WebConnect User's Guide

For Employees

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WebConnect

Using WebConnect, employees can quickly accomplish routine tasks such as reporting absences and reviewing schedules. The entire workforce has easy-to-use, secure Web browser access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Web.

How Does It Work?

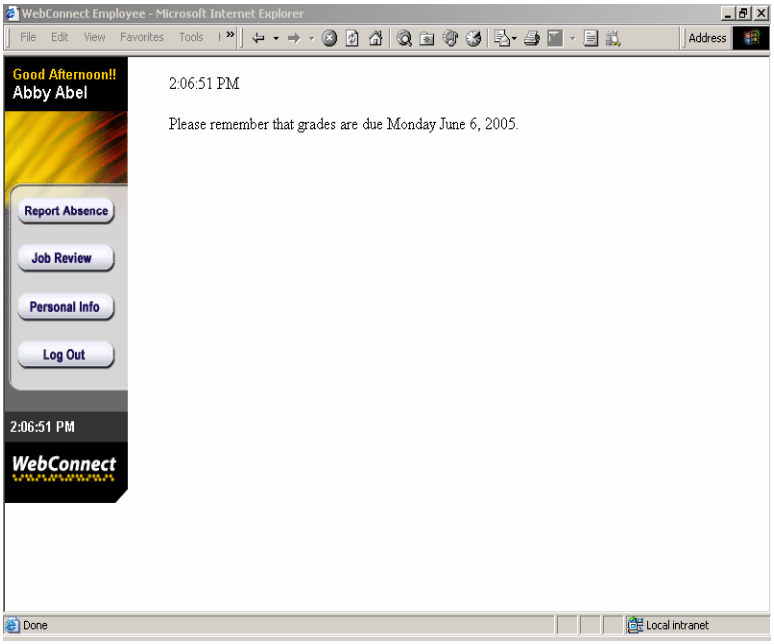
WebConnect works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, whether it is entered through WebConnect or by telephone.

WebConnect is used to access SubFinder from your home or office computer, or any computer as long as you have access to the internet. Simply enter your District's web address for WebConnect in your Internet Browser address line, tap **Enter** on the keyboard, and the WebConnect Log In screen will appear.

System Access

To access WebConnect, simply enter your **Last Name** in the last name field and your Employee **PIN** number in the PIN field. Click the **Submit** button**.**

The welcome window below will appear. Any welcome messages and/or important information from your Site Administrator will be displayed. On the left side of the screen are the buttons that give you access to various options. These include **Report Absence**, **Job Review**, **Personal Info**, and **Log Out**.

