

MEMORANDUM

TO: All DPS Staff

FROM: Jeron Campbell – Office of School Redesign
Ines DeJesus – Human Resources

DATE: October 14, 2010

SUBJECT: SubFinder Launch 2010

The District will begin using the SubFinder system for the recording of all absences and the dispatching of all substitute teachers on Monday October 18, 2010. It is important that all instructional and non-instructional staff members confirm that their contact information is current in Peoplesoft, as SubFinder receives its information from that system.

Building Principals and Administrators

- Please ensure that your employee roster is correct in SubFinder. If it is not, contact the HR Operations supervisor for your school.
- ALL absences MUST be reported through the SubFinder system.
- **All substitute requests must be tied to a teacher absence (no 'extra' subs).**
- Principals must enter the absence when teachers call in within 1 hour of school opening or when an assigned teacher does not report to school (no-show).

DPS Instructional and Non-instructional Employees

- ALL absences MUST be reported through the SubFinder system.
- Please ensure that your designated Home Site is correct in SubFinder. If it is not, contact the HR Operations supervisor for your school.

If you have never used SubFinder

- You must register with SubFinder – this is a one-time process.
- Your initial PIN number will default to your Employee ID.
- You cannot use the web based system until after you record your name with the phone system.

If you have used SubFinder before

- Your PIN number should be the same as the last time you used SubFinder.
- If you have forgotten your PIN, your principal/building administrator can provide it to you.
- You may also reset your password via the SubFinder homepage at dps-sams.detroit12.org

Substitute Teachers

- Always ensure that your contact information is current in the Peoplesoft system.
 - DPS website → Resources tab → Tools → Peoplesoft
- The Peoplesoft **userID** is: firstname.lastname and Peoplesoft uses your DPS email **password**.
- In Peoplesoft, go to Employee Self Service to update your address and telephone number.
- Then go to the SubFinder by phone or internet and enter your time availability information.
- Phone access requires your Employee ID and PIN
- Internet Access requires your Last Name and PIN
- SubFinder makes its automated calls during these hours: Mon-Fri 5:30am – 9am, and every evening from 6pm – 10pm.
- Substitute teachers may also review and select available jobs in the SubFinder system.

Using the SubFinder System

Process for Building Principals/Administrators

Notifications that Principals receive

- The Daily Absence Report is emailed to EVERY principal and their designees at 6:30, 7:30 and 8:30am.
- The principal and their designees also receive an email each time that a teacher in their location creates an absence.

Create an Absence for a short term substitute teacher (1 to 3 days) - by Phone

1. Call SubFinder (313) 556-0800.
2. Enter the administrator code when prompted for the Employee ID number.
3. The PIN number will also be the administrator code.
4. To 'Create and Absence' press menu option 3.
5. Enter the Employee ID number, followed by the # sign.
6. SubFinder will play the selected employee's name. Press 1 if correct, 2 if incorrect.
7. SubFinder will play the absence menu. (e.g. all day, next work day, specific times, etc.)
8. Select a reason for the absence from the menu.
9. Enter whether a substitute teacher is required.
10. Enter any special instructions.
11. You are prompted to either let SubFinder find a sub or call a prearranged or specific sub.
12. Record any special instructions for the substitute teacher.
13. The system will give you a job number, which you should write down.

Note: The process to request a sub is not complete until you have a job number.

Process for arranging a prearranged sub if a teacher that has an Emergency or is a No-Show

1. The principal must complete the steps listed above for creating an absence.
2. Contact a Substitute teacher directly from your school preferred sub list.
3. Since the principal has contacted the substitute teacher directly, select 'prearranged sub' in step 11.

Create an Absence for a short term substitute teacher (1 to 3 days) - by Internet

1. Go to <http://dps-sams.detroitk12.org>.
2. Select 'I am an administrator'.
3. Enter your Administrator Name (Your file number prefixed with an 'e').
4. Enter your Administrator code.
5. Click on 'Job List'.
6. Click 'Add New Absence'.
7. Select the employee from the list.
8. Select a Reason from the list.
9. Select a reason for the absence from the menu.
10. Enter whether a substitute teacher is required.
11. Enter any special instructions for the substitute. (You can attach a file or type something here)
12. Click on 'Save job', which will generate a job number

Note: The process to request a sub is not complete until you have a job number.

