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# WebConnect User's Guide

For Employees

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## WebConnect

Using WebConnect, employees can quickly accomplish routine tasks such as reporting absences and reviewing schedules. The entire workforce has easy-to-use, secure Web browser access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Web.

## How Does It Work?

WebConnect works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, whether it is entered through WebConnect or by telephone.

WebConnect is used to access SubFinder from your home or office computer, or any computer as long as you have access to the internet. Simply enter your District's web address for WebConnect in your Internet Browser address line, tap **Enter** on the keyboard, and the WebConnect Log In screen will appear.

WebConnect Login - Microsoft Internet Explorer

File Edit View Favorites Tools

Address

**subfinder** **WebConnect**

### Welcome to WebConnect

The Internet Link to SubFinder

Last Name:

Password:

**Submit**

For log in problems or questions, please contact  
[\(Insert Your District Here\)](#) at (Insert Your Phone# Here) .

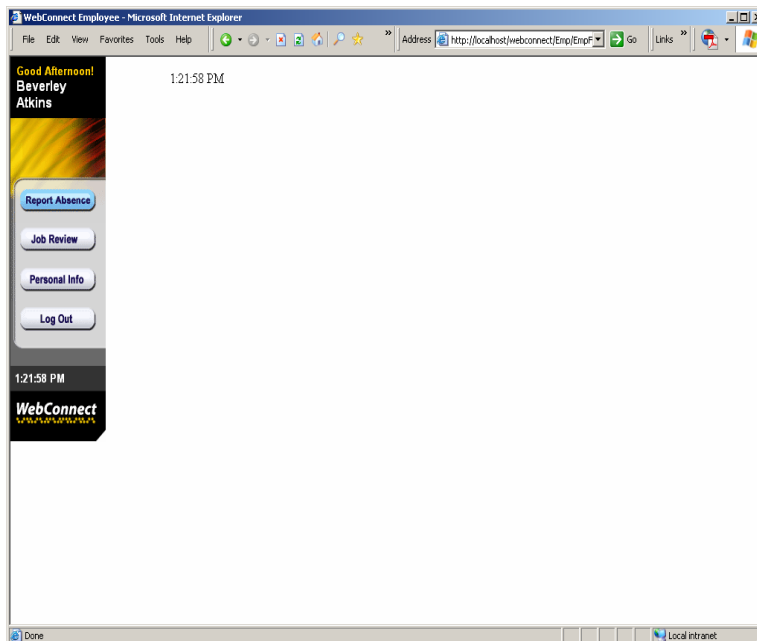
Done Local intranet

## System Access

To access WebConnect, simply enter your **Last Name** in the last name field and your Employee **PIN** number in the PIN field. Click the **Submit** button.



The welcome window below will appear. Any welcome messages and/or important information from your Site Administrator will be displayed. On the left side of the screen are the buttons that give you access to various options. These include **Report Absence**, **Job Review**, **Personal Info**, and **Log Out**.



## Report an Absence

Click the **Report Absence** button and then click **Continue**.

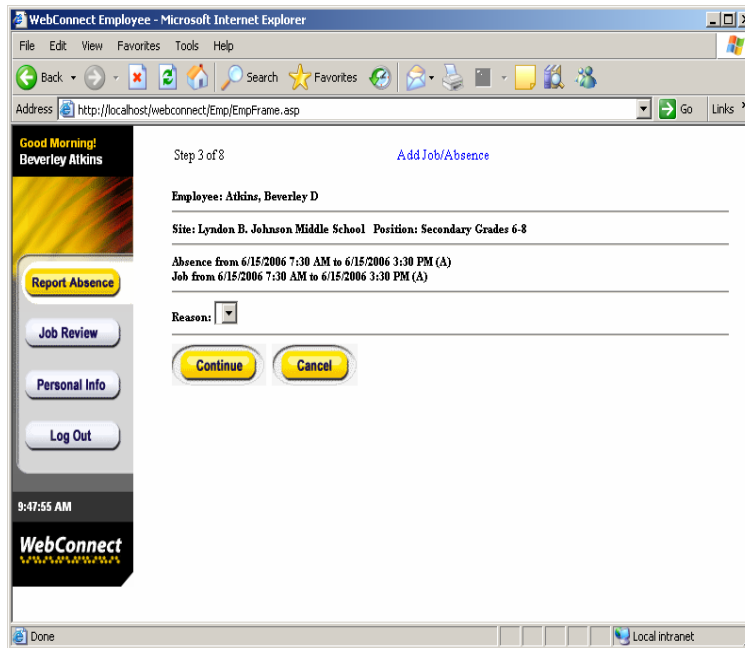
WebConnect Employee - Microsoft Internet Explorer  
Address: http://localhost/webconnect/Emp/EmpF...  
Step 1 of 8 [Add Job/Absence](#)  
Employee: Atkins, Beverley D  
Site: Lyndon B. Johnson Middle School Position: Secondary Grades 6-8  
Buttons: Report Absence, Job Review, Personal Info, Log Out, Continue, Cancel  
Time: 1:21:58 PM  
WebConnect

