
MAIN MENU

- To **report** an absence **Press 1**
 - To **review** an absence **Press 2**
 - To **cancel** an absence **Press 3**
 - To review personal information **Press 4**
 - To **exit** the system **Press 9**
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TO REPORT AN ABSENCE

When reporting an absence, the system will require the following information:

- 1** - Date(s) and times of the absence
 - 2** - Reason for the absence
 - 3** - Is a substitute required for the absence
 - 4** - Date(s) and times the substitute is required
 - 5** - Any special instructions for the substitute
- From the Main Menu..... Press 1**
The system will play the **ABSENCE MENU**:
- For all day today **Press 1**
 - For all day the next work day..... **Press 2**
 - To enter specific dates and times **Press 3**
 - To return to the Main Menu..... **Press 9**
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(1) FOR ALL DAY TODAY or

(2) FOR ALL DAY THE NEXT WORK DAY

From the Absence Menu

- For all day today **Press 1**
 - For all day the next work day..... **Press 2**
- The system will play the absence date and times.
- If correct **Press 1**
 - If incorrect **Press 2**
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Entering Half Days

<i>Morning</i>	<i>Afternoon</i>
7:20 am – 11:05 am	11:05 am – 2:50 pm
7:35 am – 11:20 am	11:20 am – 3:05 pm
8:00 am – 11:45 am	11:45 am – 3:30 pm
8:15 am – 12:00 pm	12:00 pm – 3:45 pm

ENTER THE ABSENCE REASON

The system will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). The system will repeat the reason.

- If correct **Press 1**
 - If incorrect **Press 2**
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Absence Reason Codes

- 01 - Personal Illness**
 - 02 - Family Illness** (select from codes below)
 - 001-Spouse 007-Parent-in-Law
 - 002-Child 008-Brother/Sister-in-Law
 - 003-Parent 009-Stepchild
 - 004-Brother/Sister 010-Stepparent
 - 005-Grandparent 011-Other relative
 - 006-Grandchild (lives in your home)
 - 03 – Family Death**
 - Misc Codes (same as for family illness [02])
 - 04 – Personal Leave**
 - 05 – Leave With Pay** (select from codes below)
 - 001-Professional 004-Military Leave
 - 002-Special Leave 005-Field Trip
 - 003-Jury Duty
 - 06 – Leave Without Pay**
 - 07 – Vacation**
 - 08 – Administrative Leave**
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IS A SUBSTITUTE REQUIRED FOR THE ABSENCE?

- If a sub is required for the entire absence..... **Press 1**
 - If a sub is required for part of the absence **Press 2**
 - If a sub is not required **Press 3**
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REPORT NORMALLY, ASSIGN, OR REQUEST

- To let the system select a substitute **Press 1**
 - To assign a prearranged substitute **Press 2**
 - To request a specific substitute **Press 3**
 - To return to the Main Menu **Press 9**
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USE OPTION #2 ONLY IF AN AGREEMENT HAS ALREADY BEEN MADE WITH THE SUBSTITUTE. THE SYSTEM WILL NOT CALL AN ASSIGNED SUBSTITUTE.

If you are assigning or requesting a substitute, enter that substitute's assigned ID # followed by the pound sign (#).

RECORD SPECIAL INSTRUCTIONS

- To record special instructions **Press 1**
 - Otherwise **Press 2**
- If you press **1**, record a short message after the tone. When you are finished, press the pound sign (#). The system will repeat the message.
- If correct **Press 1**
 - If incorrect **Press 2**
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GET THE JOB NUMBER

When reporting an absence, **ALWAYS** wait for the **JOB NUMBER** before disconnecting or your absence may not be recorded.

(3) TO ENTER SPECIFIC DATES AND TIMES From the Absence Menu **Press 3**

Enter the first date of the absence (MMDD) followed by the pound sign (#). To begin the absence today, press star (*).

Enter the time the absence begins (HHMM) followed by the pound sign (#).

- For AM **Press 1**
 - For PM..... **Press 2**
- If the absence begins at the start of the workday, press star (*).

Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (*).

Enter the time the absence ends (HHMM) followed by the pound sign (#).

- For AM **Press 1**
 - For PM..... **Press 2**
- If the absence ends at the end of the workday, press star (*).

The system will repeat the date(s) and times of the absence.

- If correct **Press 1**
 - If incorrect **Press 2**
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From this point forward the system will follow the same procedures used when reporting an absence for All Day Today or All Day the Next Work Day.

TO REVIEW AN ABSENCE

From the Main Menu.....Press 2

The system will play all your scheduled absences, if any exist, beginning with the next scheduled and moving forward. After each absence you will be given some of the following options:

To hear the absence again**Press 2**

To hear the next absence.....**Press 3**

To cancel the absence**Press 4**

To change the special instructions**Press 5**

To record special instructions**Press 6**

To return to the Main Menu.....**Press 9**

Option #4 will **only** be available if you are calling prior to the cancellation deadline established by your district. If you press **4**, the system will ask for confirmation.

To confirm cancellation**Press 1**

Otherwise**Press 2**

Option #5 will **only** be available if you originally recorded special instructions. If you press **5**, record the new message after the tone. When you are finished, press the pound sign (#). The system will repeat the message.

If correct**Press 1**

If incorrect**Press 2**

Option #6 will **only** be available if you did not originally record special instructions. If you press **6**, record the message after the tone. When you are finished, press the pound sign (#). The system will repeat the message.

If correct**Press 1**

If incorrect**Press 2**

TO CANCEL AN ABSENCE

From the Main Menu.....Press 3

Enter the job # followed by the pound sign (#).

The system will play the absence.

To cancel the absence**Press 1**

To return to the Main Menu.....**Press 9**

If you press **1**, the system will ask for confirmation.

To confirm cancellation**Press 1**

Otherwise**Press 2**

TO REVIEW PERSONAL INFORMATION

From the Main Menu.....Press 4

The system will play the site where you work, your work times, your primary job position, and your name as recorded. To change your site, work times, or primary job position, contact your supervisor.

To record your name**Press 1**

To record your itinerant message**Press 2**

To return to the Main Menu.....**Press 9**

If you press **1**, wait for the tone and record your name. When you are finished, press the pound sign (#). The system will repeat your name.

If correct**Press 1**

If incorrect**Press 2**

Option #2 will **only** be available if you are set up within the system as an itinerant employee. If you press **2**, wait for the tone and record your itinerant message - usually your schedule for the week. When you are finished, press the pound sign (#). The system will repeat your schedule.

If correct**Press 1**

If incorrect**Press 2**

Absence Reporting System

powered by Subfinder™

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

EMPLOYEE INSTRUCTIONS

**SubFinder Phone Number
(1-866-509-1471)**

<https://lcsedu.subfinderonline.com>

**Administration Building
(434) 515-5090**

You can call the absence reporting system to enter, review, or cancel absences, and to review and change your personal information. (Enter your whole SS#)

Remember that the system only works from touch-tone telephones

When reporting an absence, ALWAYS wait for the JOB NUMBER before disconnecting or your absence may not be recorded.