



ReadySub for Employees

Employee User Guide

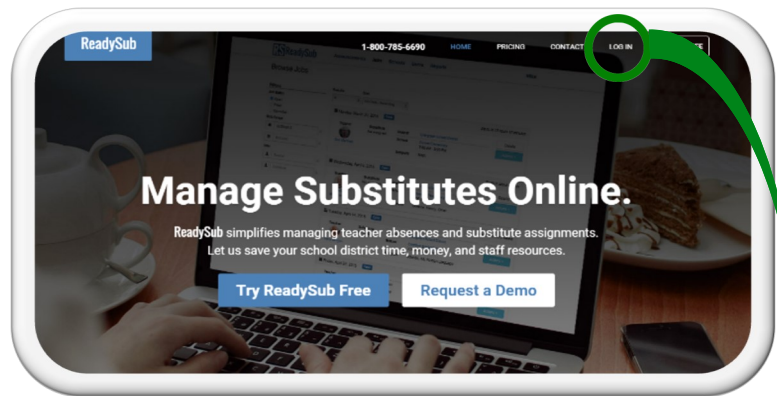


TABLE OF CONTENTS

What is ReadySub?	3
Log In.....	3
Announcements.....	3
Post a Single Day Absence	4
Post a Multi-Day Absence.....	5
Post an Absence with Multiple Leave Reasons	6
Post an Absence with Multiple Locations.....	7
Post an Absence with Separate Absence & Substitute Times	8
Cancel an Absence.....	9
View your Absences	9
Add Notes & Attachments	9
Edit your Profile	10
Edit your Notification Preferences	10
Edit your Favorite & Blocked Substitutes.....	10
Leave Balances	11
Email Notifications.....	12
Text Notifications	12
Your Organization.....	12
Change your Password.....	13
Forgot your Password.....	13
Log Out.....	13

What is ReadySub?

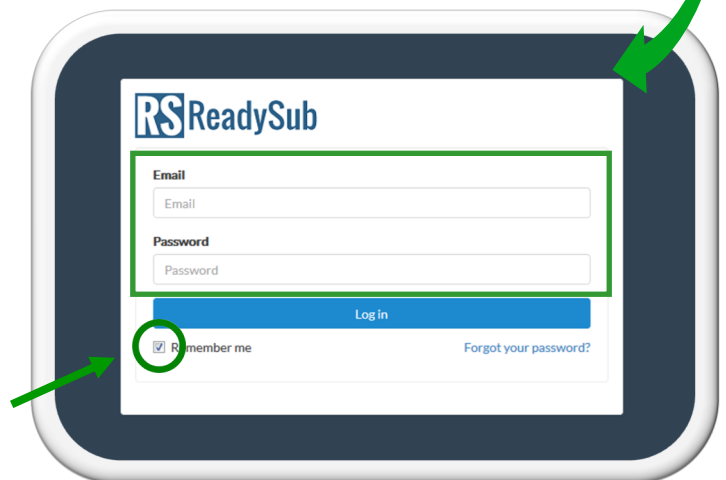
ReadySub is a state of the art employee absence management and substitute placement system. As an employee you can post absences, upload lesson plans and notes, assign and request substitutes, receive email and optional text notifications, select favorite substitutes, track your absences, view leave balances, and receive announcements from administrators.



Log In

To log in to ReadySub, enter www.readysub.com into your internet browser URL bar. Navigate to the top right corner of the screen and select Log in. You will be redirected to the ReadySub login page where you can enter your email address and password.

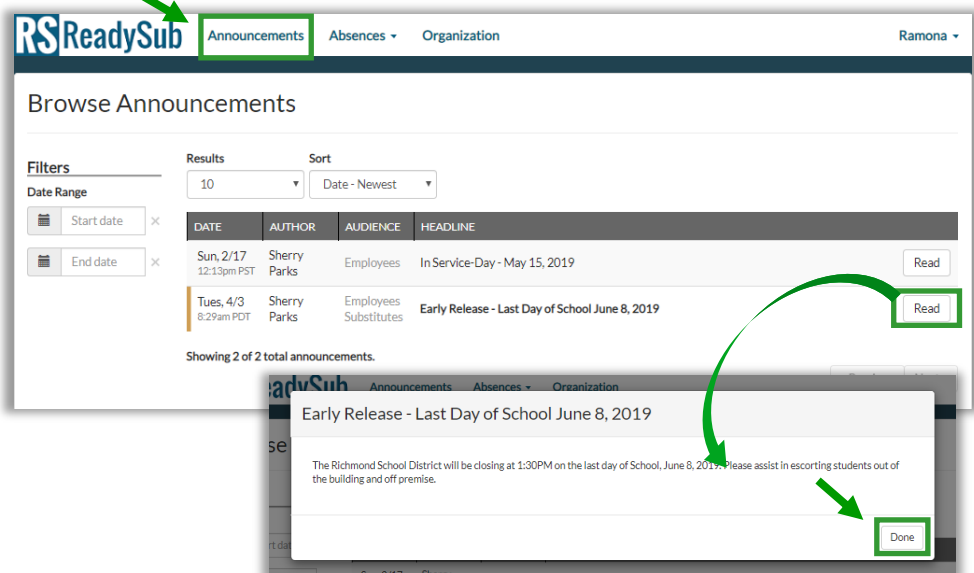
Once your account is activated, you will receive a Welcome email with a temporary password. You can then update your password for future logins. If you would like ReadySub to remember your username and password, make sure to check the Remember Me box towards the bottom left corner of the screen.