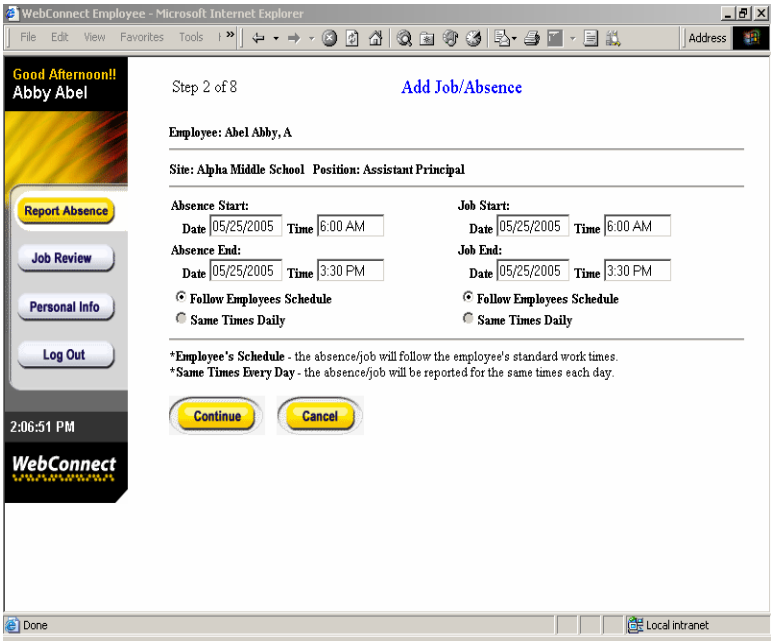


Report an Absence

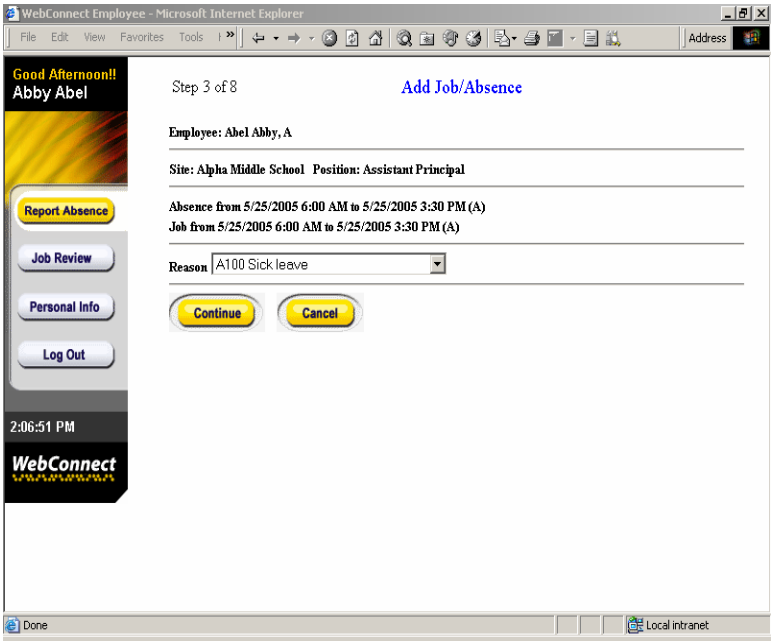
Click the **Report Absence** button and then click **Continue**.

Enter the **start date** and the **end date** of your absence. Enter the start time and the end time of the absence. If the times differ from your normal work times (i.e., a half-day absence), enter the specific times. Next, enter the start and end times for the job in the box located to the right of the absence start and end times. If the job start and end times will differ from absence start and end times, enter the appropriate information.

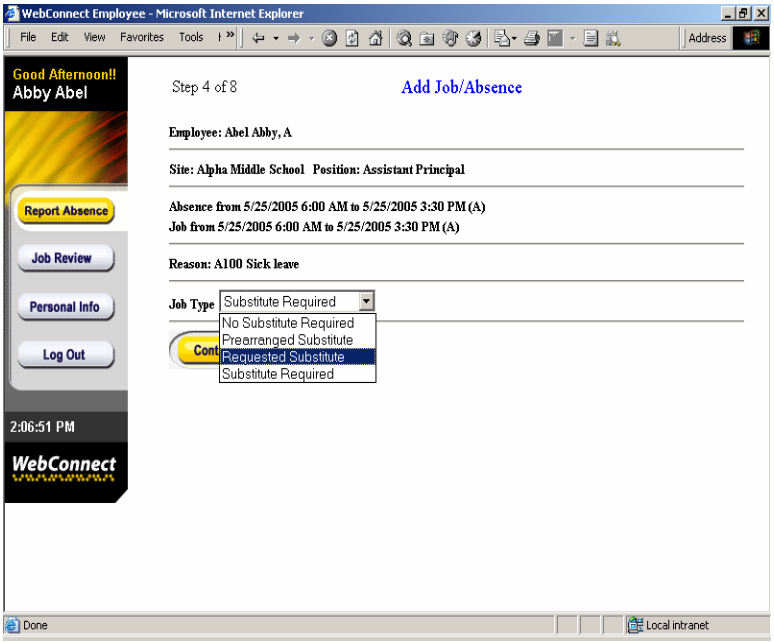
After entering the required absence/job information, you must then specify whether the times will follow your normal employee schedule (i.e. 8:00 am – 4:00 pm) or the same times daily (i.e. multiple half days). Click **Continue**.



