

Substitute Online For Employees

Website information:
Burlington-Edison School District Name
www.be.wednet.edu
At District home page, click on:
[Substitute Online](#)

Or go directly to Substitute Online:
www.substituteonline.com

The screenshot shows the website interface. On the left is a 'User Logon Section' with fields for 'User Name (Last)', 'Password (P/M)', a 'Select District' dropdown menu, and a 'Logon' button. Below this is a link for 'Problems with Site? Click Here.' and a 'Click here for our new Referral program for Substitutes \$\$\$\$\$\$' link. On the right is a 'Why Substitute Online?' section with a cartoon character and text describing the service as economical and efficient. There is also a 'How it Works' link and a note about teachers reporting absences.

(Book mark this page for quick reference)

Logon Page:

- ✓ Enter your **User Name** (last name)
- ✓ Enter your **Password** (Ask District Office)
- ✓ Choose **Your District** from the pick list.
- ✓ Click on **Logon**

Please call the System Operator at
(360) 757-3309 for absences submitted after
6:00 a.m. the day of your illness.

CERTIFICATED

New Absence

1. **Check to see if your Personal Info is correct:**

- ✓ your name
- ✓ your subject/job
- ✓ your site
- ✓ **Optional:** Select **View Request/Rej Subs** at the bottom of the Personal Info screen to request specific substitute(s) (see detailed information regarding this feature).

2. **Enter New Absence**

If you are absent one day, all day due to illness and the date on the Edit Bar is correct, you may press the **SUBMIT ABSENCE** button.

If the first date of the absence or the absence reason is not correct, make the changes. Select **Start Date: Start Today?, Tomorrow?, Other?**. If **Other?**, enter day of absence (**MM/DD/YYYY**). Click the down arrow to change the **Shift (All, AM, PM)** select the **Reason** for your absence.

3. **Click on the blue Add Day(s)** button at the bottom of the screen for each additional day of your absence.

4. **Add comments or a lesson plan** for the substitute. Click on the **Comments/Lesson Plan** button at the bottom of the screen. Copy and paste your lesson plan from your word processing application, or type your comments. Click on **Save Lesson Plan and Assign to Current**

Absence. You may provide separate lesson plans for each day. The substitute receives a message when they accept the job if you leave a lesson plan for them.

5. When everything is correct, click on:

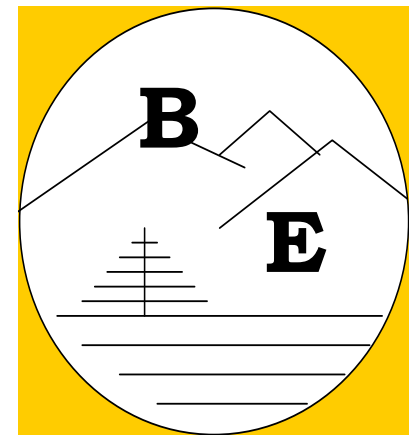


6. **Confirm** the absence information; click **OK**.

7. **Always verify** your absence information by clicking on **Review/Cancel**.

8. **Enter New Absence (NO SUBSTITUTE REQUIRED)**

Select **No** on the right side of the screen and enter the start and end time for your absence if less than a full day. Do not include your lunch time.



Personal Information (Personal Info)



The **Personal Information** screen allows you to review your Subject/Job information and your work site for accuracy. If the information is not correct, change your job description and/or select the correct work site. Support staff times are varied so your start/end times need to be entered in the Subject/Job section. You may also enter your phone and email address for substitutes to contact you and check **Display to Subs?** to show your phone number and e-mail address. Uncheck if you do not wish to be contacted by the substitute. Be sure to click on **UPDATE PERSONAL INFO** after making any changes.

When you click **SUBMIT ABSENCE**, your absence will be submitted to all district substitutes to view. If, however, you would like to request specific substitutes, you would need to add them to your request list. Initially, only the requested substitutes will receive notification (via email, if available) of your absence and the first requested substitute to accept the job will be your substitute. If you select a substitute's name from your request list, this is considered a **prearranged assignment** and **you must call and speak with that substitute**. Otherwise, the substitute will not be aware that you selected their name and they will not know to report for your assignment. (Phone numbers of substitutes can be viewed in the **View Req/Rej Subs** section at the bottom of the **Personal Info** screen.

Substitutes that you checked in the **Rej** column will not receive notification of your absences.

REQUESTED SUBSTITUTE OPTION: If no one on your Req/Prearranged Sub List accepts your assignment, Substitute Online will automatically release your request to all substitutes after 48 hours or up to 6:00 p.m. the night before your absence, whichever comes first.

Requested/Rejected Substitutes:

To choose Requested or Rejected substitutes, click the **View Req/Rej Subs** button at the bottom left of the **Personal Info** screen. Choose from the alpha list or **ALL** for a list of substitute names. At the right is a scroll bar for moving down the list. You may **request substitutes** (✓check box to left of name) or **reject substitutes** (✓check box to right of name). Your requested substitute(s) will have the job held for them 48 hours or until 6:00 p.m. the evening before your absence (whichever comes first). If the requested substitute(s) does not log in and accept your job, the job is released to all other district substitutes.

When all information is correct:

- Click on **UPDATE PERSONAL INFO**. You will receive confirmation of change.
- Click **OK**

Review/Cancel

Review/Cancel screen gives you a history of each day you have been absent during the school year. You can also view who is substituting for you, the confirmation number and check the detail box to see the date and reason for your absence or you can add comments and/or a lesson plan for the substitute.

If a substitute has not yet accepted your assignment, **Sub Pending** will show in substitute name field **Absence Summary** (bottom right side of screen): View/Print absence history for the current year.

Cancel: Any time before a substitute accepts your assignment; you may cancel the assignment or individual days of a multi-day assignment by checking the **Cancel** box. Click on **Submit Cancellation**. If an absence has been assigned to a substitute, however, (see Substitute Name field), only the System Operator or Site Administrator may cancel the absence. Please contact the Substitute Office at 757-3309 to cancel a substitute if a substitute has been assigned to your job.

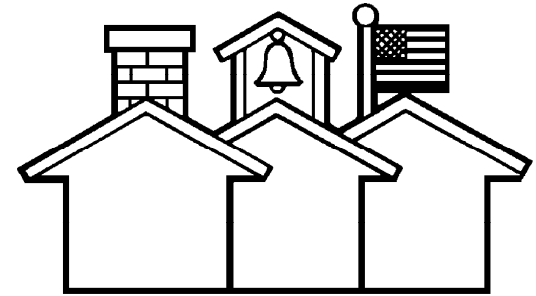
Substitute Office Contact Information:

www.substituteonline.com

(360) 757-3309 – Sherry Hodgkin, Cert Sub Dispatcher
6:00 am – 8:00 am

(Leave your name, phone number and a brief message)

BURLINGTON-EDISON SCHOOL DISTRICT



How to Use

Substitute Online™

Directions for Certificated Employees

Human Resources Department
Substitute Office

(360) 757-3311

(360) 757-3309 - message