

# WebConnect

## EMPLOYEE Internet Users' Guide for SubFinder v5.8

### SubFinder

Using WebConnect, employees can quickly accomplish routine tasks such as reporting absences and reviewing schedules. The entire workforce has easy-to-use, secure access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Internet.

### How Does It Work?

WebConnect works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, regardless of the method of entry.

WebConnect is used to access SubFinder from your home, office, or any other computer that has Internet access. Simply enter your District's web address for SubFinder in your Internet Browser address line, press **Enter** on the keyboard, and the SubFinder Log In screen will appear.

### System Access

To access SubFinder via the Internet, simply enter your last name (**NOT** your five+two) in the **Last Name** field and your PIN (5-digit payroll number) in the **Password** field and click **Submit**.

The opening screen will appear. Any welcome messages and/or important information from your Site Administrator will be displayed. On the left side of the screen are the buttons that give you access to various options. These include **Report Absence**, **Review Absence**, **Personal Info**, **Tutorial**, and **Log Out**.

You may also access WebConnect through the TPS intranet. Go to <http://www2.tulsaschools.org>. On the Quick Links drop-down menu on the left, choose SubFinder Login. Log into WebConnect using your last name (not your five+two) and your PIN (5-digit payroll number).

### Report an Absence

Click the **Report Absence** button and then click **Continue**.

Enter the **Start** and **End** dates for your absence. If the times differ from your normal work times (i.e., a half-day absence), enter the specific times. The associated job dates and times will change to match those entered for the absence. If the job start and end times differ from absence start and end times, enter the appropriate information.

Before clicking Continue, you must also specify whether the absence and job times will follow your normal employee schedule (i.e. 8:00 am – 4:00 pm) or the same times daily (i.e. multiple half days). Once that choice has been made, click **Continue**.

Select an absence **Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason. Click **Continue**.

Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, or Requested Substitute, then click **Continue**.

If you've chosen Requested Substitute, you will be prompted to enter one of the following:

- The chosen substitute's SubFinder-assigned ID Number
- The chosen substitute's Employee Number
- The chosen substitute's Name

Click **Continue**.

Confirm that all of the information you have entered is correct, then click **Confirm Add Job**. If the information is not correct, click **Cancel** or **Report Absence** and re-enter the information.

After clicking **Confirm Add Job**, the Job Number will be displayed at the top of the screen. You must write the Job Number down for future reference! At this point, you may choose to leave Special Instructions. To do so, click the **Yes** button. If you do not want to leave Special Instructions, click the **No** button.

After typing in Special Instructions, review them and then click **Save Job Message**. If you decide that Special Instructions are not necessary, click **Exit**.

### Absence Review

To review your absences, click the **Review Absence** button. You may review your absences by Substitute, Date or Date Range, Type (i.e., Requested Substitute, Substitute Required, etc.), or Status (i.e., Filled, Unfilled, etc.). Make the appropriate selections and then click **Run Request**. If you do not want to filter the information, simply leave the boxes unchecked; all absences for the current year will be shown.

If you need to cancel an absence, click the **Cancel** button which is displayed next to each future absence. A screen will appear asking you to verify that you wish to cancel the absence. To confirm the cancellation, click **OK**. If you do not wish to cancel the absence, click **Cancel**.

### Personal Information

To view your personal information, click the **Personal Info** button. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and Employee Number along with several tabs – General Info, Address, Certification, etc.).

### General Info

The General Info tab displays your Home Site, assigned Calendar Track, specific Start and End Work Hours (if different than the site's normal hours), Primary and Secondary Job Positions, Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status.

### Address

The Address tab displays your address and telephone number.

**Certification** and **Leave Control** (These sections not used.)

### Tutorial

Click on the **Tutorial** button to begin an online video guide for SubFinder. The online video will open in a new pop-up screen.

### Log Out

When you are ready to leave SubFinder, click the **Log Out** button. You will return to the SubFinder Log In screen.