

# Frontline Education ERP - Substitute Management Center

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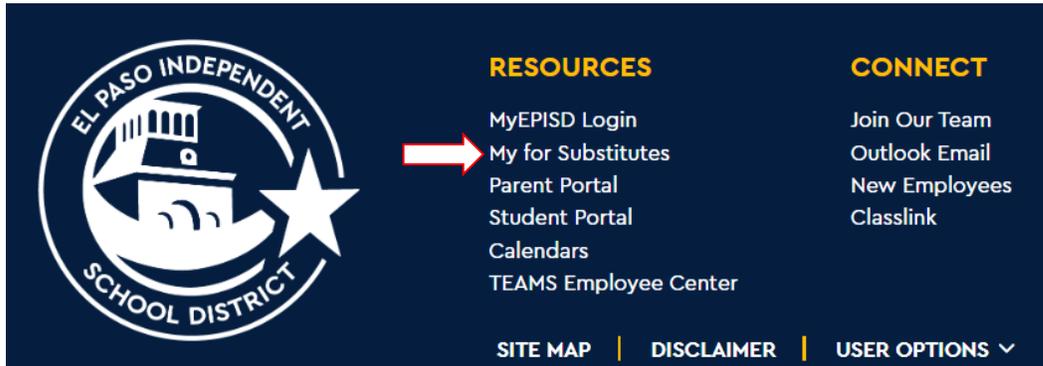
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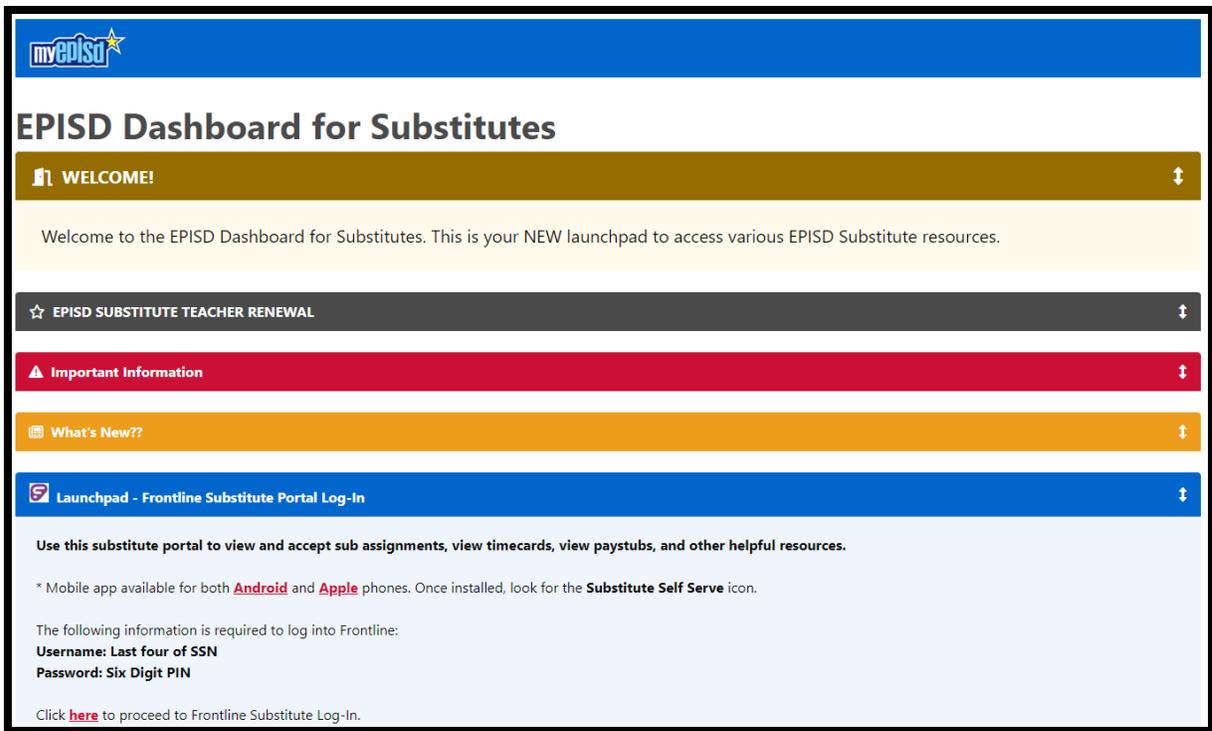
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## Substitute Management Center

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.

