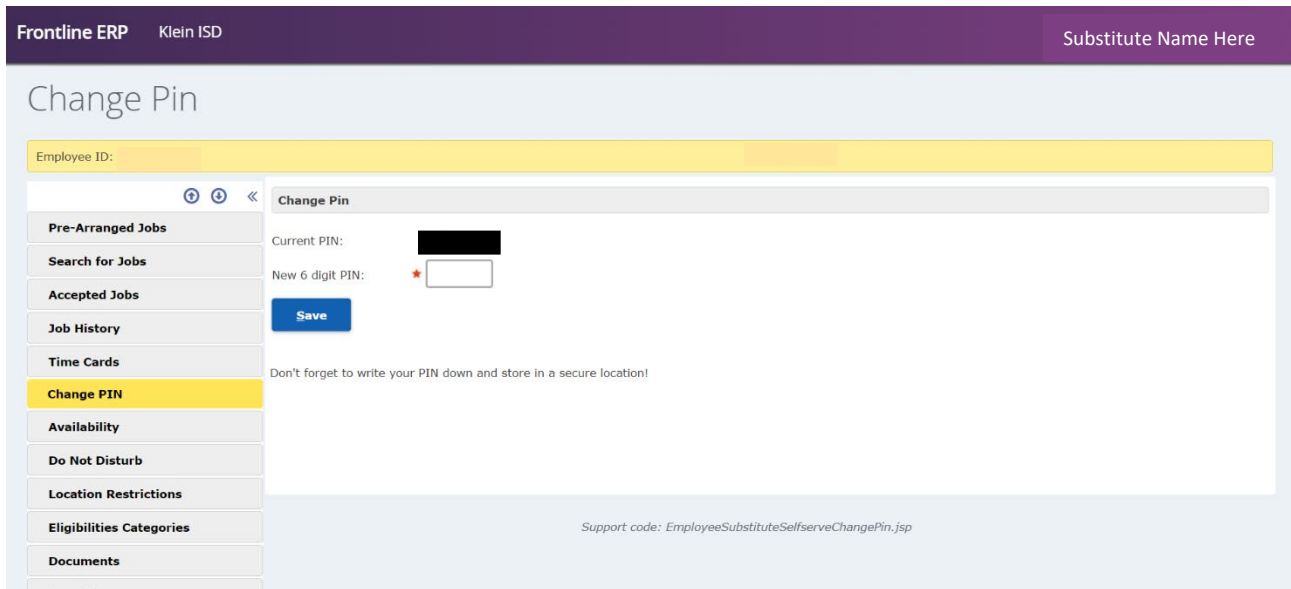
[Cancel Job](#)
[Next 60 days](#)
[Previous 60 days](#)

Support code: EmployeeSubstituteSelfserveJobsHistory.jsp

Time Cards - Please disregard this tab. This screen does not impact or drive any of your pay details.



Change Pin – this screen allows you to change your PIN number at any time.



Availability – on this screen you can manage the days you are available to substitute.

Frontline ERP Klein ISD Substitute Name Here

Substitute Availability

Employee ID: _____

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Time Cards
- Change PIN
- Availability
- Do Not Disturb
- Location Restrictions
- Eligibilities Categories
- Documents
- Log Off

Calendar: August, 2022
 << Today >>
 Wk Sun Mon Tue Wed Thu Fri Sat
 31 1 2 3 4 5 6
 32 7 8 9 10 11 12 13
 33 14 15 16 17 18 19 20
 34 21 22 23 24 25 26 27
 35 28 29 30 31
 Select date

Mon, Aug 8, 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Available	Available	Available	Available	Available	
7	8	9	10	11	12	13
	Available	Available	Available	Available	Available	
14	15	16	17	18	19	20
	Available	Available	Available	Available	Available	
21	22	23	24	25	26	27
	Available	Available	Available	Available	Available	
28	29	30	31			

If you are not available for a particular date or set of dates, click the blue **AVAILABLE** button to change your availability status.