Additional information regarding SubFinder is available at <http://dps-sams.detroitk12.org>

Using the SubFinder System

Process for DPS Teachers

Request a short term substitute teacher (1 to 3 days) - by Phone or Internet

Phone Directions:

1. Call SubFinder (313) 556-0800.
 2. Enter your Employee ID number.
 3. Put in your PIN number.
 4. Put in Start and End dates for your absence.
 5. Enter whether a substitute teacher is required.
 6. Enter any special instructions.
 7. The system will give you a job number, which you should write down.
- Note:** The process to request a sub is not complete until you have a job number.

Internet Directions:

1. Go to <http://dps-sams.detroitk12.org>.
 2. Select 'I am an employee/substitute'.
 3. Enter your Last Name.
 4. Enter your PIN number.
 5. If given the option: Select 'Employee'.
 6. Click on 'Report an Absence'.
 7. Enter the start and end dates and times.
 8. Enter your reason for the absence.
 9. Enter the job type, which will indicate whether a sub is required.
 10. Enter any special instructions for the substitute teacher.
 11. Click on 'Save job', which will generate a job number.
- Note:** The process to request a sub is not complete until you have a job number.

Emergency before the school day begins

- **If you are able to call SubFinder at least 1 hour before your start time**
Complete the steps 1 – 7 above for a short term substitute.
- **If you are NOT able to call SubFinder at least 1 hour before your start time**
Call your site administrator (Principal or designee) and report your absence.

Emergency during the school day

- Tell your site administrator (Principal or designee) and report your absence.

Request a long term substitute teacher (4 or more days)

Substitutes for long term absences will be entered into the SubFinder system by HR.

1. Communicate with your principal that you will need to schedule a long term absence.
2. The employee will have to get the absence approved through employee health services.
3. Upon receiving notice of an approved long term absence, Human Resources will assign a pre-arranged substitute teacher for your position.

Additional information regarding SubFinder is available at <http://dps-sams.detroitk12.org>.

Using the SubFinder System Process for Substitute Teachers

Keep your information current in SubFinder (address and phone)

1. Always ensure that your contact information is current in the Peoplesoft system.
 - DPS website → Resources tab → Tools → Peoplesoft
2. The Peoplesoft **userID** is: firstname.lastname and Peoplesoft uses your DPS email **password**.
3. In Peoplesoft, go to Employee Self Service to update your address and telephone number.
4. Then go to the SubFinder by phone or internet and enter your time availability information.
5. Phone access requires your Employee ID and PIN
6. Internet Access requires your Last Name and PIN

To Review available jobs on SubFinder by phone

1. Call SubFinder (313) 556-0800, Enter you Employee ID number, then PIN.
2. Select 'substitute' if given the option.
3. Select menu option 2 to view available jobs and follow the prompts.

To Review available jobs on SubFinder by internet

1. Go to <http://dps-sams.detroitk12.org>.
2. Select 'I am an employee/substitute'.
3. Enter your Last Name and your PIN number, click submit.
4. Select 'substitute' if given the option.
5. Click on 'Available Jobs'.
6. If there are jobs available, you may select one.
7. SubFinder should display a message indicating success, which will generate a job number.
Note: The process of accepting a job is not complete until you have a job number.

To cancel a job that you are scheduled to work

1. Go to <http://dps-sams.detroitk12.org>.
2. Select 'I am an employee/substitute'.
3. Enter your Last Name and your PIN number, click submit.
4. Select 'substitute' if given the option.
5. Select 'current jobs'.
6. You will now see the jobs for which you are currently scheduled to work.
7. Select the job you wish to cancel and click.
8. Please select the cancellation reason from the list.
9. Click 'Cancel Job'.

Additional information regarding SubFinder is available at <http://dps-sams.detroitk12.org>.