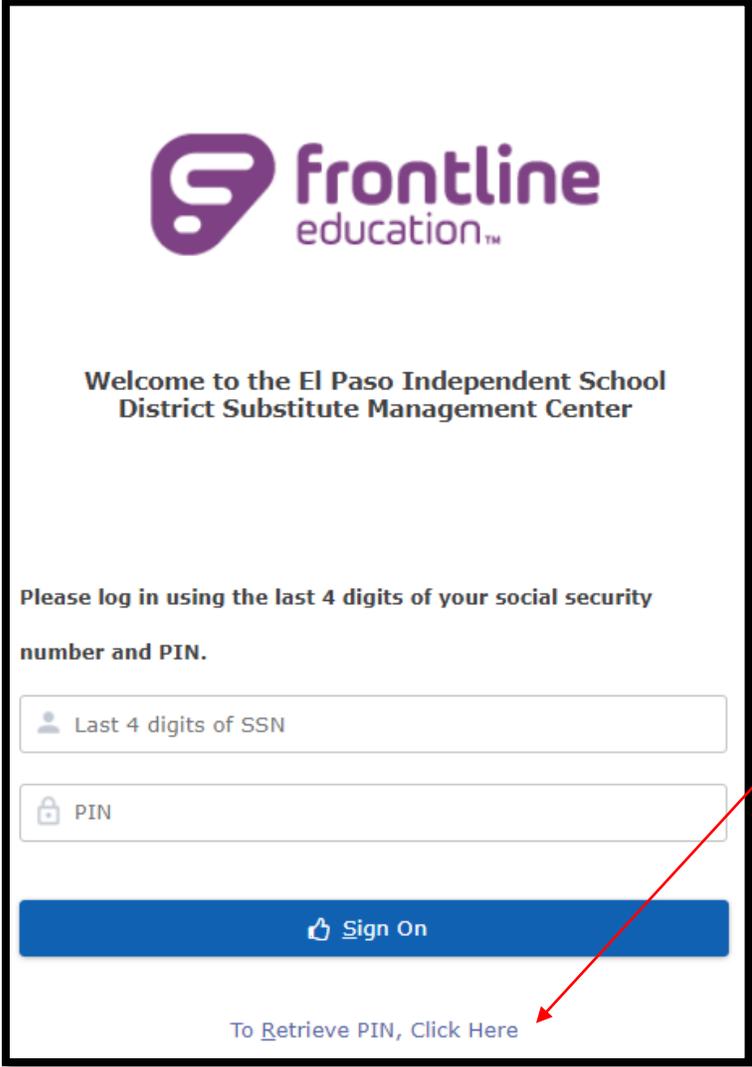


The **EPISD Dashboard for Substitute Employees** will display. Each colored section is expandable. Expand the sections using the up/down arrows on the right of each section. The Frontline log in page will be located under the *Launchpad – Frontline Substitute Portal Log-In* section. Click ‘here’ to proceed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



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.



**frontline**  
education™

Welcome to the El Paso Independent School  
District Substitute Management Center

