

# Blair Subfinder Process:

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## **Substitutes**

1. Blair - Substitutes will pick up a packet at the Blair Administration Building.
2. The Superintendent must sign the document before the substitute can bring it to ESU#3.
  - a. The ESU #3 packet can be found on the website [www.esu3.org](http://www.esu3.org) ; click on the Substitutes link on the left side of the page. The following information will be available:

[subpay.esu3.org](http://subpay.esu3.org) Click here to access the Employee Access Center for Substitutes and Nurses  
<http://esu3subs.ne.safeschools.com/login> Click here to access the Safe Schools videos  
**Teacher Packets** The packet contains the necessary forms to be employed as a substitute teacher.

- b. The packet contains the necessary forms to be employed as a substitute teacher for the ESU #3 substitute program.
  - c. **SOCIAL SECURITY CARD REQUIREMENT:** To be an employee, ESU #3 is required by law to keep a copy of your social security card for the payroll records. Your name, as it appears on your social security card, must be duplicated on your W-2 form. If the name is not as it appears on the social security card, the IRS/social security office will fine ESU #3 \$50. This requirement can be verified by calling the Social Security Administration office. The number is 1-866-716-8299. The office is located at 604 N 109<sup>th</sup> Court, Omaha, NE 68154. This requirement is not related to the I-9 form.
  - d. *A candidate's names will be submitted to the selected district(s) when all paperwork has been submitted, the background check results have been received, and the candidate has successfully completed the required training videos.*
  - e. *A valid Nebraska teaching certificate is required and must be signed by the ESU #3 Administrator.*
3. Once they have filled out the packet the substitutes will need to call ESU #3 at 402-597-4806 for an appointment.
  4. ESU #3 will conduct a criminal history check, review their teaching credentials and have the substitutes watch the Safe School videos. Once this has all been completed ESU #3 will contact the Blair Administration Building by email.
  5. Blair Administrative Office will notify the principals of the substitute availability.
    - a. The Principal approves the substitute
  6. Blair Administrative Office will then enter the Substitute into Subfinder and assign appropriate sites and positions. Substitute name, employee ID (SSN), pin, phone number and email address are the only other required fields when entering the substitute.
  7. Blair Administrative Office will contact the substitute of the approval and setup a meeting to go over:
    - a. SubFinder Training using the phone and Webconnect.
    - b. Substitute ID badge will be issued.
    - c. Substitutes will call into SubFinder and voice their name during the training. (402-597-8967)
  8. Blair Building Secretaries will assign substitute to Preference/Building/Skill lists.

## ***Employees***

1. New employees will be entered by the HR/Payroll staff
  - a. Email will be sent to the employee with their login name and PIN number.
  - b. Instructions for how to voice their name will be sent in the email.
  - c. Instructions for logging onto Webconnect or using the phone will be sent in the email.

## ***Other Items***

1. Morning SubFinder calls 5:30 AM - 1:30 PM for the current day's absences.
2. Evening SubFinder calls 5:00 PM – 10:30 PM for any job 120 days into the future.
3. Default password for Employees and Substitutes using the phone is First Initial + Last Initial + last 4 digits of SSN.
4. Default login and password for Employees and Substitutes using Webconnect is Last Name for login. Password will be the same as the phone, except the First Initial/Last Initial is a number, based on a phone button.
5. Reminder Emails will be sent to Substitutes 1 day prior to Job date. Note: substitutes must make sure their phone number and email address stay up-to-date. They can change this on Webconnect.
6. Calls are made based on teacher request list then teacher preference list then site preference lists and then skill list.
7. Employees can request specific Substitutes when entering their absences on Webconnect.
8. Employees can create their own request list on Webconnect. (this will need to be enabled by site using the edit station)
9. Emails will be sent to a substitute who has been requested for a job. The substitute will not hear or see the job if it is beyond 99 days out. They can contact the building and let them know they are willing to take the job when they receive the email for a job too far into the future.