

## VIEWING AND ACCEPTING SUB JOBS IN SUBSEARCH PLUS

If you are a substitute, you can view and accept available substitution jobs via the **View Assignments** utility.

 In WebClock, log into the Dashboard, and browse to View > View Assignments.

0/0/2019	07:45:05 AM		
NGE JOB	CODE	VIEW	RE
Accruals	Messages	Assignm	ents

2. At the top of the **Available Assignments** tab, you can choose a grouping option in the

**Group By** field, as well as a date range of available assignments. Click **Update**.

	ailable Ac	cepted						
aug b	w Request Dat	e V 🗌 Only show		ents at preferred locations	Managa professo	diacations		
						or locations		
			ext 60 Da	·	Update			
Start	tdate	Stop date	P	eriod				
Shov	wing 4 records of	4 Selected 0 record	s					
	Date	Time	Hours	Location	Name	Job Code	Days / End Date	Note
	Date	Time	Hours	Location	Name	Job Code	Days / End Date	Note
-	Date 08/16/2019	Time (1 of 1 requests)	Hours	Location	Name	Job Code	Days / End Date	Note
-			Hours 8:00		Name Teacher Test	Job Code	Days / End Date	Note
	08/16/2019	(1 of 1 requests) 08:00 AM - 04:00 PM		Location Southside Prep			Days / End Date	Note
	08/16/2019	(1 of 1 requests)					Days / End Date	Note
	08/16/2019	(1 of 1 requests) 08:00 AM - 04:00 PM					Days / End Date	Note
-	08/16/2019 08/16/2019 08/19/2019 08/19/2019	(1 of 1 requests) 08:00 AM - 04:00 PM (1 of 1 requests) 08:00 AM - 04:00 PM	8:00	Southside Prep	Teacher Test	5 - Southside Sub	Days / End Date	Note
-	08/16/2019 08/16/2019 08/19/2019	(1 of 1 requests) 08:00 AM - 04:00 PM (1 of 1 requests)	8:00	Southside Prep	Teacher Test	5 - Southside Sub	Days / End Date	Note
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- -	08/16/2019 08/16/2019 08/19/2019 08/19/2019 08/20/2019	(1 of 1 requests) 08:00 AM - 04:00 PM (1 of 1 requests) 08:00 AM - 04:00 PM (1 of 1 requests)	8:00	Southside Prep Gladius High School	Teacher Test	5 - Southside Sub 6 - Gladius Sub	Days / End Date	Note

- 3. You can browse the substitution assignments in the table. If you have chosen any grouping options, you may need to expand out each group to view the assignment.
- 4. To accept assignments, place check marks next to each of the desired assignments, click the blue **Accept** Button at the top, and click **Ok** in the confirmation window.
  - If you wish to turn down consideration for an assignment, click the red Reject button instead.



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Available Ac	cepted				
Group by Request Dat	te 🔻				
8/6/2019 🛗 to	10/4/2019 🛗 N	ext 60 Da	iys	Up	date
Start date	Stop date	Pe	eriod		
Showing 1 records of	1 Selected 0 records	s			
Date	Time	Hours	Location	Name	Job Code
- 08/06/2019	(1 of 1 requests)				
08/06/2019	12:00 PM - 08:00 PM	8:00		Ally O'Connell	10 - Substitute

- 5. To view accepted assignments, browse to the **Accepted Assignments** tab as shown above. This tab features sorting options similar to those on the Available Assignments tab.
- 6. If you have permission to do so, you can remove a future assignment from your list of Accepted Assignments. To do this, place a check mark to the left of the assignment, click the blue Unaccept button at the top right, and click Ok in the confirmation window.

When you later go to clock in for an accepted requirement, you will automatically be clocked into the correct job code and substitution.



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## CLOCKING IN WITHOUT AN ASSIGNMENT

8/12/2019 03:2	5:34 PM	Hello	o Carol Herna	ndez			Not you?
		Select empl	oyee to substitu	te (Clock In)			
		Location Filter	<< NONE >>	4			
				Searc	:h	Q,	
Showing	g 10 records of 10					<u>ــــــــــــــــــــــــــــــــــــ</u>	
Select	Employee↑			Location			
۲	Ally O'Connell						
0	David Carter						
•	Fred Potts						
0	Jerome Kelsey					_	
0	Joe Jacobson						
0	Johnny Fornell					_	
•	Lincoln Kelly						
0	Ted Barthow						
	<b>T</b> 0.10					Ŧ	
Bad	:k				Cancel	Continue	

In cases where a substitute request hasn't been entered and assigned in SubSearch Plus (such as in an emergency), a substitute can clock in and choose a teacher themselves.

- 1. In WebClock, select **Clock In**.
- 2. If necessary, choose your substitution job code and click **Continue**.
- 3. Choose a teacher from the list. You can search for a teacher's name, or use the **Location Filter** to choose the location.
- 4. Click **Continue** to complete the clock operation.



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## UTILIZING PREFERRED LOCATIONS

If your district utilizes **locations** for its teachers, assignments can be filtered to only show locations designated in a list.

- 1. In the **WebClock** interface, click **Log On to WebClock**.
- In the green navigation bar, go to View > Assignments.

PREFE	RREDI	LOCATION	S	
0		for all locations		
Receive no	otifications f	for specific locations		
+ Assig	'n	Search	Q,	
Showing 3 r	ecords of 3			
Unassign	Descriptio	on↑		
•	Gladius Hi	igh School		
•	Longinus 1	Middle School		
•	Partisan E	lementary		

3. Next to the **Group by** drop-down, you will find a checkbox marked **Only show assignments at preferred locations** and a link to **Manage preferred locations**.

Ava	ailable Ac	cepted						
oup b	Request Date	e 🗸 🗹 Only show	w assignme	ents at preferred locations	Manage preferre	d locations		
/15/2	2019 🗐 to	10/13/2019 🛗 N	ext 60 Da	ys	Update			
Start	t date	Stop date	P	eriod				
Shov	wing 3 records of	3 Selected 0 record	s					
Shov	ving 3 records of Date	3 Selected 0 record	s Hours	Location	Name	Job Code	Days / End Date	Note
		Time		Location	Name	Job Code	Days / End Date	Note
	Date	Time		Location Gladius High School	Name Teacher Test	Job Code 6 - Gladius Sub	Days / End Date	Note
-	Date 08/19/2019	Time (1 of 1 requests)	Hours				Days / End Date	Note
-	Date 08/19/2019 08/19/2019	Time (1 of 1 requests) 08:00 AM - 04:00 PM	Hours				Days / End Date	Note
- - -	Date 08/19/2019 08/19/2019 08/20/2019	Time   (1 of 1 requests)   08:00 AM - 04:00 PM   (1 of 1 requests)   08:00 AM - 04:00 PM	Hours 8:00	Gladius High School	Teacher Test	6 - Gladius Sub	Days / End Date	Note

4. Clicking the checkbox will hide assignments that do not have a location found on the Preferred Location list.

Following the link will take you to the same page as if you navigated to **View > Preferred Locations**.



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