Enter the **start date** and the **end date** of your absence. Enter the start time and the end time of the absence. If the times differ from your normal work times (i.e., a half-day absence), enter the specific times. Next, enter the start and end times for the job in the box located to the right of the absence start and end times. If the job start and end times will differ from absence start and end times, enter the appropriate information.

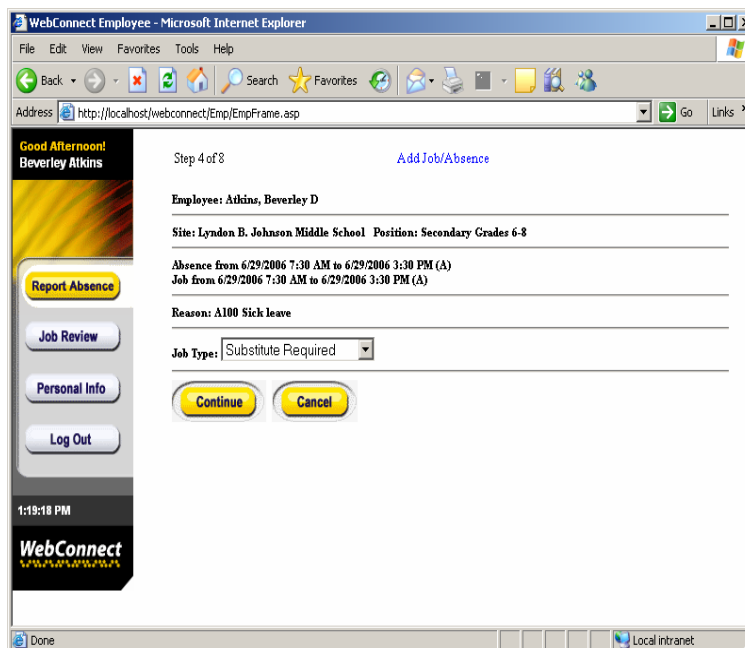
After entering the required absence/job information, you must then specify whether the times will follow your normal employee schedule (i.e. 8:00 am – 4:00 pm) or the same times daily (i.e. multiple half days). Click **Continue**.

WebConnect Employee - Microsoft Internet Explorer  
Address: http://localhost/webconnect/Emp/EmpFrame.asp  
Step 2 of 8 [Add Job/Absence](#)  
Employee: Atkins, Beverley D  
Site: Lyndon B. Johnson Middle School Position: Secondary Grades 6-8  
Absence Start: Date: 6/11/2006 Time: 7:30 AM  
Job Start: Date: 6/11/2006 Time: 7:30 AM  
Absence End: Date: 6/11/2006 Time: 3:30 PM  
Job End: Date: 6/11/2006 Time: 3:30 PM  
Radio buttons:  Follow Employees Schedule,  Same Times Daily  
Footnote: \*Employee's Schedule - the absence/job will follow the employee's standard work times.  
Footnote: \*Same Times Every Day - the absence/job will be reported for the same times each day.  
Buttons: Continue, Cancel  
Time: 9:47:55 AM  
WebConnect

Select an **Absence Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason. Click **Continue**.



Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, Prearranged Substitute, or Requested Substitute, then click **Continue**.



If you've chosen Preranged Substitute or Requested Substitute you will be prompted to enter one of the following: Substitute's SubFinder-generated ID Number, the Substitute's Employee Number, or the Substitute's Name. Click **Continue**.

