

Overview: This document provides a step-by-step process for navigating the Substitute Employee Service Center. Refer to the [QRG_Employee Service Center Overview](#) for an overview of the Employee Service Center.

ACCESSING

Navigate to the [Substitute Employee Service Center](#). Login using substitute credentials.

PRE-ARRANGED JOBS

View jobs that have been assigned to employee. Jobs can be accepted or rejected.

SEARCH FOR JOBS

Jobs can be searched for using the search criteria.

ACCEPTED JOBS

View accepted jobs and designate availability on multi-day jobs.

JOB HISTORY

View the history of what jobs have been accepted in the past.

TIME CARDS

Review in/out punches and if payment is for half or full day.

CHANGE PIN

Create a new pin number from current to update login credentials.

ELIGIBILITY CATEGORIES

View job types that the employee is eligible to accept.

DOCUMENTS

Any documents uploaded by Fort Worth ISD can be viewed here.