Announcements

As an employee, you have access to organization wide announcements. To view them, simply click on the Announcements tab towards the top left portion of your screen.

Included in each announcement is the creator's name, title, the date of publication, and the header. Click Read to view the body of the announcement and Done to get back to the main announcements page.



Post a Single Day Absence

To post an single day absence, navigate to the Absences drop down and select Post an Absence. You will see a four or five part posting process depending on your organization's settings. For certain organizations you will start on step 2 and bypass step 1.

Step 1 is the Summary section where you choose your job classification.

Step 2 is the Itinerary section and includes the schedule, start time, end time, position, room number, and report to person.

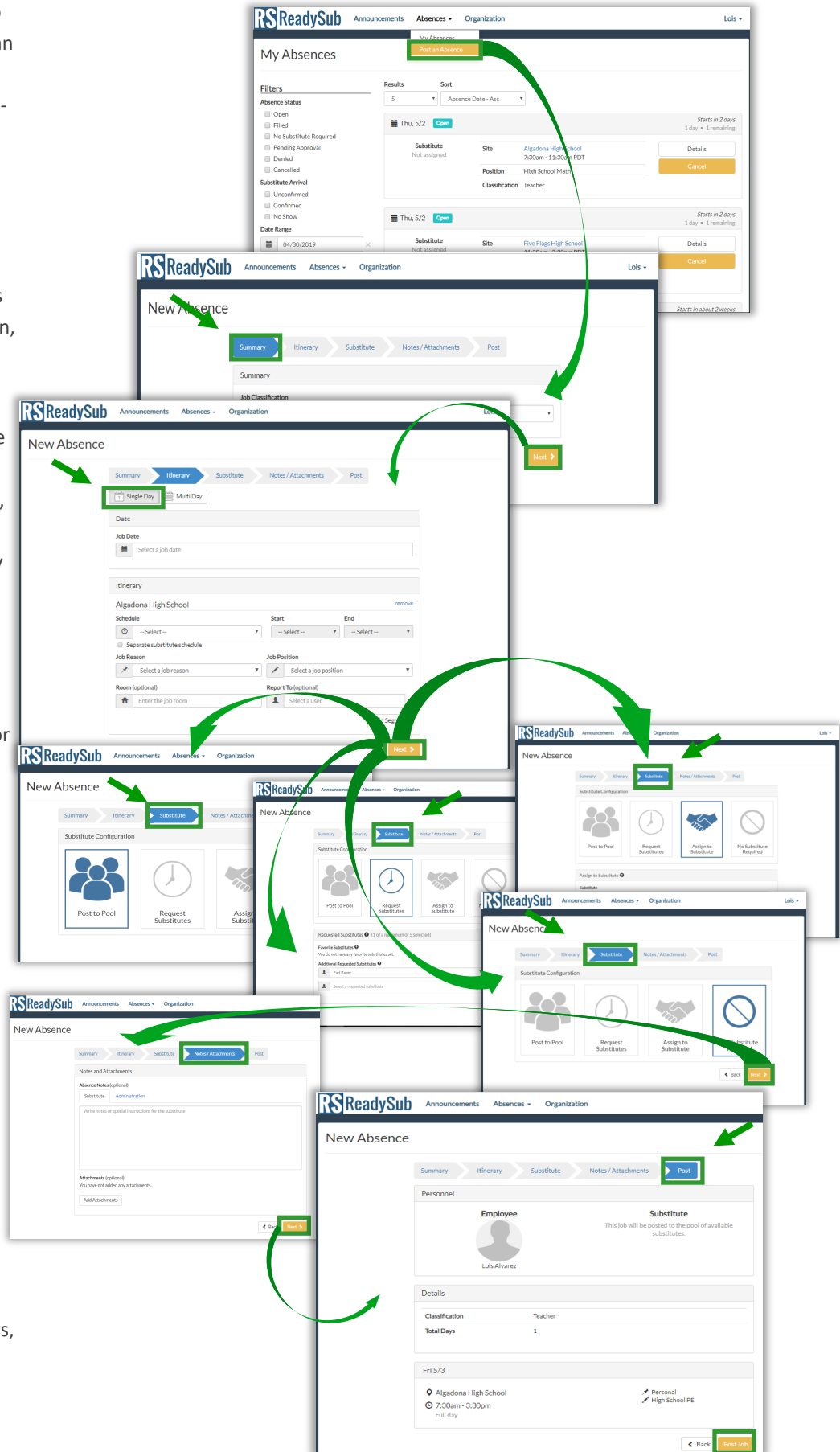
Step 3 is the Substitute section and allows you to post the job to the pool of available substitutes, request up to five substitutes, assign a substitute directly to the absence, or make it no substitute required. To post to the pool select Post to Pool followed by the Next button.

