Frontline Education ERP -Substitute Management Center

IT Business Systems Group - Substitute Management Center

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Substitute Management Center

Located on the El Paso Independent School District main web page (*http://www.episd.org*) is a link titled **My for Substitutes** under **Resources**. Click the link.

| ONDEPENDO | RESOURCES | CONNECT |
|-----------------|--|--|
| SCHOOL DISTRICT | MyEPISD Login My for Substitutes Parent Portal Student Portal Calendars TEAMS Employee Center | Join Our Team Outlook Email New Employees Classlink |
| | SITE MAP DISCLAIMER | |

The **EPISD Dashboard for Substitute Employees** will display. Each colored section is expandable. Expand the sections using the up/down arrows on the right of each section. The Frontline log in page will be located under the *Launchpad – Frontline Substitute Portal Log-In* section. Click 'here' to proceed to Frontline Substitute Log-In link.

| myepisi * | |
|--|----|
| EPISD Dashboard for Substitutes | |
| | \$ |
| Welcome to the EPISD Dashboard for Substitutes. This is your NEW launchpad to access various EPISD Substitute resources. | |
| ☆ EPISD SUBSTITUTE TEACHER RENEWAL | \$ |
| Important Information | \$ |
| III What's New?? | ţ. |
| 🕼 Launchpad - Frontline Substitute Portal Log-In | \$ |
| Use this substitute portal to view and accept sub assignments, view timecards, view paystubs, and other helpful resources. | |
| * Mobile app available for both Android and Apple phones. Once installed, look for the Substitute Self Serve icon. | |
| The following information is required to log into Frontline: Username: Last four of SSN Password: Six Digit PIN | |
| Click <u>here</u> to proceed to Frontline Substitute Log-In. | |

From the **Substitute Logon** tab:

- 1. Enter the **Last 4 digits of your SSN**. Enter your 6 digit **PIN**. You should be given this info when you are hired.
- 2. Click the **Sign On** button.



Use the **Navigation Menu Bar** to navigate to different areas of the **Substitute Service Center**. The screen defaults to **Pre-Arranged Jobs** upon sign on.

| Pre-Arranged J | obs | | | | | | | | | | | |
|--------------------------|------------------|---------------------|-----------|--------------------------|--------------------------|-------------------|----------------|---------------------|---------------------|---------|--------|--------------------------------|
| Employee ID: 1127898 | | | | | | | Osc | ar Miranda | | | | |
| T 🕑 | = Pre-Arranged 1 | obs | | | | | | | | | | 2 Barords 💌 |
| Pre-Arranged Jobs | Job Start Date | Job End Date | Day Count | Organization | Location | Times | Employee | - Role | Date Last Contacted | Courses | 🛎 Info | 🛎 Job Title 👻 |
| Search for Jobs | 09-28-2021 | 09-28-2021 | 2 | Franklin High School | Franklin High School | 8:15 AM - 4:15 PM | | High School Teacher | 09-27-2021 | | 0 | High School Social Studies |
| Accepted Jobs | 12-16-2016 | 12-16-2016 | 2 | Travis Elementary School | Travis Elementary School | 7:50 AM - 4:00 PM | Cynthia Turner | Elementary Teacher | 12-14-2016 | 0 | | Elementary Bilingual 4th Grade |
| Job History | Accept | Reject | | | | | | | | | | |
| Time Cards | | | | | | | | | | | | |
| Change PIN | | have been been been | d | | | | | | | | | 0 Parada # |
| Availability | Job Start Date | Job En | d Date | · Day Count · Orga | nization 👻 Location | Times | Employee | × Role × D | ate Last Contacted | S. Cou | rses | ✓ Info |
| Do Not Disturb | | | | | | | | | | 17 | | |
| Location Restrictions | Contract Sector | | | | | | | | | | | |
| Eligibilities Categories | Refere | | \sim | | | | | | | | | |
| Documents | | | | < | | | | | | | | |
| Log Off | / | | | ~ | | | | | | | | |
| | | | | | | | | | | | | |
| | | | N | vigation N | lenu Bar | | | | | | | |

Pre-Arranged Jobs

A Pre-Arranged Job is when the absent employee has communicated with the substitute (prior to their absence) that they will be absent and the substitute has agreed to cover the employee's absence. In the Pre-Arranged Jobs section, you can accept or reject prearranged substitute positions offered. It is important that you accept a prearranged position in order to receive payment. You will receive an email notification when a job has been prearranged. Make sure your EPISD email address is current and active. (See page 17 – Email Addresses Tab)

| Pre-Arra | anged Jobs | | | | | | | |
|-----------------------|---|---|---|---|---|---|--|---|
| ~ | Job End 💌 | Day 🕑 | Organization | Location | Times | Role | Date Last ~ | Job Title 🕑 |
| rt | Date | Count | | | | | Contacted | |
| e | | | | | | | | |
| 11-2023 | 04-11-2023 | 1 | Hillside Elementary School | Hillside Elementary School | 8:00 AM - 4:30 PM | Elementary Teacher | 03-29-2023 | Elementary Dual Language 2nd |
| 30-2023 | 03-30-2023 | 1 | Mesita ECDC at Vilas | Mesita Elementary School;Mesita ECDC at Vilas | 7:45 AM - 3:45 PM | Elementary Teacher | 03-23-2023 | Special Education Resource Elementary |
| 27-2023 | 02-27-2023 | 2 | Mesita ECDC at Vilas | Mesita Elementary School;Mesita ECDC at Vilas | 7:45 AM - 3:35 PM | Elementary Teacher | 02-24-2023 | Special Education Resource Elementary |
| | | | | | | | | |
| <u>A</u> ccept | <u>R</u> eje | ct | | | | | | |
| F r 1 3 2 | Pre-Arra t 1-2023 0-2023 7-2023 | Pre-Arranged Jobs Job End Job L Date 1-2023 04-11-2023 0-2023 03-30-2023 7-2023 02-27-2023 cccept Rejet | Pre-Arranged Jobs Job End Day Date Date Count 1-2023 04-11-2023 1 0-2023 03-30-2023 1 7-2023 02-27-2023 2 | Ver-Arranged Jobs Opp Ogay Organization bate Count Count Count 1-2023 04-11-2023 1 Hillside Elementary School 0-2023 03-30-2023 1 Mesita ECDC at Vilas 7-2023 02-27-2023 2 Mesita ECDC at Vilas | Verter-Arranged Jobs Organization Cocation 0 Date Count Organization Location 1-2023 04-11-2023 1 Hillside Elementary School Hillside Elementary School 0-2023 03-30-2023 1 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas 7-2023 02-27-2023 2 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas | Vite Opsile Organization Contain Times 12023 04-11-2023 1 Hillside Elementary School Hillside Elementary School 8:00 AM - 4:30 PM 0-2023 03-30-2023 1 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas 7:45 AM - 3:45 PM 7.4023 02-27-2023 2 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas 7:45 AM - 3:35 PM | Virte-Arranged Jobs Organization Organization Location Times Role 12023 04-11-2023 1 Hillside Elementary School Hillside Elementary School 8:00 AM - 4:30 PM Elementary Teacher 0-2023 03-30-2023 1 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas 7:45 AM - 3:45 PM Elementary Teacher 7-2023 02-27-2023 2 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas 7:45 AM - 3:45 PM Elementary Teacher Count Reject | Pre-Arranged Jobs vite Date Day Organization Count Location Times Role Date Date Contacted 1-2023 04-11-2023 1 Hillside Elementary School Hillside Elementary School 8:00 AM - 4:30 PM Elementary Teacher 03-29-2023 0-2023 0-30-2023 1 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas 7:45 AM - 3:35 PM Elementary Teacher 03-23-2023 0-2027-2023 2 Mesita ECDC at Vilas Mesita Elementary School; Mesita ECDC at Vilas 7:45 AM - 3:35 PM Elementary Teacher 02-24-2023 |

Accept a Prearranged Job

- 1. Click on the **Substitute Job** to highlight the line.
- 2. Click on the **Accept button**.
- 3. You will receive confirmation and your job number.

| Sub Job Number | × |
|--|---|
| Your job number is 1683414. Please take note of this important | |
| information. Thank you for accepting this assignment. | |
| Ċ <u>O</u> k | |
| | |

Reject a Prearranged Job

- 1. Click on the **Substitute Job** to highlight the line.
- 2. Click on the **Reject button**.

Search for Jobs

This menu option will display those jobs that are available for acceptance. Click the **Search for Jobs** menu located in the Navigation bar.

| • • • | Date: | Γ | | To | | | | |
|-----------------------|----------------|------------|-----------------|--------------------------------|--------------------------------|-------------------|-----------|------------------------------------|
| Pre-Arranged Jobs | Q Search | | | | | | | |
| Search for Jobs | | _ | | | | | | |
| Accepted Jobs | ≡ Jobs | Job End Y | Day Y | Organization | Location | Times | Employee | Pole Y |
| Job History | Start | Date | Count | | | TIMES | Employee | |
| Time Cards | Date | L | | | | | | |
| Change PIN | 03-28-2023 | 04-28-2023 | 0 | General Douglas MacArthur PK-8 | General Douglas MacArthur PK-8 | 7:00 AM - 3:30 PM | | Paraprofessional Special Education |
| Availability | 04-21-2023 | 04-25-2023 | 3 | Guerrero Elementary School | Guerrero Elementary School | 8:00 AM - 4:30 PM | Jose Lara | Paraprofessional Special Education |
| Do Not Disturb | • | | | | | | | |
| Location Restrictions | <u>A</u> ccept | | <u>R</u> efresh | | | | | |

- 1. If you need directions, click the **Location** link to open Google Maps.
- 2. Hover over the **Courses** button to see the courses to be taught.
- 3. If you see a button in the Info column, hover over the button for special instructions.

| Location Franklin High School | ▼ Times 8:15 AM - 4:15 PM | Employee | V Role High School Teacher | Date Last Contacted 09-27-2021 | Courses | ⊻ Info | Job Title High School Social Studies | 2 Records V | |
|----------------------------------|------------------------------|----------|-------------------------------|------------------------------------|---------|--------|---|-------------|-----------------|
| | | | Loca | tion: Franklin | High S | choo | ICourse-Sec | tion: H | ZAEPLY0-A131 |
| | | | _ | | Please | repor | t to Franklin | Magn | et Center (9GC) |

- 4. The **Job Title** column will display the actual job position.
- 5. Click on the **Job** that you are interested in accepting.
- 6. Click the Accept button.

Accepted Jobs

This menu option will list those jobs that you have accepted. An accepted job can be cancelled prior to the actual job date **no later than 12 hours prior to the start time**. Click on the **Accepted Jobs** menu located in the Navigation bar.

| ⑦ ④ ≪ | ■ Accepted Job | ≡ Accepted Jobs | | | | | | | | | | | | |
|-------------------|----------------------|----------------------|------------------|-----------|--------------------------|--------------------------|-------------------|----------|------|---------------|--|--|--|--|
| Pre-Arranged Jobs | Sub Job ID | Job Start Date | Job End Date 🛛 🗠 | Day Count | Organization | ✓ Location | Times | Employee | Role | Date Accepted | | | | |
| Search for Jobs | 1626456 | 03-20-2023 | 06-08-2023 | 0 | Tippin Elementary School | Tippin Elementary School | 8:00 AM - 4:00 PM | | | 11-29-2022 | | | | |
| Accepted Jobs | 🗙 <u>C</u> ancel Job | <u>R</u> eport Absen | æ | | | | | | | | | | | |

Cancelling a Job

- 1. Click on the accepted sub job.
- 2. Click on the **Cancel Job** button.
- 3. Provide a Reason by clicking on the down arrow. Click OK

| Employee ID: 1127898 | | | | | | | Oscar Miranda | | | | | |
|--------------------------|-----------------|------------------|--------------|-----------|--------------------------|--------------------------|-------------------|----------------------|--------------------|---------------|-------------|-------------|
| • • | ≪ ≡ Accepted Jo | bs | / | | | | | | | | | 2 Records 💌 |
| Pre-Arranged Jobs | Sub Job ID | 🔄 Job Start Date | Job End Date | Day Count | Organization | Location | Times | Employee | Role | Date Accepted | 21F Courses | ≚ Info 👻 |
| Search for Jobs | 1478778 | 01-19 2022 | 01-31-2022 | 0 | Bowie High School | Bowie High School | 8:30 AM - 4:00 PM | | | 01-14-2022 | 0 | |
| Accepted Jobs | 1478922 | 2-16-2022 | 02-16-2022 | 1 | Cooley Elementary School | Cooley Elementary School | 8:00 AM - 4:30 PM | Kyoko Moromi-Fuentes | Elementary Teacher | 01-18-2022 | Θ | |
| Job History | ¥ Cancel Job | Report Abs | enre | | | | | | | | | |
| Time Cards | | | | | _ | | ~ | | | | | |
| Change PIN | | | | | Reason | | × | | | | | |
| Availability | | | | | | | | | | | | |
| Do Not Disturb | | | | | | | | | | | | |
| Location Restrictions | | | | | | | \sim | | | | | |
| Eligibilities Categories | | | | | Reason: | | | | | | | |
| Documents | | | | | | | nJob.jsp | | | | | |
| | | | | | <u>O</u> k | <u>C</u> ancel | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Reporting an Absence

If you are in a multiple day sub job at the same campus and you are going to be absent, you can use the **Report Absence** button to remove yourself from a specified day from the job.

Note: Please communicate with the campus that you will be unable to substitute on the date in question. They may make other arrangements rather than advertising a new sub job for the date you are unavailable.

- 1. Click on the multiple day sub job.
- 2. Click the **Report Absence** button.

| • • « | ≡ Accepted Jo | bs | | | | | | | | | |
|-------------------|----------------------|-------------------|--------------|-----------|--------------------------|--------------------------|-------------------|--|--|--|--|
| Pre-Arranged Jobs | Sub Job ID | Job Start Date | Job End Date | Day Count | Organization | Location | 🛎 Times 💌 | | | | |
| Search for Jobs | 1701344 | 05-05-2023 | 05-05-23 | 1 | Powell Elementary School | Powell Elementary School | 8:00 AM - 4:30 PM | | | | |
| Accepted Jobs | 🗙 <u>C</u> ancel Jol | <u>R</u> eport Al | osence | | | | | | | | |

- 3. In the pop up window, enter the **Start Date** and **End Date**.
- 4. Click Ok.
- 5. Provide a Reason by clicking the down arrow. Click Ok.

| PCN: | | 603 Role Name: | | High School T | gh School Teacher | | | | | |
|--------------------------------------|--------------------------|----------------|------------|----------------|------------------------|-----------------|--|------------|--|--|
| Start of Absence: End of Absence: | 02-21-2023 06-07-2023 | | | | | | | | | |
| Start Date: | 06-01-2023 | End Date: | 06-01-2023 | OR As of Date: | | | through End of Absence: | 06-07-2023 | | |
| Mark Original Substitute | e as a No Show?: | No | ~ | | | | - | | | |
| | | | | | <u>(</u> ^) 0 <u>k</u> | <u>C</u> lose | | | | |
| | | | | | | Reaso Reason | n v) Personal Illness Qk <u>C</u> ancel | 3 | | |

Job History

The **Job History** menu option provides a listing of jobs you have filled. Click on the **Job History** menu located in the Navigation bar.

