You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

1-877-388-0913

Remember, SubFinder only works from touch-tone telephones!

**TELEPHONE SHORTCUTS:**
Pressing 9 will take you back to the previous Menu.
Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

**WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.**

**WHEN SUBFINDER CALLS YOU**

To Offer You a Job
SubFinder will call and ask for your PIN followed by pound (#), or press star (*) if you do not wish to receive any more calls during this calling period.

If you chose to enter your PIN, followed by pound (#), SubFinder will describe an available job.

**TO REVIEW CURRENT ASSIGNMENTS**

To Review Current Assignments Press 1
To Review Available Jobs Press 2
To Cancel an Assignment Press 3
To Review Personal Information Press 4
To Pre-Register for the Next School Year Press 7
To Leave the SubFinder System Press 9

You will hear the Pre-Registration option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

**TO CANCEL AN ASSIGNMENT**

To accept the job Press 1
To hear the job again Press 2
To reject the job Press 9

If you press 1 to accept the job, SubFinder will play the job information again and give you a JOB NUMBER. You will be given some of these options as well.

To hear special instructions Press 1
To hear the itinerant schedule Press 2
To hear directions to the site Press 3
To continue Press 5

If you press 2 or 3, the appropriate information will be provided. If you press 5, you will be given two options.

To hear the job again Press 2
To end this call Press 9

If you press 9 to reject the job, SubFinder may ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct Press 1
If incorrect Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation Press 1
Otherwise Press 2

**MAIN MENU OPTION #1 TO REVIEW CURRENT ASSIGNMENTS**

From the Main Menu Press 1

**MAIN MENU OPTION #2 TO REVIEW AVAILABLE JOBS**

From the Main Menu Press 2

SubFinder will describe an available job, if any exist, followed by some or all of the following options.

To hear special instructions Press 1
To hear the itinerant schedule Press 2
To hear directions to the site Press 3
To continue Press 5

If you press 5, you will be given these options.

To hear the job details again Press 2
To cancel this job Press 4
To return to the Main Menu Press 9

If you press 4, SubFinder may ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct Press 1
If incorrect Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation Press 1
Otherwise Press 2

**MAIN MENU OPTION #3 TO CANCEL AN ASSIGNMENT**

From the Main Menu Press 3

Enter the JOB NUMBER followed by pound (#). SubFinder will play the job information.

To cancel this assignment Press 1
To return to the Main Menu Press 9

If you press 1 SubFinder may ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct Press 1
If incorrect Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation Press 1
Otherwise Press 2

**MAIN MENU OPTION #4 TO REVIEW PERSONAL INFORMATION**

From the Main Menu Press 4

SubFinder will play the Personal Information Menu

To review your phone number Press 1
To review your name recording Press 2
To review the days of the week you can work Press 3
For the date range menu Press 4
To hear your employee ID Press 5
To return to the Main Menu Press 9

(1) To Review Your Phone Number
SubFinder will play your phone number.

If your phone number is correct Press 1
To change your phone number Press 2
If you press 2, enter the area code and phone number followed by pound (#). SubFinder will repeat the number.

If your phone number is correct Press 1
To change your phone number Press 2
If you press 2, enter the area code and phone number followed by pound (#). SubFinder will repeat the number.

(2) To Review Your Name Recording
SubFinder will play your name as it is recorded.

If your name is recorded correctly Press 1
To re-record your name Press 2
If you press 2, record your name after the tone. When you are finished, press pound (#). SubFinder will repeat your name.

If Correct Press 1
(1) To Add an Unavailable Date Range

Step 1: Enter the first date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable beginning today, press star (*).

Step 2: Enter the beginning time (HHMM) that you will be unavailable followed by pound (#). If you will be unavailable from the start of day, press star (*). If you enter a specific time:

For A.M. Press 1
For P.M. Press 2

Step 3: Enter the last date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable for only a single day, press star (*).

Step 4: Enter the minimum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (*).

SubFinder will repeat your unavailable date range.

If correct Press 1
If incorrect Press 2

(2) To Add a Do Not Disturb Date Range

Step 1: Enter the first date (MMDD) that you don’t want to be called followed by pound (#). If you don’t want to be called starting today, press star (*).

Step 2: Enter the beginning time (HHMM) that you don’t want to be called followed by pound (#). If you don’t want to be called from the start of the day, press star (*).

Step 3: Enter the last date (MMDD) that you don’t want to be called followed by pound (#). If you don’t want to be called for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you wish to receive calls again, followed by pound (#). If you don’t want to be called until the end of the day, press star (*). If you enter a specific time:

For A.M. Press 1
For P.M. Press 2

SubFinder will repeat the Do Not Disturb date range.

If correct Press 1
If incorrect Press 2

(3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

To hear the date range again Press 3
To remove the date range Press 4
To return to the Main Menu Press 9

If you press 4, SubFinder will ask for confirmation.

If you are sure you want to remove this date range Press 1
Otherwise Press 2

(5) To Hear Your Employee ID

SubFinder will play your SubFinder–assigned ID number. This number is used only when someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder.