

# Substitute Job Status Tab

Use the **My Organization Attendance** entry point to use the Substitute Job Status tab to review the substitute assignments for the day, as well as the reported absences for which a substitute has not been assigned. Click the **Substitute Job Status** tab to bring it forward.

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The Substitute Job Status tab shows the substitute jobs for the current day by default. You can change the date in the **Start Date** field or use both the **Start Date** and **End Date** fields to display substitute jobs for a date range.

## Search for Absences

To search for specific absences on the list:

- Enter search criteria in the available fields.
- Click the **Search** button.

Your results will appear in the Current Absences table.

The screenshot displays the 'Substitute Job Status' tab interface. At the top, there are navigation tabs: Un-Reported, Reported, Un-Reported and Reported, **Substitute Job Status**, Absence History, Deleted Substitute Jobs, Substitute Management, and No Show List. Below the tabs are search filters: Start Date (03-01-2022), End Date (03-01-2022), Organization (dropdown), Substitute Required (Both), Search By (Name), and Role Name (dropdown). A 'Search' button is present. Summary statistics show: Filled:0, Open/Held:0, Vacant Position:8, Pre-Arranged Non-Accepted:0, and Total:1. Below the filters is a table titled 'Current Absences' with 1 record. The table has columns: Job ID, Absent Employee, Reason, Absence Status, Absence Hours, Eligibility, Start Date, Start Time, End Date, End Time, Role, Location, Sub ID, Sub Name, Created Date, and Cour. The single record shows Job ID 573922, Absent Employee [redacted], Reason Admin Leave - No pay, Absence Status Approved, Absence Hours 8.0, Eligibility View, Start Date 03-01-2022, Start Time 7:10 AM, End Date 03-01-2022, End Time 3:40 PM, Role Secretary, Location [redacted], Sub ID [redacted], Sub Name [redacted], Created Date 03-01-2022 10:58 AM, and Cour [redacted]. A 'Sign In Sheet' button is located at the bottom left of the table area.

The following categories of substitute job information are listed on the tab:

- **Filled** - Number positions with an employee absent for which a substitute has accepted the job.
- **Open/Held** - Number of positions with an employee absent for which a substitute has not accepted the job.
- **Vacant Position** - Number of positions without an assigned employee that requires a substitute.

- **Pre-Arranged Non-Accepted** - Number of positions with an employee absent that have an arranged substitute who has not yet accepted the job.
- **Total** - Total number of positions with employees absent that require substitutes.

To filter the display of substitute jobs by category, click the number link next to the category.

### Pro Tip

Click the **View** link in the Eligibility column to display the Eligibility box with a list of the categories associated with the employee's role or position.

Categories are prefaced with *Role* or *Position* to indicate the level to which they are assigned. Click the **Ok** button to close the Eligibility box.

Click the  icon on the row in the Current Absences table to view a menu with a list of actions that can be performed on that row. You do not need to select the row itself; you can use the row action menu in any given row to perform an action on the absence shown in that row. Some actions may be inactive depending on the selections you have made. If there are no actions related to a single row, then the icon does not display.

## Add Substitute

If the absence requires a substitute, but one has not been assigned or if you need to add a substitute for a future absence, the Add Substitute option is available in the row action menu.

- Select **Add Substitute** in the row action menu  to view the Add Substitute tab.

For information about adding a substitute, see the **Reported Tab** article.

## View Job Details

- Select **Job Details** in the row action menu  to view a box with position details.

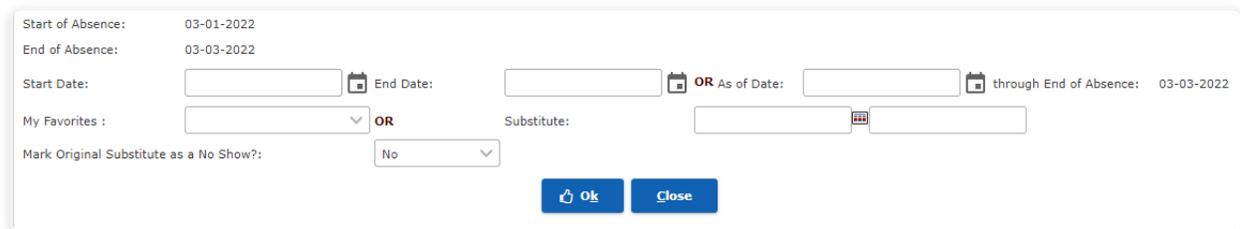
When you are finished viewing the details, click the **Cancel** button on the box.

## Change Substitute

If the job has not ended, you can change the assigned substitute.

- Select **Change Substitute** in the row action menu  to open the Assign Substitute screen in a new window.

On the Absence History tab, click the Change Substitute button to open the Assign Substitute screen in a new window.



Start of Absence: 03-01-2022  
 End of Absence: 03-03-2022  
 Start Date:   End Date:   OR As of Date:   through End of Absence: 03-03-2022  
 My Favorites :   OR Substitute:    
 Mark Original Substitute as a No Show?:  

### *Assign Substitute tab for substitute change*

- Enter the **Start Date** and **End Date**, or enter the **As of Date** on which the new substitute will take over the job.
- Assign the substitute via one of these options:
  - If the employee has designated any preferred substitutes, select one from My Favorites.
  - If the employee has not designated a favorite substitute, or if you are assigning one that is not in the My Favorites list, enter the Substitute ID of the substitute or click the  icon to open the Employee Search tab and locate the substitute.
- Click the **OK** button to view the Reason box.

- Enter a **Reason** for the substitute change.
- Click the **OK** button to save the change.

