

## SUBSTITUTE INFORMATION as of August 28, 2008

You can now order a substitute two ways - via the phone or via the computer.

- **New** SubFinder Touch-Tone Phone Access Number: **1-866-323-1529**. If you have not registered your name with SubFinder, please call the **new** SubFinder Touch-Tone Phone Access to register your name.
- **PIN is your Payroll/Employee ID Number**. Your PIN number has **changed** - it is **NO LONGER** your SSN. Your **new** PIN number for **Touch-Tone Phone Access** and **SubFinder Online** is your **Payroll/Employee ID Number** - you can find this number on your pay warrant - if this number does not work, please call Substitute Services. (**You will also find your pin # attached to this handout**).
- You can access SubFinder via the internet from <http://inside.seattleschools.org> website on the far right, click on the link **SubFinder System (Employee Access)**. This takes you to the SubFinder welcome page.
- On the welcome page, click on the tutorial to learn how to use SubFinder via the Internet (10 minute video).
- Subfinder & Payroll at this time are not connected. So please remember to record your time in the substitute system and also record your time in the WISE/payroll system.

**Questions, please call Substitutes Services.**

Lois C. Brown (Lead Substitute Coordinator)

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[suboffice@seattleschools.org](mailto:suboffice@seattleschools.org)

## Additional Substitute Information:

- 1) Please call/email for a substitute using the current substitute system.
- 2) Call the Main Office at 252-2270 to let us know about your absence. You can also email a few teachers/staff members if the absence is not preplanned. Attach lesson plans so that we can distribute them to your substitute.
- 3) Full time TEACHERS must request a substitute from 7:15am - 2:45pm. These are the hours that substitutes must be in the building. If teachers are planning on only being absent for part of a day these are the part time hours: 7:15am - 10:30am OR 10:30am - 2:45pm. If you are going to be absent in the middle of the day or the part time hours do not fit your schedule your **MUST** request a full day substitute.
- 4) Part time teachers - depending on your schedule during the school day (and/or your fte) you will **PROBABLY** need to request a full day substitute (please check with Jeanette in the Main Office)