- 1. The history will display jobs for the last 60 day period as well as future jobs.
- 2. You can continue moving backwards or forwards in history in 60 day increments by utilizing the **Next 60 days** or **Previous 60 days** buttons.

| • • « | ≡ Substitute Jobs F | listory | | | |
|--------------------------|-----------------------|----------------------|--------------------|--------------------------|---------------|
| Pre-Arranged Jobs | Substitute Job Id 🕑 | Job Start Date 🕑 | Job End Date 🕑 | Organization | |
| Search for Jobs | 1701344 | 05-05-2023 | 05-05-2023 | Powell Elementa | ry School |
| Accepted Jobs | 1697973 | 04-21-2023 | 04-21-2023 | | n Elem School |
| Job History | 1682390 | 04-20-2023 | 04-20-2023 | | ry School |
| Sob mistory | 1692036 | 04-14-2023 | 04-14-2023 | | y School |
| Time Cards | 1683407 | 04-06-2023 | 04-06-2023 | | ary School |
| Change PIN | 1689757 | 04-05-2023 | 04-05-2023 | Powell Elementa | ry School |
| Availability | 1683952 | 03-31-2023 | 03-31-2023 | Sunrise Mountai | n Elem School |
| Do Not Disturb | 1679585 | 03-24-2023 | 03-24-2023 | Hillside Element | ary School |
| | 1673132 | 03-03-2023 | 03-03-2023 | Travis Elementary School | |
| Location Restrictions | Location Restrictions | | | | |
| Eligibilities Categories | 🗙 <u>C</u> ancel Job | <u>N</u> ext 60 days | <u>P</u> revious (| 50 days | |

- 3. You can cancel a future job that appears on this menu option. Go back and select the accepted jobs option on the menu bar. Select the job to be canceled then click the **Cancel Job** button
- 4. Provide a reason from the drop down. Click **OK**.



Time Cards

| Start | Date: ★ | | End Date: | | | | Q Sea | rch | | | | | | | |
|-------|---------------|------------------|-------------|----------|---------|------|-----------|----------------|---|----------------|------|-------|---|---------|---|
| ≡ : | Substitute Ve | rification | | | | | | | | | | | 0 | Records | • |
| | Sub Job 👻 | Job /Absence 🛛 👻 | Hours | Pay 🕑 | Total | ~ | Punches | Verification | ~ | Absence | PCN | Role | ~ | Job | ~ |
| | ID | Date | Worked | Rate | Amount | | | Status | | Employee | | Name | | Title | |
| | | | | | | | | | | | | | | | |
| ≡ | Time Cards | | | | | | | | | | | | 0 | Records | • |
| | Sub Job ID | 👻 Date 👻 PCN | ✓ Role Name | 🕑 Organi | ization | ⊻ He | ours 🕑 Ti | me Card Status | | Employee Statu | is 🕓 | Notes | ~ | • • | ~ |
| | | | | | | | | | | | | | | | |

The Time Cards page has been added to give the Substitute the ability to view sub pay records and their status prior to being built into time cards for payment and to see time cards after they have been built.

To View the page, click Time Cards link on the Navigation bar. Select a date range and click the search button to view the Substitute pay records and time cards in that range. You can enter 0 (zero) or O (for open) in the End Date field to not set an upper limit on the search.

The Substitute Verification Table shows sub pay records that are either Verified or Ready to Verify. On the Time Card Table substitutes can view the details of the time card including any notes. The Substitute can also click the Approve button to approve the time card, click the Notes button to add a note or click the attachment button to add an attachment to that row.

Change Pin

Use the **Change Pin** menu option to update your pin number. Your PIN number must be at least 6 digits and unique to Frontline. Click on the **Change PIN** menu located in the Navigation bar.