To request one or more substitutes, click the Add button next to Requested Substitutes. All Requested Substitutes will have 72 hours from the time the job is posted or until 5:00PM local time the night before (whichever is sooner) to accept the position. Your organization may also make an adjustment to these times. After the request period, if the job is still available it will be automatically posted to the pool.

To assign a substitute directly to a job, select the Substitute drop down and choose any substitute that meets the classification and scheduling requirements of the job. To make it no substitute required, choose the No Substitute Required button and click Next.

Step 4 is the Notes/Attachments section where you can add notes to the substitute and/or administrators, and up to 5 attachments. Notes to the substitute are viewable by substitutes and administrators, notes to the administrator can only be viewed by your administration.

Step 5 is the Post page where you can re-view and post your absence.



Post a Multi-Day Absence

To post a multi-day absence, navigate to the Absences drop down and select Post an Absence. You will see a four or five part posting process depending on your organization's settings. For certain organizations you will start on step 2 and bypass step 1

Step 1 is the Summary page where you can choose your job classification.

Step 2 is the Itinerary page where you can choose a single day or multi-day absence. Select multi-day in this case followed by the dates, absence reason, schedule, and job position. Room and substitute Report To are optional. You can also watch the following video for more complex [multi-day job posting](#).

Step 3 is the Substitute page where the substitute requirements can be set via 4 main options: Post to Pool, Request Substitutes, Assign to Substitute, or No Substitute Required. See the Post a Single Day Absence section of this user guide for more information.

Step 4 is the Notes/Attachments section where you can add notes to the substitute and/or administrators, and up to 5 attachments. Notes to the substitute are viewable by substitutes and administrators, notes to the administrator can only be viewed by your administration.

Step 5 is the Post page where you can review and post your absence.



Post an Absence with Multiple Leave Reasons

As an employee you can post an absence with multiple leave reasons on the same day.

Step 1: To post a multiple leave reason absence, set the date(s) and click the “Add Segment” button towards the bottom of right corner of the screen.

Set your schedule and hours for each leave reason and make sure the start and end times of each schedule do not overlap as ReadySub will produce an error message in this case.

Should your absence require a 3rd or 4th leave reason, just click the “Add Segment” button again and follow the same steps then click Next.

Step 2: Select one of the 4 main substitute options: Post to Pool, Request Substitutes, Assign to Substitute, or No Substitute Required. See the Post a Single Day Absence section of this user guide for more information.

Step 3: Add any notes or attachments for your substitute or administrators from the Notes and Attachments section and click Next.

Step 4: Review the submission including all leave reasons selected before finalizing and click Post.

The screenshots illustrate the following steps in the ReadySub interface:

- Step 1:** The user is in the "New Absence" form. The "Post an Absence" button is highlighted in the top right.
- Step 2:** The "Add Segment" button is highlighted in the bottom right of the "New Absence" form.
- Step 3:** A dialog box "Select a site to add to the itinerary" is shown, with "George Andrews High School" selected.
- Step 4:** The "Itinerary" section shows two segments. The first segment is for "Half Day AM (7:30am - 11:30am)" with "Bereavement" as the job reason. The second segment is for "Half Day PM (11:30am - 3:30pm)" with "Sick Leave" as the job reason.
- Step 5:** The "Substitute Configuration" screen is shown, with "Post to Pool" selected.
- Step 6:** The "Notes and Attachments" section is shown, with "Add Attachments" highlighted.
- Step 7:** A summary screen is shown, displaying the employee "Terri Austin" and the details of the absence segments.

Post an Absence with Multiple Locations

Employees that work at multiple locations within the same organization in ReadySub can specify separate schedules for each of their locations within the same single day or multi-day absence.

Step 1: To post an absence with multiple locations, select the date(s) and schedule(s) for each location followed by the reason, job position and any optional fields and click Next.

Step 2: From the substitute tab, select one of the 3 substitute options followed by Next (See the Post a Single Day Absence section of this user guide for more information).

Step 3: Add any notes or attachments for your substitute or administrators from the Notes and Attachments section and click Next.

Step 4: Review the submission including all locations before finalizing and click Post.

*In the event that you are a multiple location employee but only need to submit an absence for one of your locations, you can remove any location by clicking the "Remove" option to the right of the site name.