WebConnect Employee - Microsoft Internet Explorer  
Address: http://localhost/webconnect/Emp/EmpF

Good Afternoon!  
Beverley Atkins

Report Absence  
Job Review  
Personal Info  
Log Out

1:25:20 PM  
WebConnect

Step 6 of 8 [Add Job/Absence](#)

Employee: Atkins, Beverley D

Site: Lyndon B. Johnson Middle School Position: Secondary Grades 6-8

Absence from 6/19/2006 7:30 AM to 6/19/2006 3:30 PM (A)  
Job from 6/19/2006 7:30 AM to 6/19/2006 3:30 PM (A)

Reason: A135 Unpaid Leave

Misc Code: 111

Job Type: Requested Substitute

Substitute ID  
 Substitute Number  
 Substitute Name: Acey, Adrian T

[Continue](#) [Cancel](#)

Confirm that all of the information you have entered is correct, then click **Confirmed Add Job**. If the information is not correct, click the **back button** in your Web Browser and re-enter the correct information. You may also click the **Cancel** button and re-enter the absence altogether.

WebConnect Employee - Microsoft Internet Explorer  
Address: http://localhost/webconnect/Emp/EmpFrame.asp

Good Afternoon!  
Beverley Atkins

Report Absence  
Job Review  
Personal Info  
Log Out

1:19:18 PM  
WebConnect

Step 8 of 8 [Add Job/Absence](#)

Employee: Atkins, Beverley D

Site: Lyndon B. Johnson Middle School Position: Secondary Grades 6-8

Absence from 6/29/2006 7:30 AM to 6/29/2006 3:30 PM (A)  
Job from 6/29/2006 7:30 AM to 6/29/2006 3:30 PM (A)

Reason: A100 Sick leave

Misc Code:

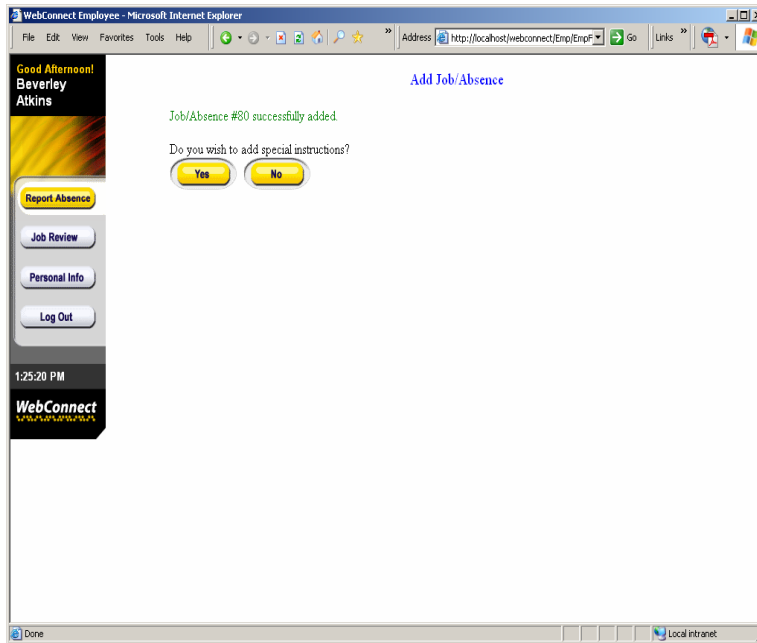
Job Type: Substitute Required

Substitute selection step skipped.

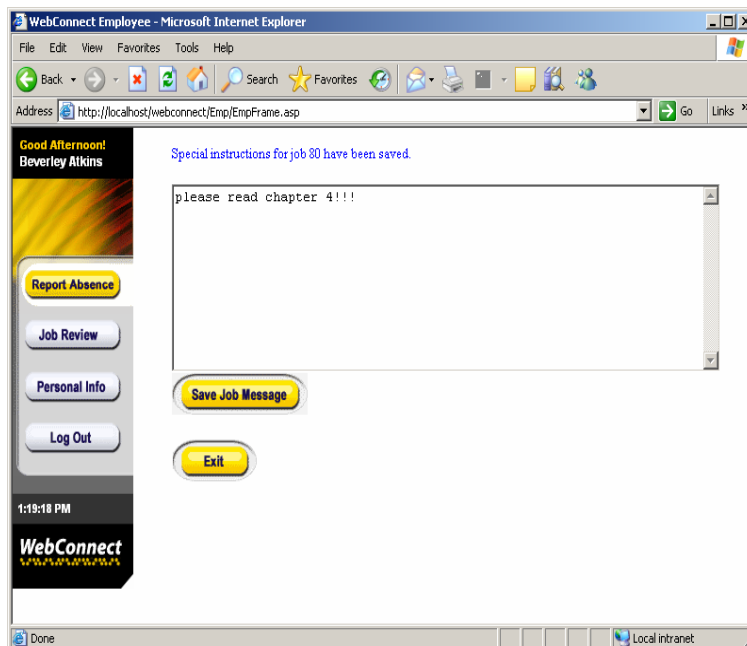
Please confirm all information above. If this information is correct click the button below to add this job.