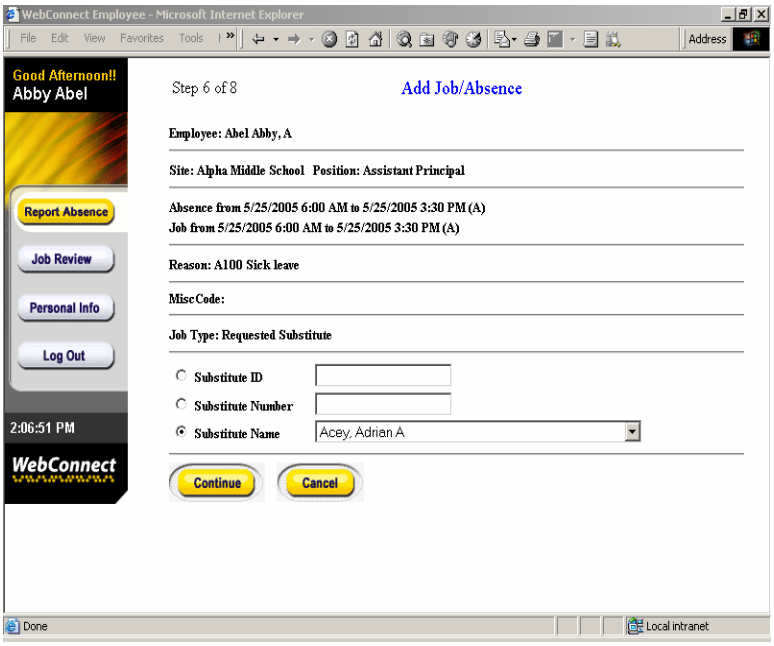
Select an **Absence Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason. Click **Continue**.



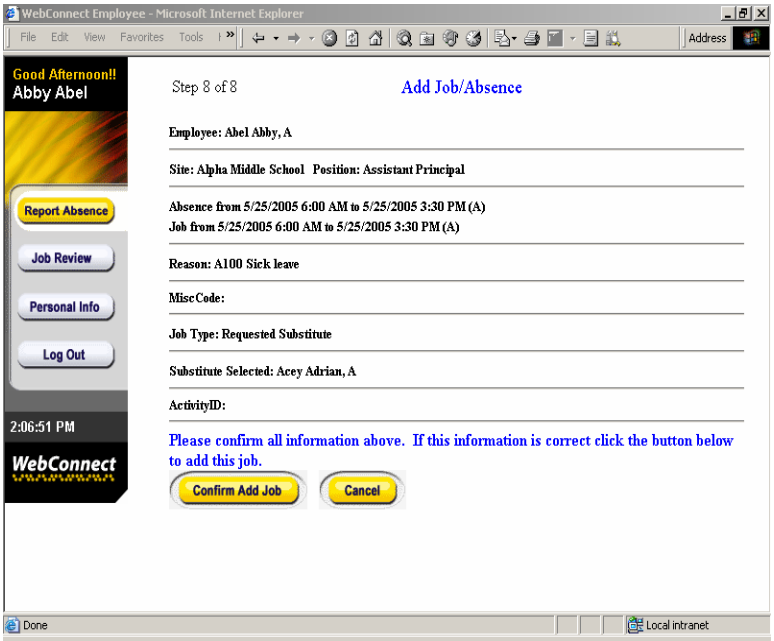
Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, Prearranged Substitute, or Requested Substitute, then click **Continue**.



If you've chosen Prearranged Substitute or Requested Substitute you will be prompted to enter one of the following: Substitute's SubFinder-generated ID Number, the Substitute's Employee Number, or the Substitute's Name. Click **Continue**.