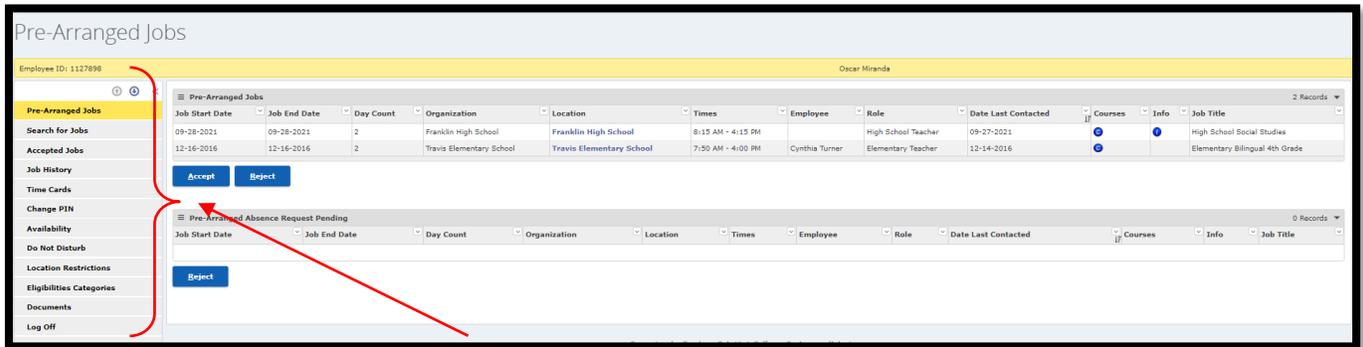
Please log in using the last 4 digits of your social security  
number and PIN.

[Sign On](#)

[To Retrieve PIN, Click Here](#)

Forgot your PIN? Click the “**To Retrieve PIN, Click Here**” link.

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.



Navigation Menu Bar

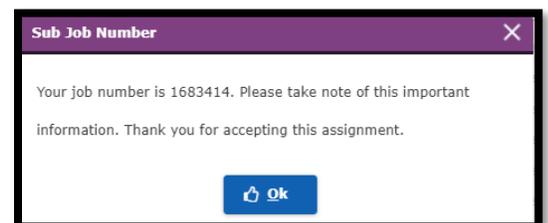
## Pre-Arranged Jobs

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)**



## 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.

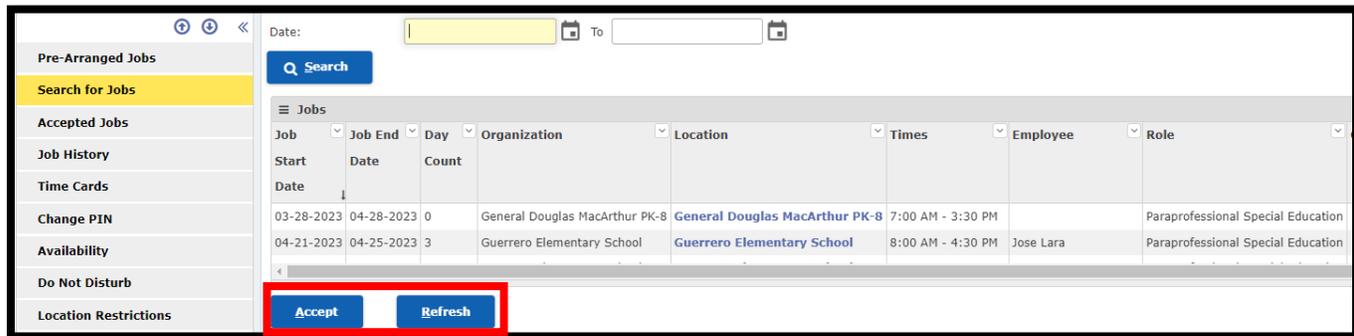


## Reject a Prearranged Job

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.



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.



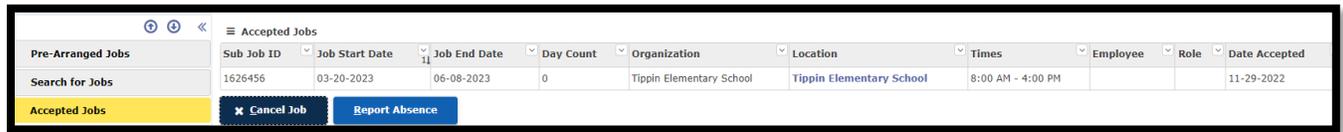
Location: Franklin High School Course-Section: HZAEPLY0-A131

Please report to Franklin Magnet 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.