[Confirm Add Job](#) [Cancel](#)

When you have confirmed that the information is correct, you will see the Job Number located at the top of the screen. You must write the Job Number down for future reference. If this is a Pre-arranged Absence/Job, you will want to provide the substitute with the Job Number as well. You may leave Special Instructions if you wish. To leave Special Instructions, click the **Yes** button. If you do not want to leave Special Instructions click the **No** button.



After typing in Special Instructions, review them and then click Save Job Message. Click Exit.



## Absence Review/Job Review

To review your absences, click the **Job Review** button. You may review your absences by Substitute, Date or Date Range, Type of absence, or Status (i.e., filled, unfilled, etc.) Make the appropriate selections and then click **Run Request**. If you do not want to filter the information, simply leave the boxes unchecked. All absences for the current year will be shown.

The screenshot shows the 'Employee Job Review Criteria' section with the following settings:

- Substitute: Acey, Adrian T
- Date: 06/13/2006 to 06/28/2006
- Type: No Substitute Required
- Status: Canceled

A **Run Request** button is visible. Below the criteria is a table of 'Current Jobs' for 6/10/2006:

Job	Absence Duration	Employee	Position
79	6/12/2006 7:30 AM - 6/13/2006 3:30 PM	Atkins, Beverley D	Secondary Grades 6-8

Additional details for Job 79:

- Job Duration:** 6/12/2006 7:30 AM - 6/13/2006 3:30 PM
- Substitute:** Beat, Claire M
- Reason:** A100 Sick leave
- Site:** Lyndon B. Johnson Middle School
- Type:** Requested Substitute
- Status:** Unfilled

Buttons for **Cancel** and **Update Special Instruction** are located below the job details.

If you need to cancel an Absence/Job, click the **Cancel** button which is displayed next to each future absence. A screen pops up to verify that you do, in fact, wish to cancel the Absence, click **OK**. If you do not wish to cancel the Absence, click **Cancel**.

This screenshot is identical to the one above, showing the 'Employee Job Review Criteria' and a table of 'Current Jobs' for 6/10/2006:

Job	Absence Duration	Employee	Position
79	6/12/2006 7:30 AM - 6/13/2006 3:30 PM	Atkins, Beverley D	Secondary Grades 6-8

Additional details for Job 79:

- Job Duration:** 6/12/2006 7:30 AM - 6/13/2006 3:30 PM
- Substitute:** Beat, Claire M
- Reason:** A100 Sick leave
- Site:** Lyndon B. Johnson Middle School
- Type:** Requested Substitute
- Status:** Unfilled

Buttons for **Cancel** and **Update Special Instruction** are located below the job details.

## Personal Information

To view personal information, click the **Personal Info** button. You will then see several tabs which include General Information, Address, Certification, and Leave Control (which documents your entitlements - i.e., vacation days, personal leave, etc...).

**NOTE:** This information is view only. Changes to your personal information can not be made via WebConnect.

**General Information** – The General Information tab displays your Name, your SubFinder- generated ID Number, your PIN Number, your Home Site, the Current Calendar you work under, your specific Start and End times (if different than the site's normal hours), your primary and secondary Job Positions, your Date of Hire, the date you were added into the SubFinder system, and whether you are a Certified and/or Classified employee.

