

CRS Incorporated's



EMPLOYEE WEBCONNECT INSTRUCTIONS



Log in at:
<http://subwebsvr.stancoe.org/webconnect/login/login.asp>

You can log on to SubFinder via WebConnect to review current assignments, review available jobs, cancel a job, and review personal information.

WHEN ACCEPTING A JOB VIA WEBCONNECT, ALWAYS WRITE THE JOB NUMBER BEFORE DISCONNECTING.

EMP1 WEBCONNECT-- 05/04 -- v4.7

ACCESSING YOUR ACCOUNT

To gain access to your account, enter your last name in the "Last Name" field.

Next, enter your Personal Identification Number (PIN) in the "PIN" field. This PIN is the same PIN that you use to access the SubFinder via Telephone.

After the above steps have been completed, click on the log in button, or simply press enter to complete the process.

YOUR MAIN MENU

- Report Absence
- Job Review
- Personal Info
- Logout

Report Absence TO REPORT AN ABSENCE

Step One

- To report an absence click the **continue** button.
- To go back to the main page click the **cancel** button.

Step Two

- Fill out the date and time for the absence in the given areas. The format for the date is dd/mm/yyyy, the format for the time is standard time (be sure to add AM or PM).
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

Step Three

- Select the appropriate reason from the reason pull down menu.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

IF USING MISC CODES:

Step Four

- You can enter the code you wish to use in the misc code box, or you can choose the appropriate code from the pull down menu.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

Step Five

- Choose one of the following substitute options from the Job Type pull down menu: substitute is required, request a substitute, prearrange a substitute, or no substitute required.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

Step Six (Use only when requesting or prearranging a substitute)

- When requesting or prearranging a substitute, choose the substitute by their substitute ID, substitute number, or substitute name. This is accomplished by clicking the circle in front of the option you wish to use.
- If you are using **substitute ID** or **number** simply type in the number.
- If using **substitute name**, choose one from the pull down menu next to the word substitute name.
- Click continue.

Step Seven

- Confirm the information for the absence.
- If everything is correct and you wish to report the absence, click the **confirmed, add job** button.

- If you find discrepancies, or wish to start from the main page, click the **cancel** button.

Special Instructions

- Click the **yes** button to add special instructions.
- Type your special instructions in the box given.
- Click the **save job message** when you are done adding the instructions.
- A message will appear on the top of the page "message saved".
- Click the **exit** button to go back to the main page.
- Click the **no** button if you have no special instructions for the job. This will take you to the main page.

IF NOT USING MISC CODES:

Step Four

- Choose one of the following: substitute is required, request a substitute, prearrange a substitute, or no substitute required from the pull down menu next to the word Job Type.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

Step Six (Use only when requesting or prearranging a substitute)

- When requesting or prearranging a substitute, choose the substitute by their substitute ID, substitute number, or substitute name. This is accomplished by clicking the circle in front of the option you wish to use.
- If you are using **substitute ID** or **number**; type in the number.
- If using **substitute name**, choose one from the pull down menu next to the word substitute name.
- Click continue.

Step Seven

- Confirm the information for the absence.
- If the information is correct and you wish to report the absence click the **confirmed, add job** button.
- If you find discrepancies, or wish to start from the main page, click the **cancel** button.

Special Instructions

- Click the **yes** button to add special instructions.
- Type your special instructions in the box given.
- Click the **save job message** when you are done adding the instructions.
- A message will appear on the top of the page "message saved".
- Click the **exit** button to go back to the main page.
- Click the **no** button if you have no special instructions for the job. This will take you to the main page.

Job Review TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

To Review Jobs

You can filter by the substitute who is working the job, the date, whether or not a substitute is needed, requested, prearranged, or not needed, and the status of the job (filled, unfilled, canceled).

Add a check mark by the filters you would like to filter by. You do not have to filter if you do not wish.

Click the **Run Request** button to see the jobs.

To Cancel a Job

- First review the jobs. To cancel the job click the **cancel** button under the job number for the job.
- A box will appear to confirm that you want to cancel the job. To cancel click the **ok** button. To go back to the review jobs page click the **cancel** button.

To Update Special Instruction

- First review jobs. Then click **edit special instruction**. Click on the **update special instruction button** under the site.
- A box will appear to confirm you want to **edit special instruction** for a job number. To edit click the **OK** button. You may then read the special instruction for that job or you may add a **special instruction** for that job. Then click **update**. A box will appear to confirm that you want to update special instruction of job number. Click **OK**

Personal Info TO REVIEW PERSONAL INFORMATION

SubFinder will show the Personal Information Menu

- To review the site, position, and job hours click on the words **General Info**
- To review your phone number and address click on the word **Address**.
- To review your certifications click on the word **certifications**.
- To review how many days you have to use for reasons controlled by leave control, click the word **leave control**.
- Your employee ID is located at the top of the page under the title Substitute ID. **Note: YOU DO NOT USE THIS ID AS YOUR PIN WHEN SIGNING IN.**

Log Out TO LOG OUT of WEBCONNECT

Click the Log Out Button , which logs you out of the system.