- 1. Enter the new PIN in the **New 6 digit PIN** field.
- 2. Click the **Save** button.

| Pre-Arranged Jobs | Current DIN |
|-------------------|--------------------------|
| Search for Jobs | |
| Accepted Jobs | |
| Job History | <u>S</u> ave |
| Time Cards | |
| Change PIN | PIN must have six digits |

Availability

Use the **Availability** calendar to mark those days that you will not be available. Click on the **Availability option** located in the Navigation bar.

| Pre-Arranged Jobs | - May, 2023 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|--------------------------------|--------|-----------|-----------|-----------|-----------|-----------|----------|
| Search for Jobs | « < Today > » | Sanday | 1 | 2 | 2 | 4 | 5 | Sucuracy |
| | Wk Sun Mon Tue Wed Thu Fri Sat | | 1 | 2 | 3 | 4 | 5 | 6 |
| Accepted Jobs | 18 1 2 3 4 5 6 | | | | | | | |
| Job History | 19 7 8 9 10 11 12 13 | | Available | Available | Available | Available | Available | |
| Time Cards | | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | 20 14 15 10 17 18 19 20 | | | | | | | |
| Change PIN | 21 21 22 23 24 25 26 27 | | Available | Available | Available | Available | Available | |
| Availability | 22 28 29 30 31 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Do Not Disturb | Select date | | | | | | | |
| | · | , | Available | Available | Available | Available | Available | |
| Location Restrictions | | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Eligibilities Categories | | | | | | | | |
| B | | | Available | Available | Available | Available | Available | |
| Documents | | | | 30 | 31 | | | |
| Log Off | | 28 | 29 | | | | | |
| Employee Service Center | | | | Available | Available | | | |

- 1. Click on the **Available** word link on the first day on the calendar you are unavailable. A dialog box will appear "*Are you available any portion of this day*?"
- 2. If you are not available any portion of the date selected, click on the **No** button and click **Ok**.
- 3. If you are available a portion of the day, click the **Yes** button.

| | | | • | × |
|-------------|-----------------------|-----------------|------------|---|
| Start Date: | 04-29-2016 | End Date: | 04-29-2016 | |
| Are you ava | ilable any portion of | this | <u> </u> | |
| | day? | | Yes No | |
| | 0 <u>k</u> | C <u>a</u> ncel | | |

- 4. Enter the **Start Time** and **End Time** you are available.
- 5. Click the **Ok** button.



6. Repeat for each day that you are not available to substitute or you can change the **End Date** if the days are consecutive.

Do Not Disturb

Click on the **Do Not Disturb** menu located in the Navigation bar.

| Pre-Arranged Jobs | Start Date: | End Date: | | * |
|--------------------------|-----------------------------|------------|------------|----------|
| Search for Jobs | Start Time: | End Time: | | * |
| Accepted Jobs | | | | |
| Job History | 🖶 Add Clear | | | |
| Time Cards | ≡ Substitute Do Not Disturb | | | |
| Change PIN | Start Date | End Date | Start Time | End Time |
| Availability | 06-25-2014 | 07-18-2014 | 5:00 AM | 11:59 PM |
| Do Not Disturb | 08-19-2014 | 08-22-2014 | 7:00 AM | 5:00 PM |
| Do Not Disturb | 09-10-2014 | 09-10-2014 | 7:30 AM | 4:30 PM |
| Location Restrictions | 09-24-2014 | 09-24-2014 | 6:00 AM | 4:00 PM |
| Eligibilities Categories | 10-13-2014 | 10-13-2014 | 5:00 AM | 5:00 PM |
| Documente | 10-15-2014 | 10-22-2014 | 5:00 AM | 6:00 PM |
| Documents | 10-30-2014 | 10-30-2014 | 5:00 AM | 4:00 PM |
| Log Off | 11-05-2014 | 11-05-2014 | 5:00 AM | 4:30 PM |
| Employee Service Center | 11-13-2014 | 11-13-2014 | 5:00 AM | 5:00 PM |

- 1. Enter the **Start Date** and **End Date**.
- 2. Enter the **Start Time** and **End Time**.
- 3. Click the **Add** button.

Editing Do Not Disturb Date and Time

- 1. Click on an entered date.
- 2. Click the **Edit** button.

- 3. Make the necessary changes to the **Start Date**, **End Date**, **Start Time** or **End Time**.
- 4. Click the **Save** button.

Deleting Do Not Disturb Date and Time

- 1. Click on an entered date.
- 2. Click the **Delete** button.
- 3. Click **Yes** in the Confirmation box.