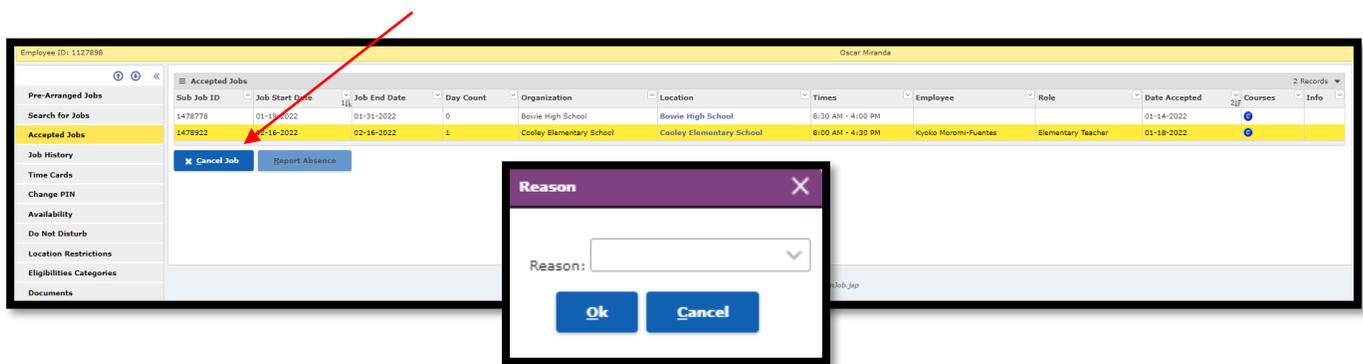
## Accepted Jobs

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.



## Canceling 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

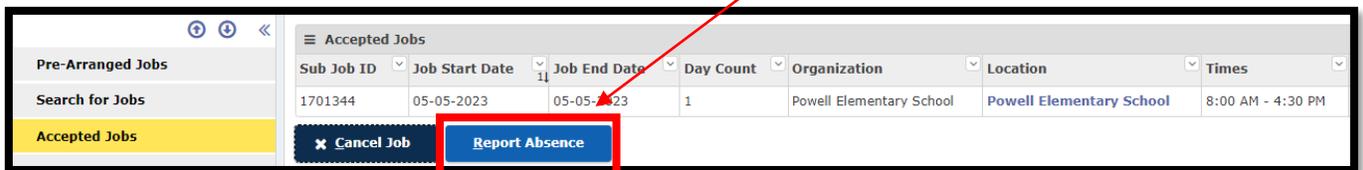


## Reporting an Absence

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.



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 Teacher

Start of Absence: 02-21-2023  
End of Absence: 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 as a No Show?: No

Ok Close

Reason: Personal Illness

Ok Cancel

## Job History

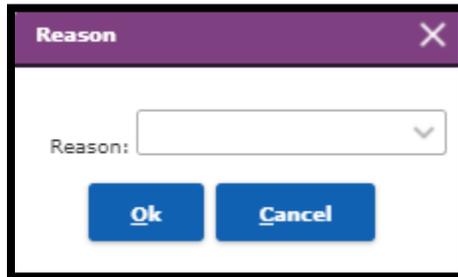
The **Job History** menu option provides a listing of jobs you have filled. Click on the **Job History** menu located in the Navigation bar.

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 Job Id	Job Start Date	Job End Date	Organization
1701344	05-05-2023	05-05-2023	Powell Elementary School
1697973	04-21-2023	04-21-2023	Elem School
1682390	04-20-2023	04-20-2023	y School
1692036	04-14-2023	04-14-2023	y School
1683407	04-06-2023	04-06-2023	iry School
1689757	04-05-2023	04-05-2023	Powell Elementary School
1683952	03-31-2023	03-31-2023	Sunrise Mountain Elem School
1679585	03-24-2023	03-24-2023	Hillside Elementary School
1673132	03-03-2023	03-03-2023	Travis Elementary School

