

ATTENTION SUBSTITUTES!

Before reporting to your daily assignment

- * Before leaving your house make sure to check your Smartfind Express calendar to ensure your assignments are reflecting accurately.
- * If your assignment is not reflecting accurately. You must call Diane Hlavaty at 838-0077 as soon as possible

Report to your assignment

- * If there are any changes or discrepancies in your assignment such as; two subs arrive for the same job, you are being reassigned, or they dismiss you due to no need. Teachers may cancel and still show up, in the school or at another location.

Before the end of the day

- * Please check your Workday calendar to ensure that your assignment reflects the job that you worked. If it does NOT, please see the Timekeeper (School Secretary) immediately.
- * All class coverages must be entered in Workday the same day of the coverage you worked.

To add class coverages

- * Please go into the Workday web calendar, DO NOT TOUCH ASSIGNMENTS
- * Make a separate entry UNDER YOUR CURRENT ASSIGNMENT
- * Enter the school worked at that day
- * Enter 1 hour (every time).
- * Select the appropriate class coverage from the dropdown menu.
- * Fill out the comment section to include the teacher's name, date, and class (It will give an alert if not complete)
- * Click ok
- * To ensure that your Friday submission will be completely accurate please you make sure that Smartfind and Workday calendar matches daily

Assistance from your Timekeeper

- * Need help entering class coverages
- * Need to leave early
- * Errors/Alerts on Workday calendar

Assistance from Diane Hlavaty

- * Morning Smartfind cancelations
- * Morning job assignment needed
- * At a location with No job number
- * 2 Subs at the location for same assignment
- * Reassign to new location
- * Long-term Substitutes time off

please contact your timekeeper and/or diane hlavaty the same day you need assistance, do not wait until payroll Friday

