

How to use Substitute Online for Classified Staff: For Reporting Absences

Go to District home page - www.nkschools.org - click on Support Services, click on Substitute Online under the letter "S". If you prefer, you can enter: www.substituteonline.com into your browser.

Logon Page:

Enter your User name: **your last name only.**

Enter Your password: **the last four numbers of your main phone number.**

Choose North Kitsap SD from the Pick list. Logon.

At the top of the page, you will see six boxes labeled: **Help, Personal Info, New Absence, Review/Cancel, Announc and Logoff.** The first time you logon, click on the personal info box and make sure that all of the information about you is correct.

Personal Information:

Check that your Subject/Job information and your Work Site are both correct. If not, please e-mail the corrections to: Liz Campbell (ecampbell@nkschools.org) and she will update the information for you. This information displays to the substitutes and tells them the specifics of your job and where they will be subbing. You have the option of displaying your phone number and e-mail to the substitutes. If you choose to do so, check the "display to substitute" box, or un-check it if you want that information kept private.

Entering a New Absence

Next to Start Date - click the appropriate bubble (today, tomorrow or other). If the first date of the absence is not correct, make the changes. Use the tab key to move across the edit bar. Click the down arrow to change the shift (All, AM only, or PM only) and then click on the clock icon to enter the times of your absence. Tab over to Reason/Charge to and click on the reason for your absence. Select reason for absence.

Click on the Add Day's button at the bottom of the screen for each additional day of your absence.

Please note, if your days of absence are not consecutive, you will have to enter them separately.

If your absence is due to district or school business, L & I or Leave Without Pay, an authorization code is required before the system will accept your request. The code for that specific absence can be obtained from the department or school sponsoring the meeting.

On the right hand side ABOVE the information you entered, you will see SUB NEEDED? In red. Click on the bubble next to “No”. If you need a sub, get one in the same manner as you have always done that. For our purposes, Substitute Online is for REPORTING absences, ONLY – not getting subs. After you click on “no” a window will pop up That looks like this:

Set Custom Job Times - Substitute Online !

about:blank

Enter Unique Leave Start and End Times for this Shift.

USE THIS OPTION ONLY IN THE EVENT THAT YOU DO NOT REQUIRE A SUBSTITUTE THE SHIFT THAT YOU ARE ABSENT AND THAT YOUR LEAVE TIME IS DIFFERENT (LESS) THAN THE SHIFT DEFAULT HOURS.

Pressing the [CANCEL] button now will return you to the **EDIT BAR**. The Leave times will stay the same as the default shift time or site bell schedule.

This "Times" feature allows you to enter the exact time you are gone if LESS than the normal shift time or bell schedule. Use the HH:MM format.

Press the [SUBMIT] button after entering the exact time/s of leave. The system will accept the times you have entered and return you to the **EDIT BAR** to complete the absence information.

Start Time: 9 : 00 AM

End Time: 2 : 00 PM

Cancel Submit

When you are sure that everything is correct, left click on the **submit absence** button. Confirm the absence information and click **ok**.

After you submit your absence, a window will pop up that looks like this:

Your Absence has been entered.

Confirmation #: 12345

Click 'Review/Cancel' button to review the absence.

Note for some districts: By entering this absence you MAY qualify for FMLA (Family Medical Leave Act).

Review/Cancel

The Review/Cancel screen gives you a history of each day you have been absent during the current school year, the job number/confirmation number (they are the same),
Click the check detail box to see date and reason for your absence

Absence Summary:

To view/print current year absence history.

Cancel:

If an absence has been submitted and entered please alert your office manger or department secretary as soon as possible so that they can delete it for you.

Please remember to enter your absences as soon as they have been approved by your supervisor