

How To Use SubFinder

<https://webconnect.nn.k12.va.us/>

Go to the SubFinder system when you need to report an absence. You can also request a substitute teacher if you need one. **ALL ABSENCES MUST BE ENTERED ON SUBFINDER EVEN IF YOU DO NOT NEED A SUBSTITUTE.** To log in, enter your last name and your password (your employee ID #).

Begin by clicking on 'Report Absence' located on the left side.

Step 1

Your name and content area will be displayed. Confirm that this information is correct and click 'Continue'.

Step 2

On the left, you will see 'Absence Start' and 'Absence End'. This is where you enter the date and time of **your absence**. If you will be absent all day, then enter 7:00AM – 2:20PM. Whatever time you will be out of the building, this is where you enter it. This entry determines whether or not you will be charged for a full day or a half day (four or more hours is a whole day).

On the right, you will see 'Job Start' and 'Job End'. This is where you enter the date and time of when **you need substitute coverage**. Usually, this will be the same as the date and time of your absence, although there may be a situation where you will be absent all day but only need coverage for the afternoon. Adjust the time that the substitute is needed accordingly. Click 'Continue'.

Step 3

Click on the 'Reason' pull-down menu and select your absence and code.

If you are a teacher, guidance counselor, or librarian, select one of the following codes:

306/Sick Day, 311/Personal Leave Day, 316/Jury Duty Day, 326/Military Leave Day, 331/Court—
School Related Day, 340/Professional Leave, or 916/Leave Without Pay Day.

Click 'Continue'.

If you are an assistant of any kind, select one of the following codes:

305/Sick Hours, 310/Personal Leave Hours, 315/Jury Duty Hours, 325/Military Leave Hours,
330/Court—School Related Hours, or 915/Leave Without Pay Hours.

Click 'Continue'.

Step 4

Click on the 'Job Type' pull-down menu and select from 'No Substitute Required' (a substitute isn't necessary because no classes need to be covered or you have arranged for a colleague to cover), 'Prearranged Substitute' (a particular substitute is desired, has been contacted and their availability was confirmed beforehand), or 'Substitute Required' (a substitute is needed). Click 'Continue'.

Step 6 (This step will only appear if 'Prearranged Substitute' is chosen)

Click on the pull-down menu of substitute teacher names and choose the correct substitute. Click 'Continue'. **Again, the substitute must be contacted in advance to confirm availability for the assignment—simply selecting 'Prearranged Substitute' on SubFinder will not ensure that you get the substitute you want.** Ms. Weathers has substitute contact information if you need it.

Step 8

All information regarding your identity, your absence date(s) and times, job start and end date(s) and times, need for a substitute, and name of prearranged substitute if applicable will be displayed. Verify that this information is correct and click 'Confirm Add Job'.

The Job # will appear and confirm added absence/job. If you want to leave a note or instructions that the substitute will see when he/she reviews the job assignment online, click on 'Yes'. Enter your note and click 'Save Job Message' when it is complete. If you do not need to leave a note for the substitute, click on 'No'.

Note: You can click on 'Cancel' during any step if you have made a mistake or need to make changes.

IMPORTANT! If you do not see a job number and a confirmation that your absence was added after you enter your information, the system may not have accepted your request, and you must enter it again. If after you enter it again, you receive the message that what you are trying to enter conflicts with an existing absence, check with Ms. Weathers to make sure that your absence was in fact entered in SubFinder.

*If you have any questions or need assistance,
please see Ms. Weathers in the Main*

Office.