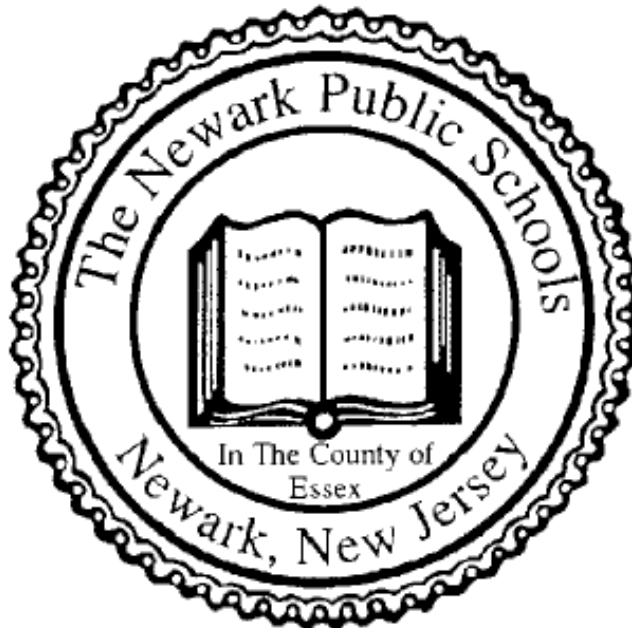


**THE NEWARK PUBLIC SCHOOLS**

**SUBFINDER COMPUTER SYSTEM  
POLICIES AND PROCEDURES**



**INSTRUCTIONAL STAFF**

**HUMAN RESOURCE SERVICES  
2 CEDAR STREET  
NEWARK, NEW JERSEY 07102-3091  
TELEPHONE 973-733-7560/8078**

## **SubFinder**

The Newark Public School District has chosen the SubFinder System as one source for capturing time and leave debits for employees who are required to contact the computerized calling system. The SubFinder is engaged to contact substitute employees automatically via a computerized calling program and produce reports, as required, by Central Office, Substitute Finder System and remote school location sites. \*

**\*(Exception: Bruce Street School who will continue to contact per diem employees utilizing the TTY system; Per diem School Nurses will be assigned through the Office of Health Services)**

Failure by any employee, to report any absences to the SubFinder, from active duty in a timely manner (consistent with contractual and district obligations) shall be cause for disciplinary action.

### **SUBFINDER REGISTRATION**

All employees required to report absences using the SubFinder system must register with the system, by calling **973-621-1260**. Registration is a voice recording of your name. When you voice your name, include your grade level, speak clearly and in a normal voice tone and be sure that there is no noise in the background. When you are finished recording your name, press the # sign to stop the recording. Do not leave a huge space after your name. This will help your administrator when they listen to their absences for the day. Also, your voice is heard by everyone that the system tries to contact in order to fill your absence.

The SubFinder is available 24 hours a day.

### **REPORTING AN ABSENCE**

All instructional staff including administrators at a school location are required to call the SubFinder to report an absence from work. \* Reporting an absence is accomplished by calling **973-621-1260** and following the SubFinder menu. Please listen to the entire message before entering your information. Be aware: staff assigned to more than one school location must identify for the substitute teacher, under special instructions, to what school location he/she must report. Listen to the entire menu, **confirming all information** before ending your call.

**\*School Administrators may also be required to call their SLT.**

### **JOB NUMBERS**

You can be assured of confirmation upon receipt of your **Job Number**. If you do not get a job number you did not report your absence successfully. You may review an absence from the main menu. CONFIRM, CONFIRM, and CONFIRM.

### **ITINERANT TEACHERS**

It is important that all itinerant teachers state the schools in which they teach when they record their name. Itinerant teachers must make it clear to the substitute teacher the schools in which they work and the times they are required to be at each school. This information may be relayed in two possible ways. You may

voice in special instruction naming the various sites and times, or your schedule can be voiced under Itinerant Schedule from the Main Menu.

### **PERSONAL INFORMATION**

All personnel should access the SubFinder program and update information as appropriate; i.e. change of telephone number, itinerant teacher schedule of location, etc. You should also inform the SubFinder Help Desk

The SubFinder Help Desk is open from 7:00am until 4:30 p.m. Monday through Friday. Please call with any concerns you have at 973-733-7560 or 8078.

### **PIN's**

Every employee and per diem required to use the SubFinder System will receive a Personal Identification Number (PIN). Personal employment information stored in SubFinder, and Payroll data to generate pay check(s) is activated by keying your PIN into the system. This is a security mechanism to protect your personal and employment information.

### **DO NOT GIVE YOUR PIN TO ANYONE ELSE**

### **CANCELLATION OF A JOB**

Once you have entered an absence and must cancel the job you have up to one hour before the start of the job to do so. This can be accomplished from the main menu. Please be considerate when canceling a job, if the job has been filled by a substitute please ensure that the system has enough time to contact the substitute and cancel the job.

### **REPORTED ABSENCE CHANGES**

Only the sub remote operator or site administrator can change an absence reported by an employee.

### **EMERGENCY PLAN**

We have taken every precaution to keep the system up and running. If we experience power outage, we have four hours of battery back up to keep the system running until power is restored. However, computers sometimes fail.

### **SYSTEM FAILURE**

If the Subfinder System server loses electrical power, a Sub Alarm System will alert Central Office representatives to take appropriate action. The process to report an absence would revert to the manual system:

- A. Call school administrator/representative to report absence.
- B. School calls the substitute teacher(s).
- C. When the system resumes functioning sub-remote operators in the school location will input all absences and substitute information.

## **SCHOOL CLOSING**

Should an emergency situation, such as inclement weather, power outage quarantine, etc., making it necessary to close the schools, an announcement will be made through the local news media. It is the substitute teacher's responsibility to be aware of such announcements. Radio Stations: KISS-98.7 FM, WCBS-880 AM, WINS-1010 AM, WBLS-107.5 FM, WOR-710 AM.