Frontline ERP Klein ISD Substitute Name Here

Substitute Availability

Employee ID: _____

- Pre-Arranged Jobs
- Search for Jobs
- Accepted Jobs
- Job History
- Time Cards
- Change PIN
- Availability
- Do Not Disturb
- Location Restrictions
- Eligibilities Categories
- Documents

Calendar: August, 2022
 << Today >>
 Wk Sun Mon Tue Wed Thu Fri Sat
 31 1 2 3 4 5 6
 32 7 8 9 10 11 12 13
 33 14 15 16 17 18 19 20
 34 21 22 23 24 25 26 27
 35 28 29 30 31
 Select date

Start Date: 08-08-2022 End: 08-08-2022
 Date: _____
 Are you available any portion of this day? Yes No

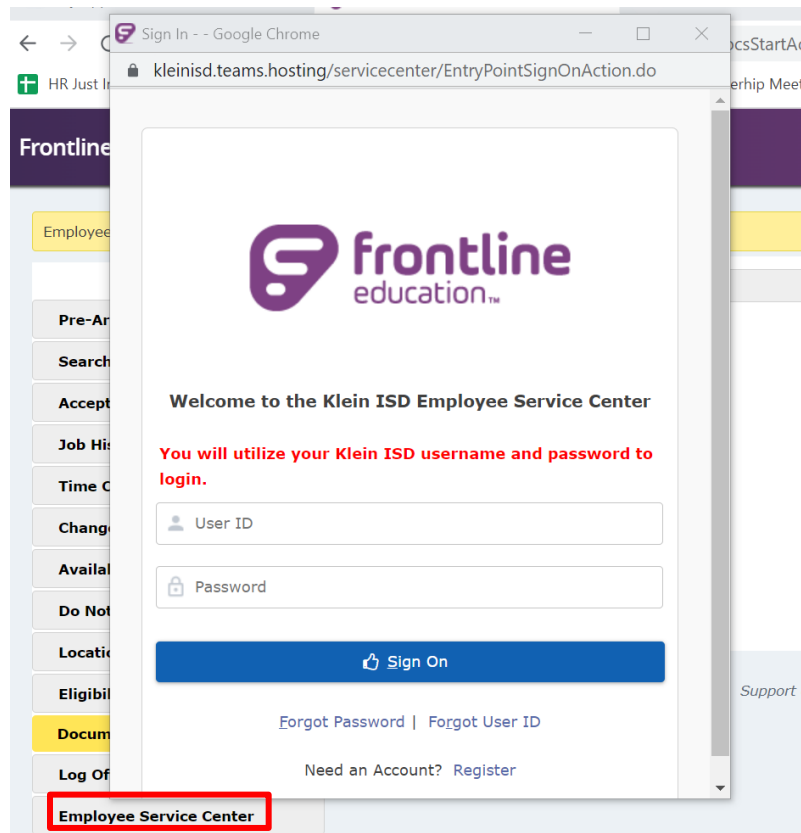
Available
Cancel

Mon, Aug 8, 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Available	Available	Available	Available	Available	
7	8	9	10	11	12	13
	Available	Available	Available	Available	Available	
14	15	16	17	18	19	20
	Available	Available	Available	Available	Available	
21	22	23	24	25	26	27
	Available	Available	Available	Available	Available	
28	29	30	31			

Location Restrictions – this screen allows you to note which schools are your preference; however, this will not filter your view of the Available Jobs tab.

Eligibilities Categories – this screen will allow you to see which job categories you are eligible to substitute for in Klein ISD.

You can migrate from your **Substitute Employee Service Center** to your **Employee Service Center** (to view pay stubs, W2s, etc) by clicking the Employee Service Center Tab and logging in.



If you have any questions regarding the above information, please do not hesitate to reach out to **one** of our Substitute Office Team members:

Jessica R. Lopez
Director Fellow
Jlopez5@kleinisd.net

Shannon Collins
Substitute Specialist
scollins2@kleinisd.net

Sheronda Landor
Substitute Office Clerk
slandor1@kleinisd.net