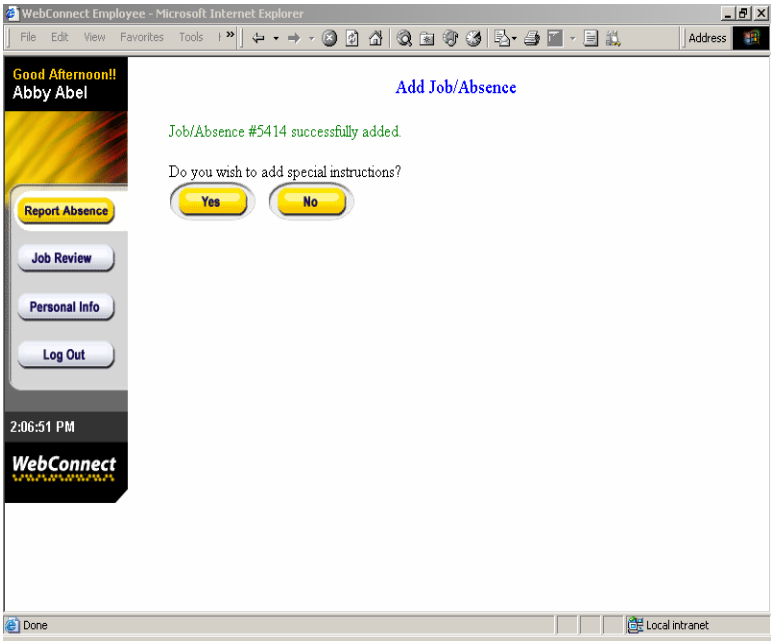


Confirm that all of the information you have entered is correct, then click **Confirmed Add Job**. If the information is not correct, click the **back button** in your Web Browser and re-enter the correct information. You may also click the **Cancel** button and re-enter the absence altogether.

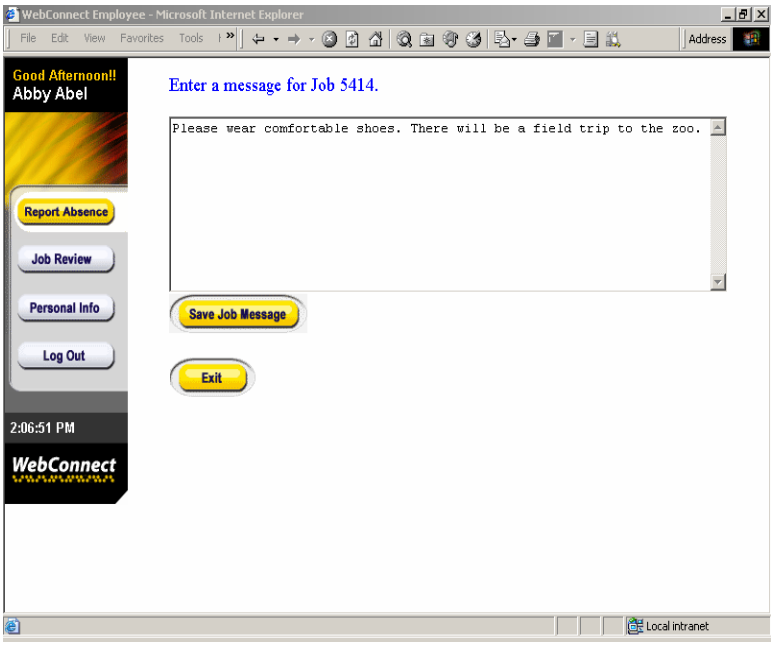


When you have confirmed that the information is correct, you will see the Job Number located at the top of the screen. You must write the Job Number down for future reference. If this is a Pre-arranged

Absence/Job, you will want to provide the substitute with the Job Number as well. You may leave Special Instructions if you wish. To leave Special Instructions, click the **Yes** button. If you do not want to leave Special Instructions click the **No** button.