Itinerary > Substitute > Notes / Attachments > Post

Single Day Multi Day

Date

Job Date
Select a job date

Itinerary

George Andrews High School [remove](#)

Schedule -- Select -- Start -- Select -- End -- Select --

Separate substitute schedule

Job Reason Select a job reason Job Position Select a job position

Room (optional) Enter the job room Report To (optional) Select a user

St. Peters Elementary [remove](#)

Schedule -- Select -- Start -- Select -- End -- Select --

Separate substitute schedule

Job Reason Select a job reason Job Position Select a job position

Room (optional) Enter the job room Report To (optional) Select a user

Itinerary > Substitute > Notes / Attachments > Post

Single Day Multi Day

Date

Job Date
05/30/2019

Itinerary

George Andrews High School [remove](#)

Schedule Half Day AM (7:30am - 11:30am) Start 7:30am End 11:30am

Separate substitute schedule

Job Reason Sick Leave Job Position 1st Grade Teacher

Room (optional) Enter the job room Report To (optional) Select a user

St. Peters Elementary [remove](#)

Schedule Half Day PM (11:30am - 3:30pm) Start 11:30am End 3:30pm

Separate substitute schedule

Job Reason Sick Leave Job Position 1st Grade Teacher

Room (optional) Enter the job room Report To (optional) Select a user

Add Segment

Itinerary > Substitute > Notes / Attachments > Post

Notes and Attachments

Absence Notes (optional)
Substitute Administration

Write notes or special instructions for the substitute

Attachments (optional)
You have not added any attachments.

Add Attachments

Next >

Itinerary

George Andrews High School [remove](#)

Schedule Half Day AM (7:30am - 11:30am) Start 7:30am End 11:30am

Separate substitute schedule

Itinerary > Substitute > Notes / Attachments > Post

Personnel

Employee Terri Austin

Substitute
This job will be posted to the pool of available substitutes.

Details

Classification Teacher

Total Days 1

Thu 5/30

George Andrews High School Sick Leave 1st Grade Teacher
7:30am - 11:30am
Half Day AM

St. Peters Elementary Sick Leave 1st Grade Teacher
11:30am - 3:30pm
Half Day PM

Back Post Job

Post an Absence with Separate Absence & Substitute Times

As an employee you can post an absence with separate absence and substitute times. A common example is, you are reporting a full day absence but only require a substitute in the afternoon.

Step 1: To submit an absence with separate absence and substitute times, select the date and the schedule (Full Day in this case) followed by the box that says "Separate substitute schedule." A new schedule option will appear with a start and end time for the substitute.

Select the hours of the absence as well as the hours the substitute will need to cover. Fill out the rest of the itinerary, click next to proceed to the substitute step.

Step 2: From the substitute tab, select one of the 3 substitute options followed by the Next button.

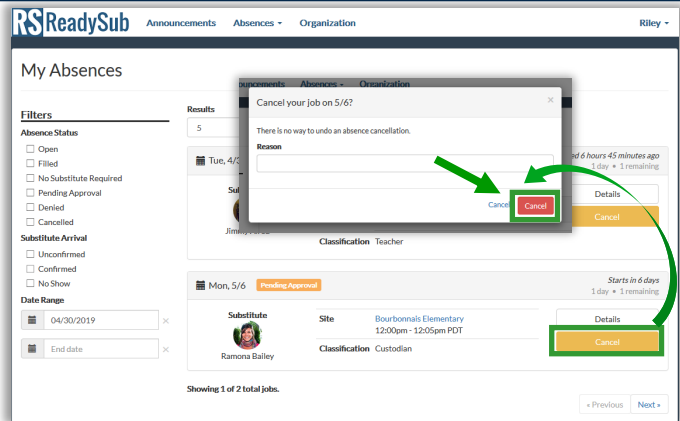
Step 3: Add any notes or attachments for your substitute or administrators to review and click Next.

Step 4: Review the submission before finalizing and click Post.

Cancel an Absence

To cancel an absence, access the My Absences page and click Cancel next to the absence. You can designate a reason for cancelling the absence so your administrators are fully informed.