## Remove Substitute

- Select **Remove Substitute** in the row action menu  to view the Assign Substitute tab in another window.
- Enter the **Start Date** and **End Date** for when the substitute will not be present or enter the **As of Date** on which the substitute will no longer be present.
- Click the **OK** button to view the Reasons box.
- Select a **Reason**.
- Click the **OK** button to remove the substitute assignment from the reported absence.

Reasons for removing a substitute are configured in the **Sub Cancel Reason Maintenance** entry point.

## Change Start Date

You can change the start date of a substitute job that is scheduled for a future date.

- Select **Change Start Date** in the row action menu  to view the Change Start Date box.
- Click the **Start Date** field and type a new date to replace the existing date.

The End Date cannot be edited in the Change Start Date box.

## Change End Date

- Select **Change End Date** in the row action menu  to view the Change End Date box.

- Click the **End Date** field and type a new date to replace the existing date.

You cannot change the end date for a job that has already ended. You cannot change the Start Date in the Change End Date box.

## Split Vacancy Sub Job

Use Split Vacancy Sub Job on the row action menu  to assign two substitutes to a date or dates on a vacancy substitute job where a substitute is already assigned. This action is only available for selection when you select a row that is a vacancy and already has a substitute assigned to that vacancy for that date.

Select Split Vacancy Sub Job in the row action menu  to view the Split Vacant Sub Jobs tab.

The sections of the Split Vacant Sub Job tab are:

- The **Sub Job Information** section at the top of the tab shows the current Sub Job ID, assigned substitute, and the date(s) and times of the substitute job.
- The **Update Times for Sub Job ID** section, where you can edit the times that the current substitute will be scheduled to work on the date (or dates) that will be split with another Substitute
- The **Add Additional Substitute** section, where you can set the scheduled work time for the second half of the date (or dates) selected to be split. If a Substitute has already been selected, he or she can be added in this section. If no substitute has been arranged, you can select the *No* option for the Add Substitute field. If you select No, then that segment of the unfilled job will be made available to all qualified substitutes through normal substitute job search options.

## Split Absence Sub Job

Use Split Absence Sub Job on the row action menu  to assign two substitutes to a date or dates on an absence where a substitute is already assigned. This action is only available

for selection when you select a row that is an absence and already has a substitute assigned to that absence for that date.

Select **Split Absence Sub Job** in the row action menu  to view the **Split Absence Sub Jobs** tab.

The sections of the **Split Absence Sub Job** tab are:

- The **Sub Job Information** section at the top of the tab shows the current Sub Job ID, assigned substitute, and the date(s) and times of the substitute job.
- The **Update Times for Sub Job ID** section, where you can edit the times that the current substitute will be scheduled to work on the date (or dates) that will be split with another Substitute
- The **Add Additional Substitute** section, where you can set the scheduled work time for the second half of the date (or dates) selected to be split. If a Substitute has already been selected, he or she can be added in this section. If no substitute has been arranged, you can select the *No* option for the Add Substitute field. If you select *No*, then that segment of the unfilled job will be made available to all qualified substitutes through normal substitute job search options.

## Delete Sub Job

You can delete a substitute job for a future date.

You cannot delete the substitute job if the job has started.

- Select **Delete Sub Job** in the row action menu . The **Delete Substitute Job Warning** box warns that if you continue with the delete action, all employee absence and substitute arrangement details for the job will be removed.
- Click the **Yes** button to view the Reason box.
- Select a **Reason**.
- Click the **OK** button to delete the job.

Reasons for deleting a sub job are configured in the Sub Cancel Reason Maintenance entry point.

## Add Approval Notes

- Select **Approval Notes** in the row action menu  to view the Notes screen.
- In the **Notes** field, enter any free-text comments, up to 2000 characters.
- In the **Private** field, select *Yes* to indicate that this note is private; select *No* if the note is not private. *No* is the system default.
  - If a note is designated as Private, then only the person entering the note has access to it. No information about the note is displayed for other users.
- In the **Internal Only** field, select *Yes* to indicate that this note is for internal use only; select *No* if the note is not only for internal use. *Yes* is the system default.
  - Selecting Yes in the Internal Only field indicates that only district employees have access to the note.
- Select the **Communication Method** by which you received the information.
- Click the **Add** button to add the note to the Notes list.
- Click the **Return** button to return to the tab on which you were working.

## Hold Job and Release Job

If a job does not yet have a substitute assigned and is not currently being held, you can select **Hold Job** in the row action menu  to hold the job.

If a job is being held, you can select **Release Job** in the row action menu  to release the hold on the job.

## Sub Pool

Select **Sub Pool** in the row action menu  to view the Substitute Pool List with a list of the substitutes available for a given job who have an eligibility category that matches all the eligibility categories associated to the role/position assigned to the absent employee. The Eligibility Name column lists each substitute's eligibility categories.

The Sub Pool button only works when your Start Date and End Date are the same.

## Approve Absence

Select **Approve Absence** in the row action menu  to approve the absence. The Absence Status changes to *Approved*.

## View Absence

To view the recorded details about the employee's absence, select **View Absence** in the row action menu  to display the Employee Detail tab.

For more information about using the Employee Absence Detail tab, see Recording Employee Absence Details in Un-Reported Tab.

## Convert to Sub Required

Select **Convert to Sub Required** in the row action menu  to change the sub-requirement on an absence that currently does not require a substitute.

## Convert to No Sub Required

Select **Convert to No Sub Required** in the row action menu  to change the sub-requirement on an absence that currently does require a substitute.

## Add Substitute Instructions

Select **Substitute Instructions** in the row action menu  to enter instructions for a substitute job.

## Generate a Sign In Sheet

Click the **Sign In Sheet** button to generate the Substitute Sign In Sheet report in a separate window.