Location Restrictions

The **Location Restrictions** option provides a way for you to restrict certain locations from substitute job offerings. The System will allow you to choose a First Choice work site location and a Second Choice Work Site Location. Click the **Location Restrictions** menu located in the

| • • « | Organization Restrictions |
|--------------------------|---|
| Pre-Arranged Jobs | |
| Search for Jobs | start uare: |
| Accepted Jobs | Reson: * |
| Job History | My First Chaice Work Sites My Second Chaice Work Sites |
| Time Cards | About Foce JJAEP(180) |
| | About Face Program(171) |
| Change PIN | Alta Vida Elementary School(102) |
| Availability | Andress High School(U18) |
| Do Not Disturb | Amendaria Male School(Sd) 👔 « <u>Remove</u> |
| Location Restrictions | Abhletics(832) |
| Eligibilities Categories | Austin High School(002) |
| Desuments | Barron Elementary School (55) Add All • |
| Documents | Bassett Miolie School(V89) Reall Filmmerizer School(104) |
| Log Off | Bis Elementary School(105) |
| Employee Service Center | Board of Trustees(702) |
| | Bobby Joe Hill PK-8(059) |
| | |
| | P 444 Ger |
| | |
| | No Special Instructions |
| | |
| | Organization Restrictions 0 Records |
| | Restrict Start Date Yppe Resson |
| | |
| | 🕼 Edit 🍵 Delete |
| | |

Navigation bar.

- 1. Enter a Start Date.
- 2. Select "Sub Request" from the **Reason** box using the drop down menu.
- 3. All locations list under the My First Choice Work Site.
- 4. Select a **Location** from the first column if you wish to move them to My Second Choice Work Site. The location will highlight. Make another selection if necessary. The original selection will no longer highlight but the system will remember it.

- 5. Click the **Add** button to move these location(s) from the My First Choice Work Sites (left hand panel) to the My Second Choice Work Sites (right hand panel).
- 6. Click the bottom **Add** button to post the Organization Restrictions on the bottom of the page.

| E Organization Restrictions | | | | | |
|--|-------------------|-------------|-------------|--|--|
| Restrict Start Date | Restrict End Date | Туре | Reason | | |
| 02-01-2022 | [OPEN] | Sub Request | Sub Request | | |
| (͡͡͡ <u>E</u> dit <u>ੈੈ</u> <u>D</u> elete | | | | | |

Eligibilities Categories

This is completed by the Substitute Coordinator in Human Resources. Email the Substitute Coordinator and have her contact you to complete this.

Documents

The **Documents** menu will display those documents that have been provided to you as a substitute.

| Documents | |
|--------------------------|--|
| Employee ID: 1127898 | Oscar Miranda |
| ⊕ | Substitute Forms |
| Pre-Arranged Jobs | |
| Search for Jobs | Substitute Handbook |
| Accepted Jobs | Notice of Reasonable Assurance |
| Job History | Payroll Schedule |
| Time Cards | Frequent Q & A for substitutes |
| Change PIN | Substitute Benefits Info |
| Availability | Attendance Instructions |
| Do Not Disturb | Bullying/Harassment Information |
| Location Restrictions | 2021-22 District Calendar |
| Eligibilities Categories | |
| Documents | |
| Log Off | Support code: EmployeeSubstituteSelfiserveUocs.jsp |
| Employee Service Center | |

Viewing a Document

- 1. Click on the document name. The document will open in a new window.
- 2. The document can be printed; click on the **Printer icon**.

Employee Service Center

Use the **Employee Service Center** menu option to update your phone numbers and to verify your email address. Click the **Employee Service Center** menu item located on the Navigation bar.