The screenshot shows a web browser window titled "WebConnect Employee - Microsoft Internet Explorer". The address bar shows "http://localhost/webconnect/Emp/EmpF...". The page content is titled "Employee Editor" and displays a table with employee details:

First Name	MI	Last Name	Employee ID	PIN	Number
Beverley	D	Atkins	692	3422	3422

Below the table are several tabs: "General Info", "Address", "Certification", and "Leave Control". The "General Info" tab is active and contains the following fields:

- Home Site: Lyndon B. Johnson Middle School
- Calendar Track: Standard
- Work Hours: Start and End fields
- Job Positions: Primary (Secondary Grades 6-8) and Secondary
- Hire Date: 9/8/1992
- Date Added: 11/1/2004
- Checkboxes:  Make Up Teacher,  Certified,  Classified,  Restricted,  Inactive

A "Save" button is located at the bottom of the form. On the left side of the browser window, there is a sidebar with a greeting "Good Afternoon! Beverley Atkins" and buttons for "Report Absence", "Job Review", "Personal Info" (highlighted in yellow), and "Log Out". The time "1:21:58 PM" and the "WebConnect" logo are also visible in the sidebar.

**Address** – The Address tab displays your address and telephone number. Depending on the permissions set forth by your district you may be able to edit address and telephone number fields.

The screenshot shows a web browser window titled "WebConnect Employee - Microsoft Internet Explorer". The address bar shows "http://localhost/webconnect/Emp/EmpF". The page title is "Employee Editor".

Employee Information Table:

First Name	MI	Last Name	Employee ID	PIN	Number
Beverley	D	Atkins	692	3422	3422

Navigation tabs: General Info, **Address**, Certification, Leave Control

Address Form Fields:

- Street: 10 Rockefeller Plaza 4th Fl
- City: Williamsport
- State: PA
- Zip Code: 17701
- Phone: 570-444-5916

Buttons: Report Absence, Job Review, Personal Info, Log Out, Save

Footer: 1:21:58 PM, WebConnect, Local intranet

**Certification** – The Certification tab displays any Certifications you have and their expiration dates.

The screenshot shows the same web browser window as above, but with the "Certification" tab selected.

Employee Information Table (same as above):

First Name	MI	Last Name	Employee ID	PIN	Number
Beverley	D	Atkins	692	3422	3422

Navigation tabs: General Info, Address, **Certification**, Leave Control

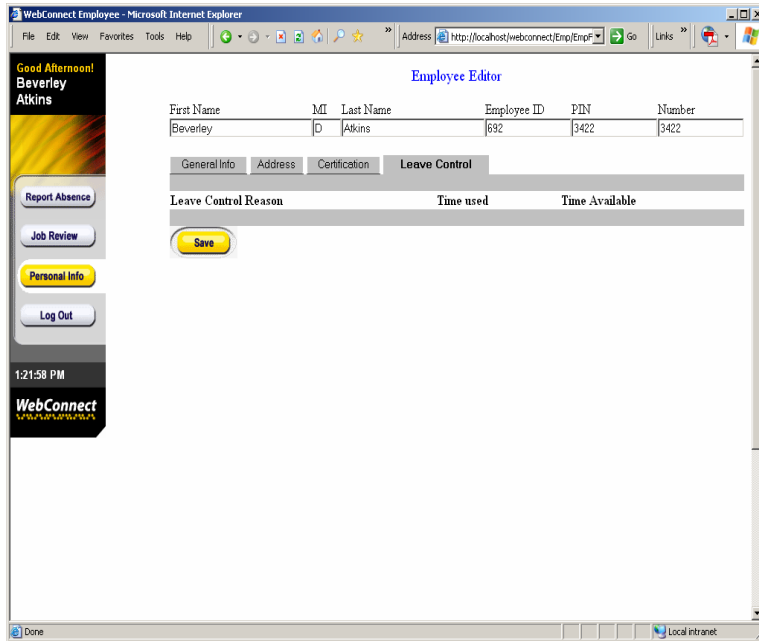
Certification Table:

Certification Name	Expiration
1. CFR	4/28/2006
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Buttons: Report Absence, Job Review, Personal Info, Log Out, Save

Footer: 1:21:58 PM, WebConnect, Local intranet

**Leave Control** – The Leave Control tab displays entitlements (i.e., the number of days you have for sick leave and/or other leave such as personal days). Displayed also is the time you have used and the time you have remaining. If your district chooses not to use this option, the area will be grayed out or blank.



## Log Out

When you are ready to leave WebConnect, click the **Log Out** button. To log back in, click the hyperlink **Click here to log in again**.