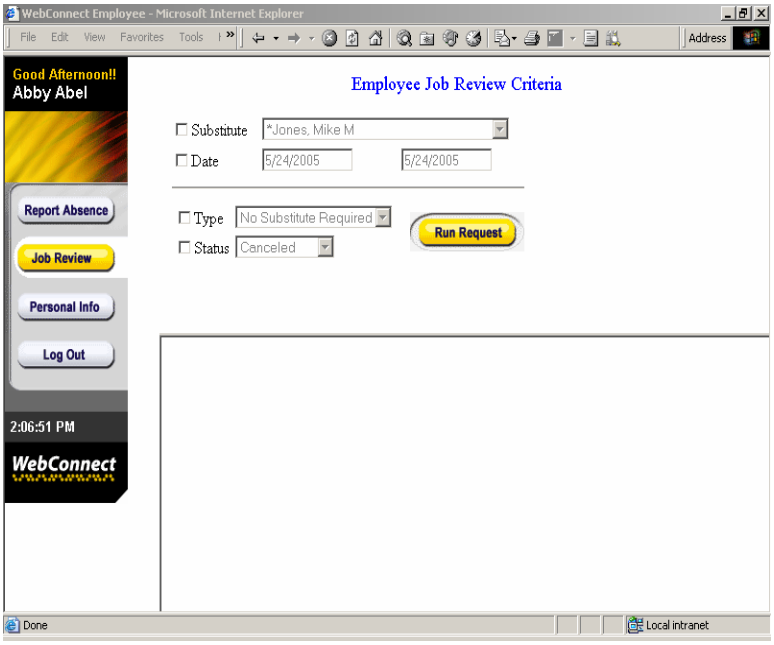


After typing in Special Instructions, review them and then click **Save Job Message**. Click **Exit**.

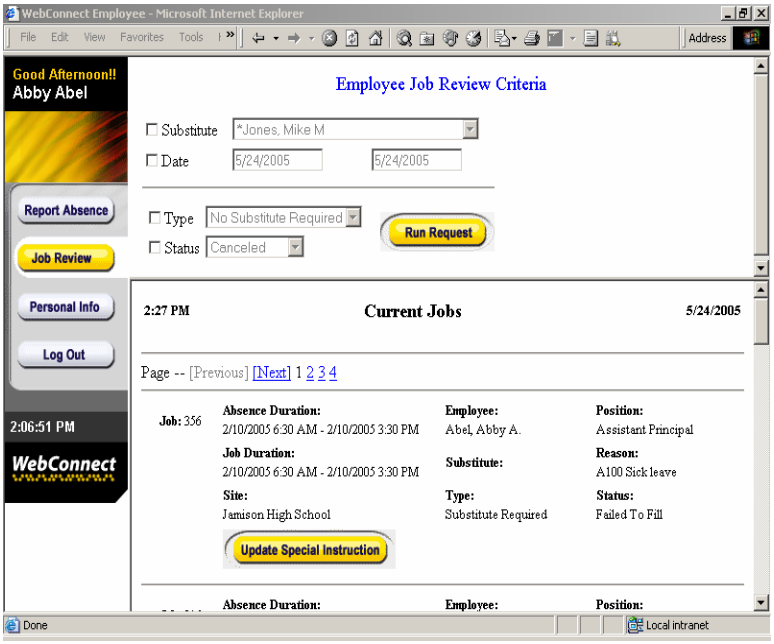


Absence Review/Job Review

To review your absences, click the **Job Review** button. You may review your absences by Substitute, Date or Date Range, Type of absence, or Status (i.e., filled, unfilled, etc.) Make the appropriate selections and then click **Run Request**. If you do not want to filter the information, simply leave the boxes unchecked. All absences for the current year will be shown.



If you need to cancel an Absence/Job, click the **Cancel** button which is displayed next to each future absence. A screen pops up to verify that you do, in fact, wish to cancel the Absence, click **OK**. If you do not wish to cancel the Absence, click **Cancel**.