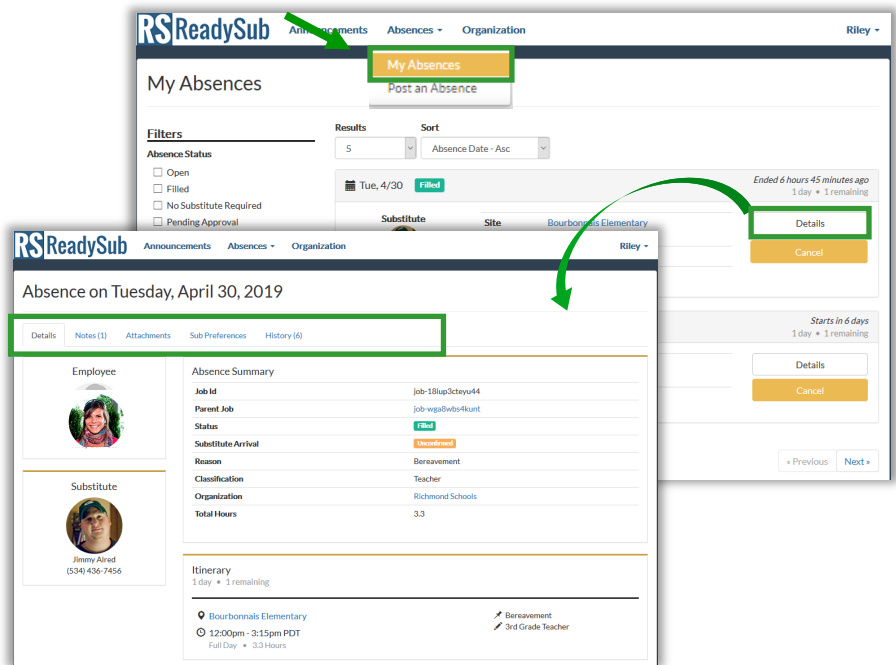
You can cancel an open absence as well as one that has already been filled. In the event that a substitute has already been assigned to the absence, they will be notified that their job has been cancelled. Your administrators will also be notified of the cancellation.



View your Absences

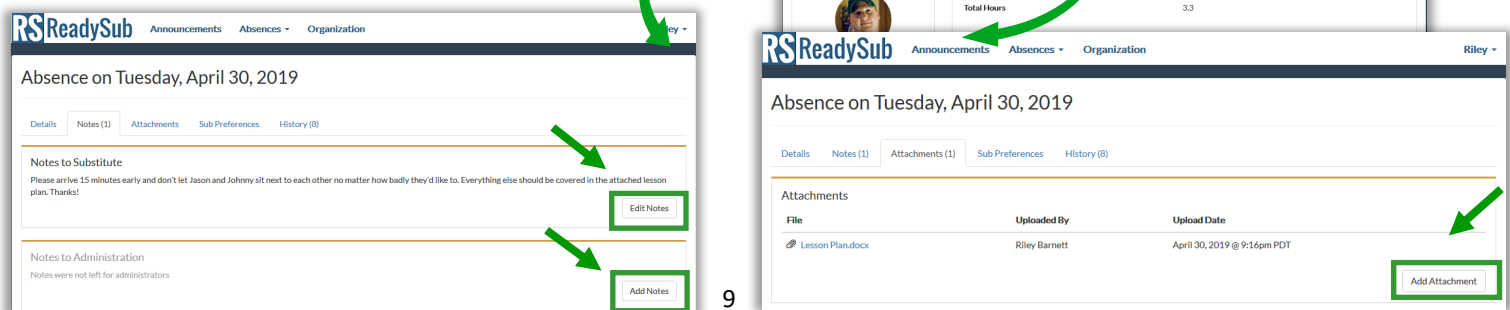
To view any of your absences, navigate to the My Absences page at the top of your screen. Included in each absence is the status, time, date and your organization, site, and name.

To view absence details, upload notes and attachments or to cancel an absence, click the Details button next to the absence. In addition to the time, date, organization, and site, you'll see the absence history, any preferred and blocked substitutes, and any notes and attachments you've added.



Add Notes & Attachments

There are two methods for uploading notes and attachments to your absence request. The first is during the actual posting process and the second is via the Absence Details page. Towards the middle of the details page, you will see two tabs titled notes and attachments. You can upload notes specifically for the substitute and administrators and attach documents for all parties to view.

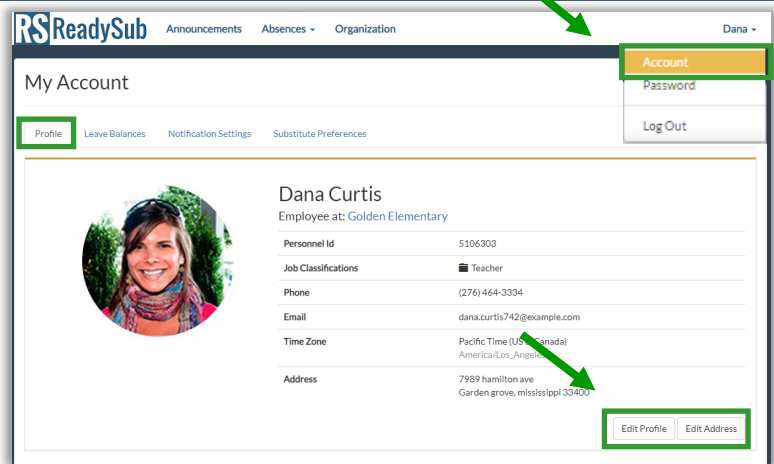


Edit your Profile

To access your personal account information, hover over your name and select the Account tab towards the top right corner of the screen.

Towards the middle of the page you'll see four tabs labeled Profile, Leave Balances, Notification Preferences, and Substitute Preferences.

To edit your Profile information, click the Edit Profile or Edit Address buttons towards the bottom right portion of the screen.