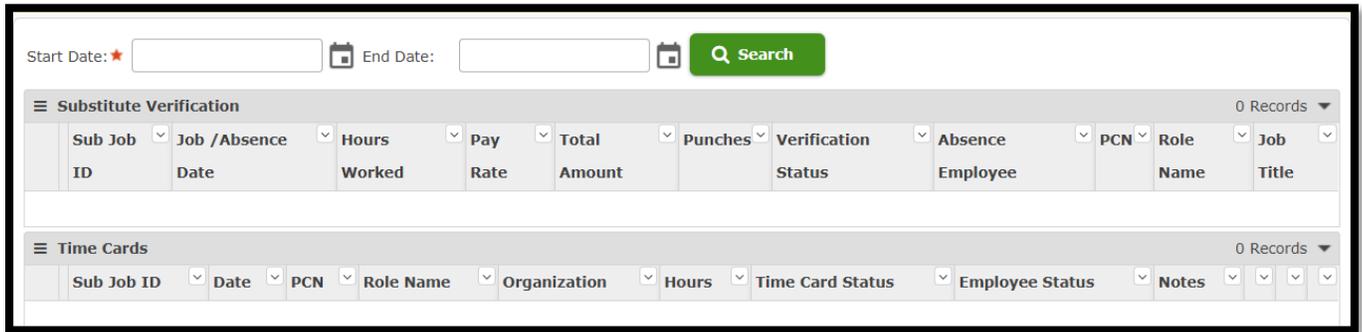
Cancel Job Next 60 days Previous 60 days

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**.



A dialog box titled "Reason" with a close button (X) in the top right corner. It contains a "Reason:" label followed by a dropdown menu. Below the dropdown are two buttons: "Ok" and "Cancel".

### Time Cards



The Time Cards interface includes a search section at the top with "Start Date:" and "End Date:" fields, each with a calendar icon, and a green "Search" button. Below this are two data tables. The first table is titled "Substitute Verification" and has columns: Sub Job ID, Job /Absence Date, Hours Worked, Pay Rate, Total Amount, Punches, Verification Status, Absence Employee, PCN, Role Name, and Job Title. The second table is titled "Time Cards" and has columns: Sub Job ID, Date, PCN, Role Name, Organization, Hours, Time Card Status, Employee Status, and Notes. Both tables show "0 Records".

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

Search for Jobs

Accepted Jobs

Job History

Time Cards

Change PIN

Current PIN:

New 6 digit PIN:

Save

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

Search for Jobs

Accepted Jobs

Job History

Time Cards

Change PIN

Availability

Do Not Disturb

Location Restrictions

Eligibilities Categories

Documents

Log Off

Employee Service Center

May, 2023

« < Today > »

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18		1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31			

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.

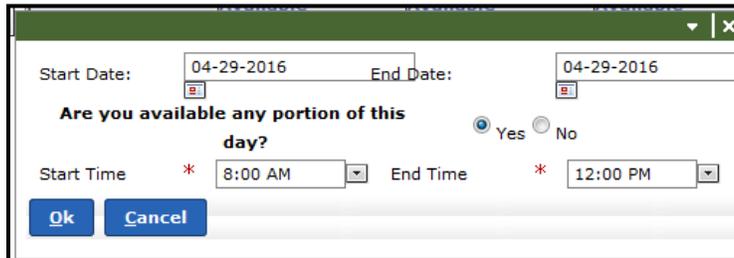
Start Date: 04-29-2016 End Date: 04-29-2016

Are you available any portion of this day?

