Adding substitute custodian or positions

To enter a substitute: Select to Master Data>Substitute>Add and Enter for the following tabs

==General Information TAB:== All fields that are in red asterisk should be completed

- First Name, Last Name,
- Title: School Custodian
- Identifier (the code you would use for a district employee),
- Email and phone number, and pin (4 digits)
- Pay code is XX-District Managed Sub
- Permanent Sub: CO- Custodial Services
-

==**Permissions Tab:**==

- **Check Sub can search for Jobs on web and Subs can cancel accepted Jobs**
- **Default List should be "Edit List"**

==**Configurations Tab (Skill set)**==

- **Select Custodian- District Managed Sub**

==**Preferred Substitute list Tab (Add Schools)**==

- **Select: KES Bibb County GA 216F* (this is so the sub can see jobs needed for all schools within the district).**

General Information TAB:
- ENTER in the Salutation Box - School Custodian

| General Information | Permissions | Configuration Settings | Schedule | Preferred Substitute Lists | Reports |

| Substitute General | Address |

Select Another Substitute| Add a Substitute 🟦 | Send Letter/Email

Substitute White, Kendra
Phone #: (678) 791-2604
General Information
Last Update: 9/15/2022 9:27:20 PM
Log in as User

[Edit] [Apply Changes] [Cancel]
Fields marked with an asterisk * are required.

First Name	Middle Name	Last Name *	Access Grant
* Kendra		White	☑

Salutation	Date of Birth	Join Date	Frontline ID
			No

Permissions Tab:
- Check the 2nd box for Subs can cancel accepted Jobs

| General Information | Permissions | Configuration Settings | Schedule | Preferred Substitute Lists | Reports |

Select Another Substitute| Add a Substitute 🟦 | Send Letter/Email

Substitute: White, Kendra
Phone #: (678) 791-2604
Substitute Permissions

☑ Substitute can search for Jobs on web

☐ Substitute can cancel accepted Jobs (NOTE: Substitute cancel cutoff times are required for all Schools)

Substitute preferred School list
Default: Edit List

[Use default setting ▾]

District default for daily hours limit: OFF
☐ Substitute ignores daily hours limit

District default for weekly hours limit: OFF
☐ Substitute ignores weekly hours limit

District default for monthly hours limit: OFF
☐ Substitute ignores monthly hours limit

Substitute ignores monthly hours limit

Configurations Tab (Skill set)
- Select ADD NEW SKILLS and check Custodian- District Managed Sub >Save

| General Information | Permissions | Configuration Settings | Schedule | Preferred Substitute Lists | Reports |

| Skills | Preferred Schools |

Select Another Substitute| Add a Substitute 🟦 | Send Letter/Email

Substitute: White, Kendra
Phone #: (678) 791-2604
Skills

Add New Skills

No Records Found

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Preferred Substitute list Tab (Add Schools)
- Select: KES Bibb County GA 216F* (this is so the sub can see jobs needed for all schools entire district).

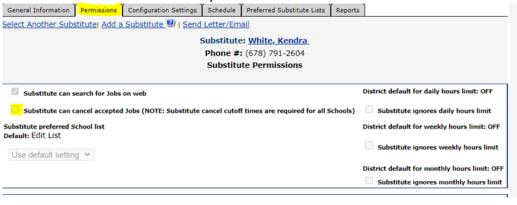| General Information | Permissions | Configuration Settings | Schedule | Preferred Substitute Lists | Reports |

| School | Employee |

Select Another Substitute| Add a Substitute 🟦 | Send Letter/Email

Substitute: White, Kendra
Phone #: (678) 791-2604
School Lists 🟦
Job Visibility Hierarchy

Add New Schools

No Records Found

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