

**SubFinder™ System**  
**from**  
**CRS, INC.**

**EMPLOYEE INSTRUCTIONS**

**TO REGISTER IN THE SYSTEM**

1. **Dial the system: (503) 534-2231**
2. **Enter your PIN # (SSN)**
3. **Press 4 to review Personal Information.** If information is incorrect, call the Substitute Secretary at 534-2468.

You can call SubFinder to record, review, or cancel absences and to review and change your personal information.

Remember, the SubFinder only works from touch-tone telephones.

When reporting an absence, always wait for the JOB NUMBER before disconnecting or your absence may not be recorded.

**MAIN MENU**

To Report an Absence	<b>Press 1</b>
To Review an Absence	<b>Press 2</b>
To Cancel an Absence	<b>Press 3</b>
To Review Personal Information	<b>Press 4</b>
To Leave the SubFinder System	<b>Press 9</b>

**TO REPORT AN ABSENCE**

When reporting an absence, SubFinder will require the following information:

1. Date(s) and times of the absence
2. Reason for the absence
3. Is a substitute required for the absence
4. Date(s) and times the substitute is required
5. Any special instructions for the substitute

**From the Main Menu** **Press 1**

SubFinder will play the **ABSENCE MENU**:

For all day today	<b>Press 1</b>
For all day the next work day	<b>Press 2</b>
To enter specific dates and times	<b>Press 3</b>
To return to the Main Menu	<b>Press 9</b>

**FOR OPTION (1) FOR ALL DAY TODAY OR OPTION (2) FOR ALL DAY THE NEXT WORK DAY, FOLLOW THESE INSTRUCTIONS:**

**From the Absence Menu**

For all day today	<b>Press 1</b>
For all day the next work day	<b>Press 2</b>

SubFinder will play the Absence Date and Times:

If correct **Press 1**  
If incorrect **Press 2**

### **ENTER THE ABSENCE REASON**

SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct **Press 1**  
If incorrect **Press 2**

### **IS A SUBSTITUTE REQUIRED FOR THE ABSENCE**

If a sub is required for the entire absence **Press 1**  
If a sub is required for part of the absence **Press 2**  
If a sub is not required **Press 3**

### **REPORT NORMALLY, ASSIGN, OR REQUEST**

To let SubFinder select a substitute **Press 1**  
To assign a prearranged substitute **Press 2**  
  
To return to the Main Menu **Press 9**

Use **Option #2 ONLY** if an agreement has already been made with the substitute. SubFinder **WILL NOT** call an assigned substitute.

If you are assigning a substitute, enter that substitute's assigned ID # followed by the pound sign (#).

### **RECORD SPECIAL INSTRUCTIONS**

To record special instructions **Press 1**  
Otherwise **Press 2**

If you Press 1, record a short message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If correct **Press 1**  
If incorrect **Press 2**

### **GET THE JOB NUMBER**

**Always wait for the JOB NUMBER before disconnecting or the absence may not be recorded.**

<b>FOR OPTION (3) TO ENTER SPECIFIC DATE(S) AND TIMES, FOLLOW THESE INSTRUCTIONS:</b>
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**From the Absence Menu **Press 3****

Enter the first date of the absence (MMDD) followed by the pound sign (#). To begin the absence today, press star (\*).

Enter the time the absence begins (HHMM) followed by the pound sign (#).

For AM **Press 1**  
For PM **Press 2**  
If the absence begins at the start of  
the work day **Press star (\*)**.

Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence Press star (\*).

Enter the time the absence ends (HHMM), followed by the pound sign (#).

For AM	<b>Press 1</b>
For PM	<b>Press 2</b>
If the absence ends at the end of the work day	<b>Press Star (*)</b>

SubFinder will repeat the date(s) and times of the absence.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

*FROM THIS POINT FORWARD SUBFINDER WILL FOLLOW THE SAME PROCEDURES USED WHEN REPORTING AN ABSENCE FOR ALL DAY TODAY OR ALL DAY THE NEXT WORK DAY.*

## **TO REVIEW AN ABSENCE**

**From the Main Menu** **Press 2**

SubFinder will play all your scheduled absences, if any exist, beginning with the next scheduled and moving forward. After each absence, you will be given some of the following options:

To hear the absence again	<b>Press 2</b>
To hear the next absence	<b>Press 3</b>
To cancel the absence	<b>Press 4</b>
To change the special instructions	<b>Press 5</b>
To record special instructions	<b>Press 6</b>
To return to the Main Menu	<b>Press 9</b>

Option #4 will only be available if you are calling prior to the cancellation deadline established by your district. If you Press 4, SubFinder will ask for confirmation.

To confirm cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

Option #5 will only be available if you originally recorded special instructions. If you Press 5, record the new message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

Option #6 will only be available if you did not originally record special instructions. If you press 6, record the message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

## **TO CANCEL AN ABSENCE**

**From the Main Menu** **Press 3**

Enter the job # followed by the pound sign (#).

SubFinder will play the absence.

To cancel the absence	<b>Press 1</b>
To return to the Main Menu	<b>Press 9</b>

If you Press 1, SubFinder will ask for confirmation.

To confirm cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

## **TO REVIEW PERSONAL INFORMATION**

**From the Main Menu**

**Press 4**

SubFinder will play the site where you work, your work times, your primary job position, and your name as recorded. To change your site, work times, or primary job position, contact your supervisor.

To record your name **Press 1**

To record your itinerant message **Press 2**

To return to Main Menu **Press 9**

If you Press 1, wait for the tone and record your name. When you are finished, press the pound sign (#). SubFinder will repeat your name.

If correct **Press 1**

If incorrect **Press 2**

Option #2 will only be available if you are set up within SubFinder as an itinerant employee. If you Press 2, wait for the tone and record your itinerant message – usually your schedule for the week. When you are finished, press the pound sign (#). SubFinder will repeat your schedule.

If correct **Press 1**

If incorrect **Press 2**