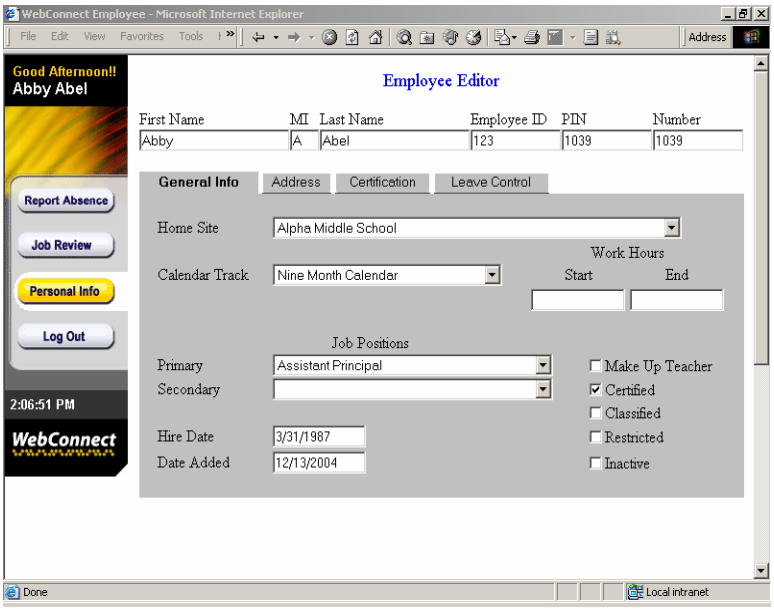


Personal Information

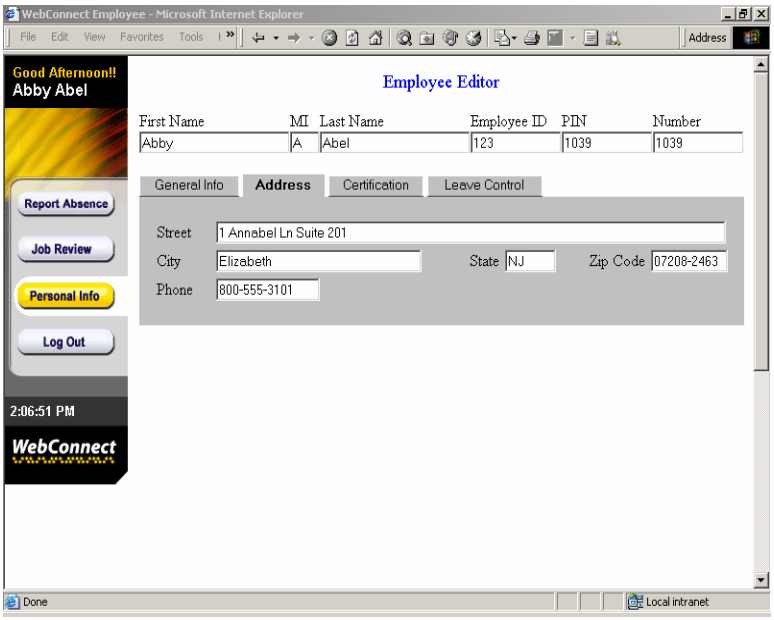
To view personal information, click the **Personal Info** button. You will then see several tabs which include General Information, Address, Certification, and Leave Control (which documents your entitlements - i.e., vacation days, personal leave, etc…).

NOTE: This information is view only. Changes to your personal information can not be made via WebConnect.

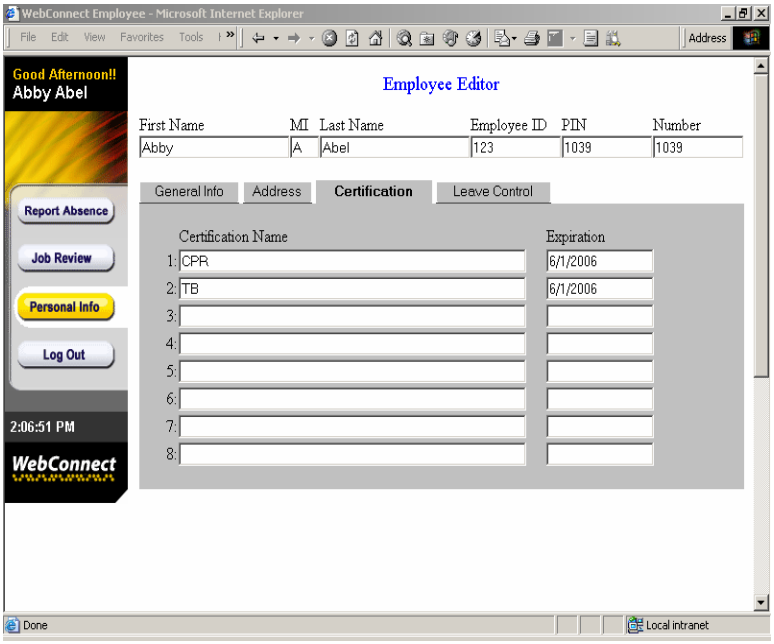
General Information – The General Information tab displays your Name, your SubFinder- generated ID Number, your PIN Number, your Home Site, the Current Calendar you work under, your specific Start and End times (if different than the site's normal hours), your primary and secondary Job Positions, your Date of Hire, the date you were added into the SubFinder system, and whether you are a Certified and/or Classified employee.