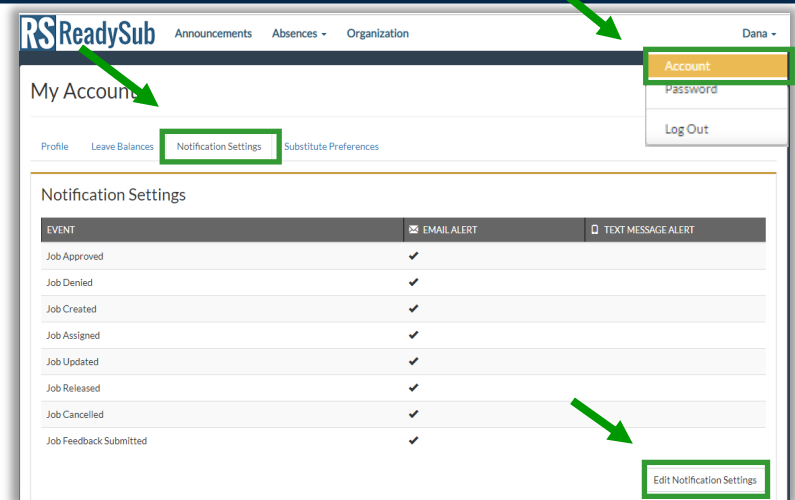


Edit your Notification Preferences

As an employee you can update your notification preferences by hovering over your name and selecting Account followed by the Notifications Preferences tab.

You can be notified via text and email when an absence is created, edited, or cancelled, when a substitute is assigned to/accepts the job, and if they've provided feedback on their classroom experience.

Certain absence reasons (vacation for example) may require an administrator approval. In these cases you can be notified via text message and email when an administrator approve/denies your request.

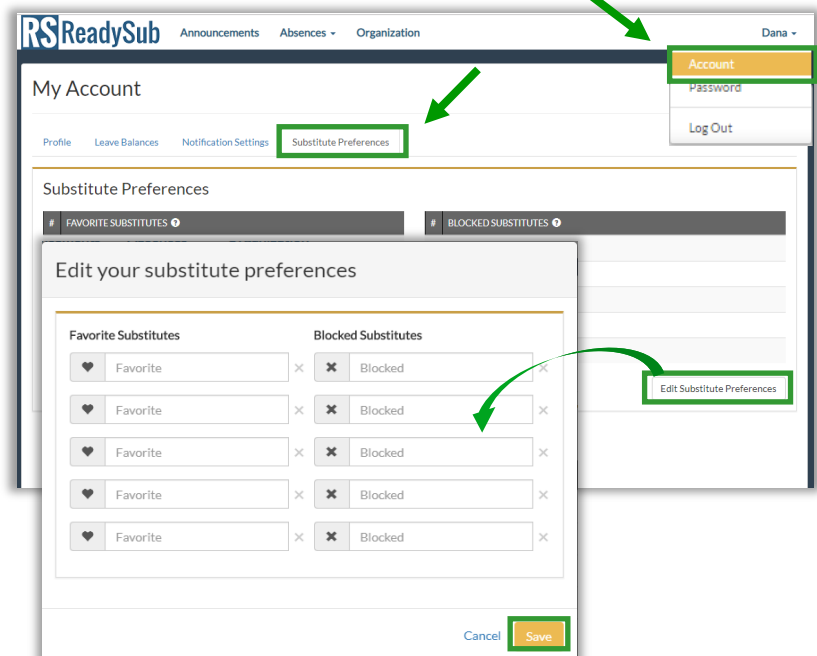


Edit your Favorite & Blocked Substitutes

ReadySub offers employees the ability to set up to 5 favorite substitutes and block up to 5 substitutes.

Favorite Substitutes automatically populate into each of your absence posts as Requested Substitutes. Requested Substitutes are the first to be notified of your absences and can accept your absences/jobs before the rest of the available and qualified substitutes in your organization are notified.

Blocked Substitutes are unable to view any of your absences or receive notifications. Should an administrator attempt to assign a blocked substitute to one of your absences, ReadySub will notify them that they've been blocked.



Leave Balances

In ReadySub, you can view your Leave Balances if your organization has decided to store them in our system. To view your leave balances, hover over your name and click Account followed by the Leave Balances tab.

You can see how many hours or days you have for specific absence reasons including your original leave balance allotment, when it was allotted, how much leave has been used, how much leave has been scheduled (has yet to happen) as well as your remaining leave balance for that leave reason.

The screenshot shows the 'My Account' page in ReadySub. A green box highlights the 'Account' dropdown menu in the top right corner, which includes 'Account', 'Password', and 'Log Out'. Another green box highlights the 'Leave Balances' tab in the navigation bar. The main content area displays two tables of leave balances.