The Employee Service Center Welcome Page will display

| Frontline education. | User ID is the same ID used for MyEPISD and email. |
|---|---|
| Welcome to the El Paso Independent School District Employee Service Center | Password is the same password used for MyEPISD and email. Click the Sign On button. |
| Liser ID | |
| (ீ) <u>S</u> ign On | |
| Forgot Password Forgot User ID Need an Account? Register | |

- 1. Enter your **user name** and **password**. This is the same user name and password you enter for My EPISD and email.
- 2. You will be directed to a security page.
- 3. Select how you want to confirm your identity. *The phone numbers listed are what you have authorized. Select one to get the authorization code. To update go to My Personal Information in the Employee Service Center and select the Phone Numbers tab.*
- 4. Select the appropriate radio button.
- 5. Click the **Next** button.

- 6. This will open the security box. Enter the access code. Select **Yes**, This is a trusted, private computer if it is and you do not wish to enter a security code again OR **No**, this is a public/shared computer if it is not a private computer and you will be prompted to enter the security code again.
- 7. Click the **OK** button.



 Personal Information
 Phone Numbers
 Email Addresses
 Emergency Contacts
 My Privacy Flags
 Misc Information
 Employee Photo Consent

My Personal Information

This menu option allows you to maintain personal information such as phone numbers, email addresses and emergency contacts. Click the **My Personal Information** menu option from the Navigation bar.

Personal Information Tab

Verify the information on this screen is correct. You can maintain the following items:

- Phone Numbers and Email Addresses
- Emergency and Other Contacts

Phone Numbers Tab

From this screen you can add a new phone number or edit/delete existing numbers.

Add Phone Number

- 1. Choose **Type** from the drop down menu.
- 2. Enter the 10 digit phone number.
- 3. Check the **Private** box if you wish the number not to be published.
- 4. Click the **Add** button.

Edit/Delete Phone Number

- 1. Click to select a **phone number** listed under Employee Phone Numbers.
- 2. Click the **Edi**t button.
- 3. Update the phone number under the Add/Edit Employee Phone section.
- 4. Click the **Save** button.
- 5. To delete a phone number, click on the phone number to select it from the list.
- 6. Click the **Delete** button.
- 7. Click the **Yes** in the Confirmation box.

| Confirmation | × |
|---|---|
| Are you sure you want to delete this phone? | |
| | |
| | |

Email Address Tab

Your email address will be used to notify you when a substitute job has been prearranged. All substitutes are now provided an @episd.org email address. This should be your **PRIMARY** email address. From the email addresses tab you can verify your primary email as well as add a new email address or edit/delete existing addresses. Your first email address will default to the District email address.

Verify Primary Email

From the Email Addresses tab search under the Email Addresses section and verify the @episd.org address has a Type of District.

Add Email Addresses

- 1. Enter the new email address.
- 2. Click the **Private** box if you wish the address not to be published.
- 3. Click the **Add** button.

Edit/Delete Email Address

- 1. Click to select an email address listed under Email Addresses.
- 2. Click the **Edit** button.
- 3. Update the email address under the **Add/Edit** Email Addresses section.
- 4. Click the **Save** button.
- 5. To delete an email address, click to select an address from the list.
- 6. Click the **Delete** button.
- 7. Click **Yes** in the Confirmation box.

Emergency Contacts

You can add an emergency contact or edit/delete an existing contact. Place a check in the Emergency Contact box. Enter a Last name and a First name. These are mandatory fields. Enter where on the priority list they fall if entering more than 1 person. Check the private box if you wish for this information to remain private. Select a type from the drop down menu. This is a mandatory field as is the phone number you enter. Click the Add button to post this information to Contacts at the bottom of the page.

Highlight an existing contact and select the Edit button to edit information, the delete button to remove the information or phone button to change the type and number listed.

My Privacy Flags

My privacy flags displays all the information you have entered and which has been marked Private. Click on the Private box to add or remove a check mark. Click the save button once you have made changes. Click cancel to exit this option. Clicking Reset does not change any existing options.

Misc Information

This option is not available.

Employee Photo Consent

Asks if you wish to display your photo in the staff directory. Select the Yes or No radio button.

Log Off Employee Service Center

Make sure to select Logoff from the Navigation bar when you have finished updating your phone numbers, email addresses, etc. Click the **LogOff** menu option. Close the window using the X in the upper right corner of the sign on display.