

# CHESTERFIELD COUNTY PUBLIC SCHOOLS

## HR SUBFINDER OFFICE/SYSTEMS DEPARTMENT



### SUBFINDER INFORMATION FOR 2009-2010 SCHOOL YEAR

SubFinder Website: <https://chesterfield.subfinderonline.com> SubFinder Phone: 1-866-271-3578  
Penny Russell-Barbour Help Desk 751-4977 Brenda Huband 717-6392  
P.O. Box 10, 9900 Krause Rd. Chesterfield, VA 23832 [subfind\\_mail@ccpsnet.net](mailto:subfind_mail@ccpsnet.net)

# ARE YOU AVAILABLE?

#### ARE YOU

#### AVAILABLE FOR 2009-2010?

**THE AVAILABILITY FORM MUST BE RETURNED EITHER ADVISING THAT YOU WISH TO DEACTIVATE OR UPDATE YOUR INFORMATION. THIS MUST BE RETURNED BY JULY 3, 2009 OR YOU WILL BE DEACTIVATED FROM SUBFINDER.**

#### HAVE YOU

#### REGISTERED???

Have you called 1-866-271-3578 and voiced yourself? It is required that you register in SubFinder to be an ACTIVE Sub. No matter what the circumstances you need to register. If you do not voice and register you WILL BE deactivated.

#### SUBSTITUTE INFO

ALL Sub Information and questions you may have can be found on [www.chesterfield.k12.va.us](http://www.chesterfield.k12.va.us). Go to HR, Job Opportunities and click on Substitute Resources. Refer to this website and all information on this page before contacting the Substitute Office/Help Desk.

#### "JOB LOCKED"

When trying to accept a job on the SubFinder Website you may receive the message "Job Locked". SubFinder can only give access to one user at a time and when someone else is reviewing the job you cannot. If you wish to accept the job call the school & let them know or continue to review the job until it is accessible for you to accept.

#### FOLLOWING POLICY AND PROCEDURES

As a Substitute you need to follow all the procedures and policies of the schools and be willing to serve the school in any capacity where needed. Be respectful & responsible. You represent Chesterfield County Public Schools.

#### CANCELING JOBS

Don't make a habit of accepting a job and then canceling it on the day of the assignment. SubFinder may not fill your job within the time allowed causing classrooms not to be covered. Unless there is an extremely good reason we ask that you not do this. If you do cancel on the day of **PLEASE** contact the school **ASAP** so they can obtain another sub.

#### LONG TERM SUBSTITUTING

If you are interested in long term subbing, contact the schools in which you sub to see if LT jobs are available. Only on rare occasions do schools contact the SubFinder Office to fill a LT position.

#### SUMMER SCHOOL

Contact Summer School Office at 594-1791 or Schools if you wish to sub. SubFinder will not be active during June 15—August 21.

#### DND/UNAVAILABLE

If you are Unavailable or Do Not want to be Disturbed remember to go into SubFinder and set yourself accordingly. Directions can be found under Substitute Resources or review Tutorial on SubFinder Website.

#### DID I ACCEPT THAT JOB OR NOT?? PLEASE REVIEW

If you are called by SubFinder, listen to the job. If you decide to accept, follow prompts and accept. If you choose not to accept follow the prompts to NOT ACCEPT, otherwise SubFinder will continue to call you with this job and will limit other subs that wish to work not to be called. **PLEASE** take a

moment to call SubFinder back to review that you Accepted or NOT. There have been times when subs SAY they did not accept but in SubFinder it shows date/time they accepted. The school was depending on that sub.

#### CAN I EDIT MY INFORMATION IN SUBFINDER?

The only information you may edit in SubFinder is your telephone number. **DO NOT** make changes to your address or any other information that is accessible to change. Unauthorized changes may effect your paycheck. Use the Sub Status Update Form and mail to the SubFinder Office. Edits made by you do not effect any other system and does not notify the SubFinder Office that changes have been made. Changes will be made when the Update Form is received.

#### PAY DATES

Subs are always paid 15th and 30th/31st. Always refer to Pay Schedule under Substitute Resources for dates included in your paycheck. If you have a question contact school first to be sure your job was entered.