Yes  No

Ok Cancel

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



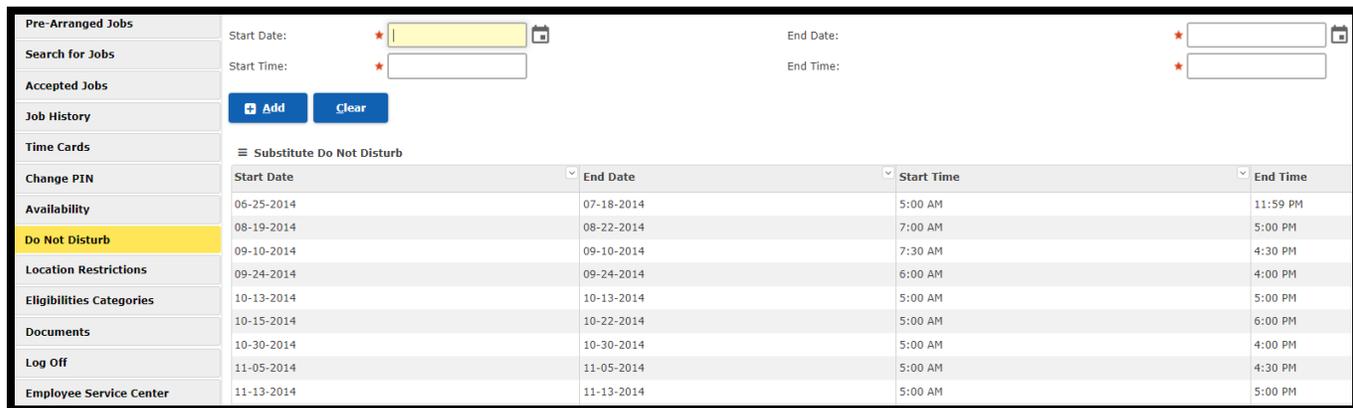
The screenshot shows a dialog box with the following fields and options:

- Start Date: 04-29-2016
- End Date: 04-29-2016
- Are you available any portion of this day? (Yes selected, No unselected)
- Start Time: 8:00 AM
- End Time: 12:00 PM
- Buttons: Ok, Cancel

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.



The screenshot shows the 'Substitute Do Not Disturb' table with the following columns: Start Date, End Date, Start Time, and End Time. The 'Do Not Disturb' menu item is highlighted in the left navigation bar.

Start Date	End Date	Start Time	End Time
06-25-2014	07-18-2014	5:00 AM	11:59 PM
08-19-2014	08-22-2014	7:00 AM	5:00 PM
09-10-2014	09-10-2014	7:30 AM	4:30 PM
09-24-2014	09-24-2014	6:00 AM	4:00 PM
10-13-2014	10-13-2014	5:00 AM	5:00 PM
10-15-2014	10-22-2014	5:00 AM	6:00 PM
10-30-2014	10-30-2014	5:00 AM	4:00 PM
11-05-2014	11-05-2014	5:00 AM	4:30 PM
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.

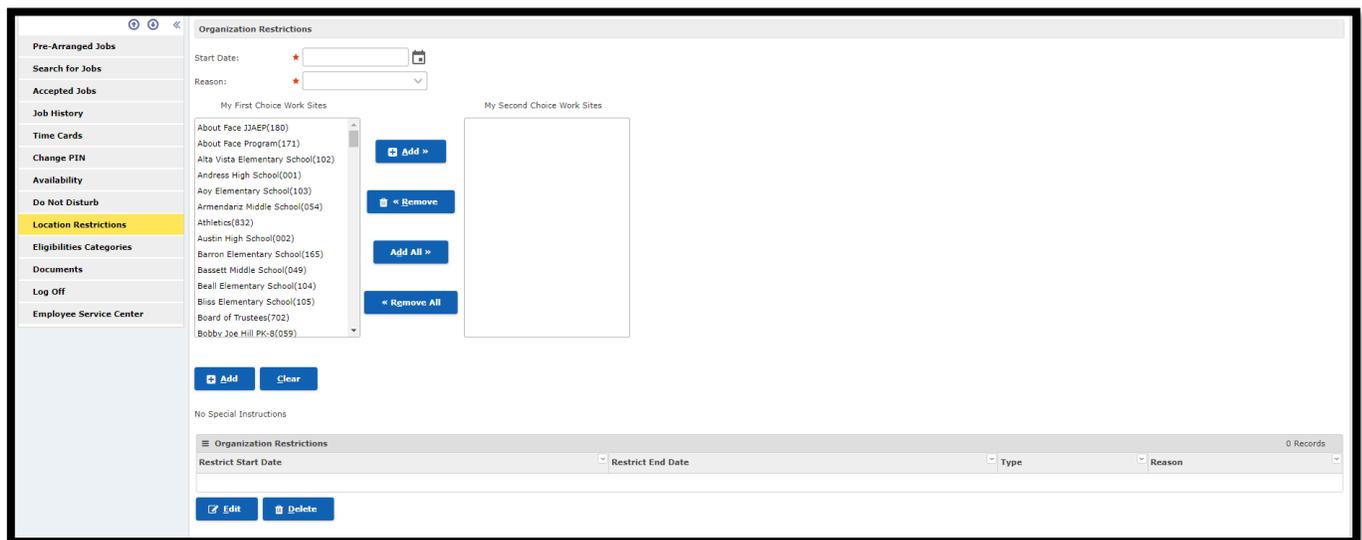
## Deleting Do Not Disturb Date and Time