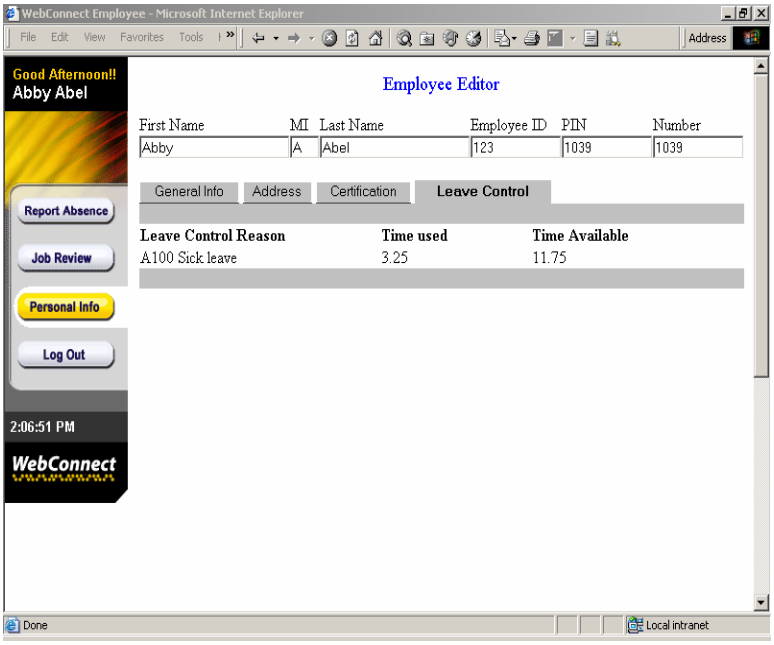
Address – The Address tab displays your address and telephone number. Depending on the permissions set forth by your district you may be able to edit address and telephone number fields.

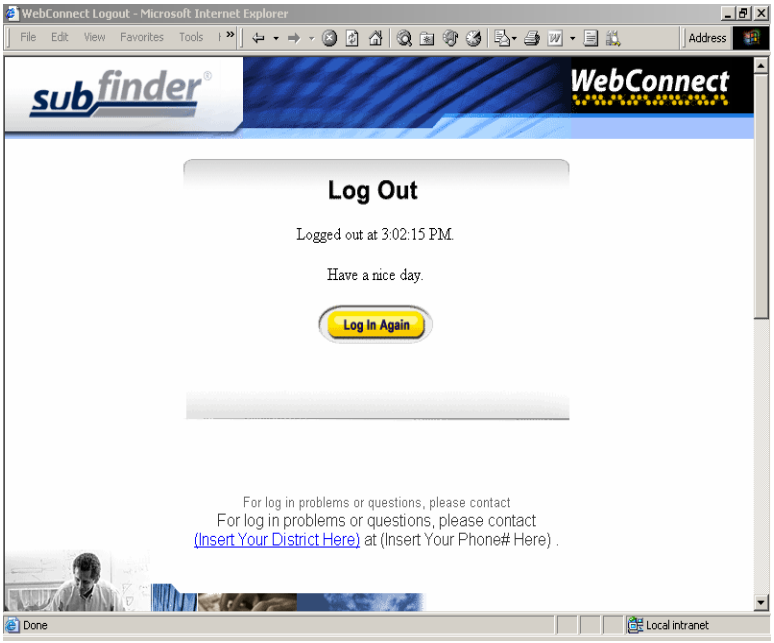


Certification – The Certification tab displays any Certifications you have and their expiration dates.



Leave Control – The Leave Control tab displays entitlements (i.e., the number of days you have for sick leave and/or other leave such as personal days). Displayed also is the time you have used and the time you have remaining. If your district chooses not to use this option, the area will be grayed out or blank.



Log Out

When you are ready to leave WebConnect, click the **Log Out** button. To log back in, click the hyperlink **Click here to log in again**.