



Accepted Jobs Tab

Click the **Accepted Jobs** link on the My Information navigation bar in the **Substitute Self Service Center** to view the Substitute Accepted Jobs tab with a list of jobs you have accepted. If an accepted job is for a future date and you need to cancel, you can do that from this tab.

Sub Job ID	Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Date Accepted	Courses	Info
0 Records											

You can click the Location name to view the address in Google Maps in a separate browser window.

- Hover your cursor over the  icon to view a pop-up note with information about the course section of the assignment.
- Hover your cursor over the  icon to view a pop-up note with any additional instructions about the assignment.

Buttons on the Substitute Accepted Jobs Tab

- **Cancel Job.** To cancel a job you have accepted, click it and click the Cancel Job button.
- **Report Absence.** To report that you will be absent for a job that you accepted, click the Report Absence button. In the Assign Substitute button that appears, select the Start Date and End Date of your absence (or the As Of Date) and click the OK button.

If you cannot cancel the job through the Substitute Service Center (for example, if it is the day of the job), the **Can Not Cancel Notification** box informs

you that you must contact office staff to cancel the job. Click the OK button to close this box.