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



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.

Restrict Start Date	Restrict End Date	Type	Reason
02-01-2022	[OPEN]	Sub Request	Sub Request

[Edit](#) [Delete](#)

### 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.

The screenshot shows the 'Documents' page for an employee with ID 1127898, Oscar Miranda. The sidebar on the left contains the following menu items: Pre-Arranged Jobs, Search for Jobs, Accepted Jobs, Job History, Time Cards, Change PIN, Availability, Do Not Disturb, Location Restrictions, Eligibilities Categories, Documents (highlighted), Log Off, and Employee Service Center. The main content area is titled 'Substitute Forms' and lists the following documents: Substitute Handbook, Notice of Reasonable Assurance, Payroll Schedule, Frequent Q & A for substitutes, Substitute Benefits Info, Attendance Instructions, Bullying/Harassment Information, and 2021-22 District Calendar. A support code 'EmployeeSubstituteSelfserveDocs.jsp' is visible at the bottom right.

### 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™

Welcome to the El Paso Independent School District  
Employee Service Center

User ID

Password

Sign On

[Forgot Password](#) | [Forgot User ID](#)

Need an Account? [Register](#)

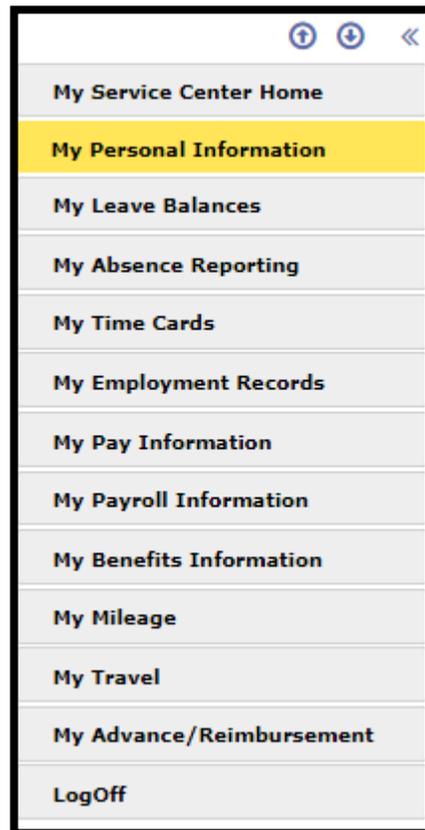
**User ID** is the same ID used for MyEPISD and email.

**Password** is the same password used for MyEPISD and email.

Click the **Sign On** button.

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.



### 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

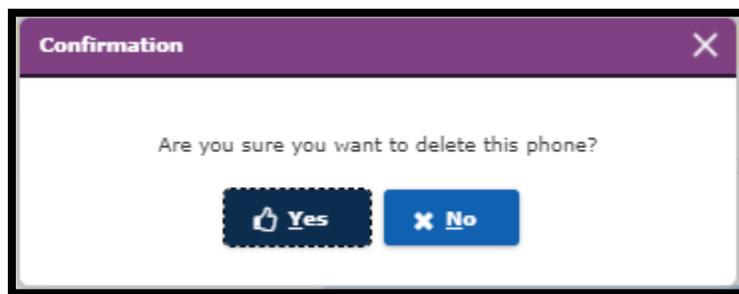
From this screen you can add a new phone number or edit/delete existing numbers.

#### 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 **Edit** 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.



### 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.