UNGROUPED LEAVE BALANCES				
REASON	ALLOTMENT	USED	SCHEDULED	BALANCE
Bereavement	1 day • Jul 1, 2018	0 days	0 days	★ 1 day
Jury Duty	No limit	N/A	N/A	N/A
Professional Development	No limit	N/A	N/A	N/A
Vacation	2 days • Jul 1, 2018	1 day	0 days	★ 1 day

Discretionary Leave LEAVE BALANCE GROUP				
REASON	ALLOTMENT	USED	SCHEDULED	BALANCE
GROUP BALANCE	No limit	N/A	N/A	N/A
Personal	2 days • Jul 1, 2018	1 day	0 days	★ 1 day
Sick Leave	No limit	N/A	N/A	N/A

You can also see your balance during the absence posting process via the Job Reason drop down next to the reason in question.

Your administration can enforce balances on specific leave reasons. If enforced, and you exceed your leave balances limit for the absence reason in question, ReadySub will notify you at the end of the job post that your limit has been exceeded. You will need to either reduce the number of hours or days to less than your limit or change the absence reason prior to submission.

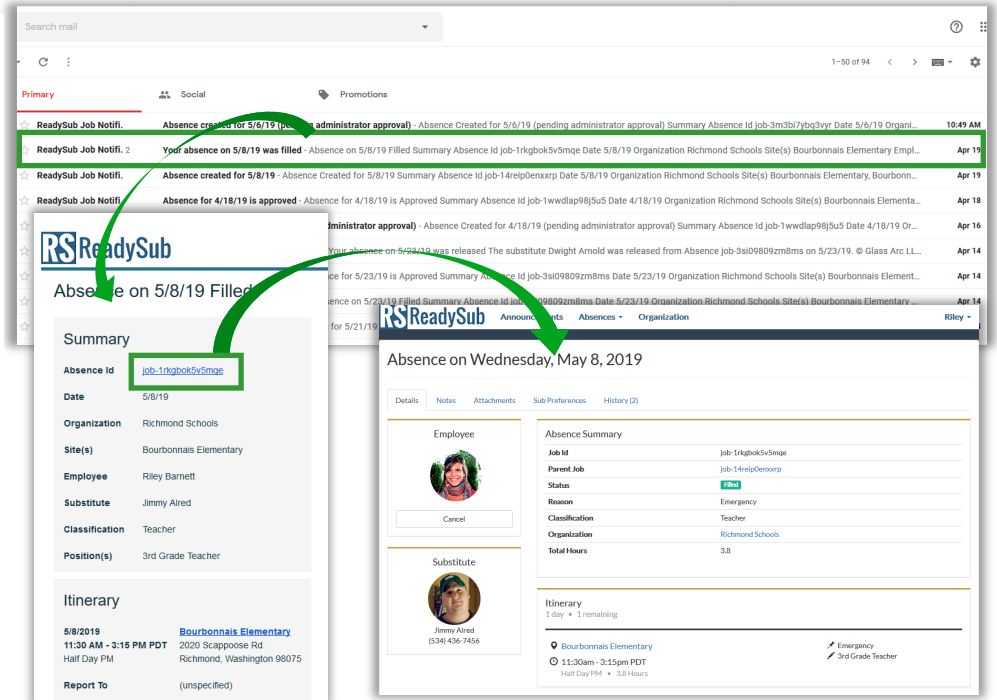
The screenshot shows the 'New Absence' form in ReadySub. A green box highlights the 'Itinerary' button in the top navigation bar. Another green box highlights the 'Job Reason' dropdown menu, which is open and shows 'Bereavement (balance: 1 day)' selected. A third green box highlights the 'Next' button at the bottom right. At the bottom of the form, an error message is displayed:

✘ Error
 The absence could not be created because you do not have sufficient leave balance for the absence reason 'Bereavement'.
 • Leave balance required: 2 days.
 • Leave balance remaining: 1 day.

Email Notifications

As an employee you can receive email notifications when absences are created, edited, cancelled, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator and if a substitute has left any feedback on their classroom experience.

To access the absence, open the email notification and click on the Job ID link. If you're logged into ReadySub, you will be taken directly to the Job Details page. If you're not logged in, you will be sent to the ReadySub login page and upon logging-in, you will be taken directly to the Job Details page.



Text Notifications

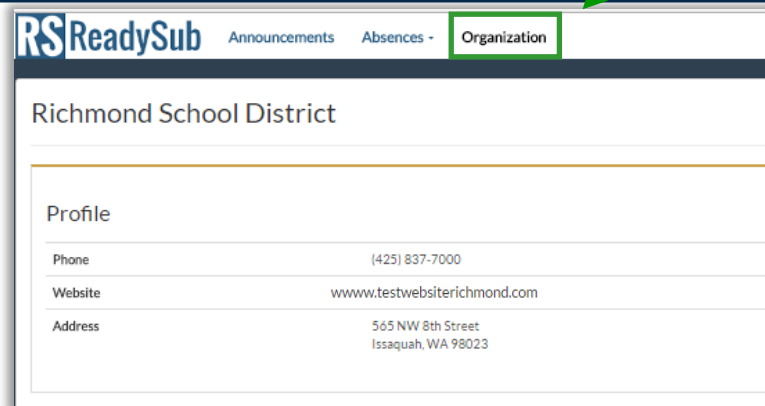
As an employee you can receive text message notifications when absences are created, edited or cancelled by an administrator, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator, or if a substitute releases a job prior to the start date or has left any feedback on their classroom experience.

