



SubFinder 5.9 Version Summary For Employees

File Attachments*

This feature allows you as an employee to attach Word (.doc or .docx), PDF, Rich Text (.rtf), and Simple Text (.txt) files to Special Instructions when adding or editing an absence; the maximum file size permitted is 200 KB. This attachment is made available to substitutes reviewing your jobs online. Those substitutes shopping for jobs via the phone will hear that the attached Special Instructions exist online. The addition of file attachments supports greater communication between employees and substitutes, ensuring the highest quality of education in the classroom.

Email Notification*

Your organization may choose to send you email notifications regarding the status of your absences. Employees can receive notifications when their absence has been filled by a substitute and anytime a substitute is removed from the assignment. Depending on your organizations settings, you may have the ability to add and edit your email address in your Address tab within the Personal Info menu of SubFinder online.

Online Tutorial

The employee online tutorial has been updated to provide instruction on the latest features offered to employees using SubFinder. Please access SubFinder online and review the tutorial for additional information on using these and other features.

* These features are optional and your organization may or may not be using them at this time. If you have any questions regarding the use of these features please contact your SubFinder Administrator.