To adjust your text message settings, go to your Account page followed by the Notification Settings tab. To access the absence from a text message, simply click the corresponding link and login.



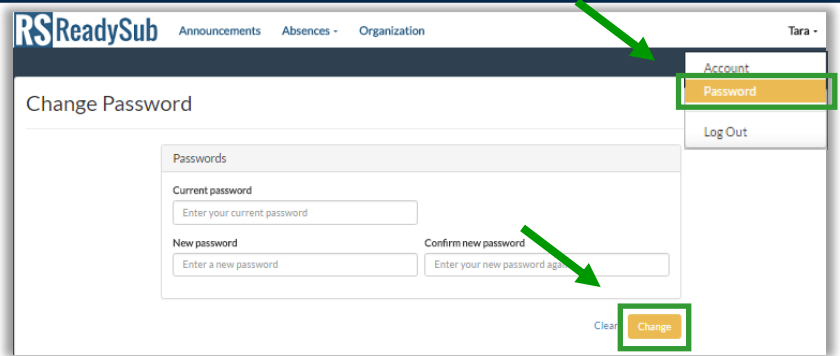
Your Organization

The Organization tab has your administrator's contact information including phone number, address, and the website.



Change Your Password

To change your password, hover over your name and select Password. Submit your current password followed by your new password. Select Change to finalize the newly created password.

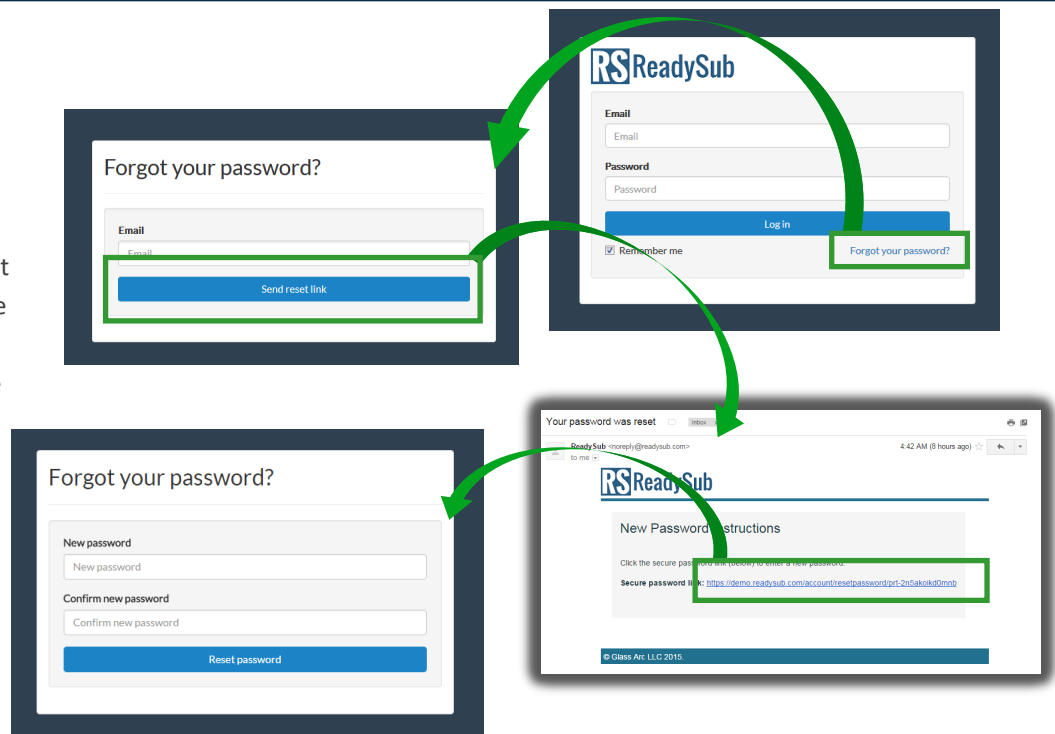


Forgot Your Password

In the event that you forget your password and need to generate a new one, go to the log in page at www.readysub.com/account/login and select Forgot your password?

You will be redirected to the Forgot Password page where you can type in your email address. Upon selecting Send Reset Link, you will be emailed a link to create a new password.

The link is valid for 24 hours and connects you directly to the page where you can type and confirm your new password.



Log Out

To log out of ReadySub from any page on the platform, hover over your name and select Log Out. You will be taken directly out of the system and back to the ReadySub login screen.

