Email Notification - SubFinder Jobs

(created January 17/13)
The SubFinder system will email the EIPS substitute a notice when:

PREARRANGED for a shift. The SubFinder system will not call the substitute to confirm. This type of job is created by the employee when the substitute has been directly contacted by an employee to work a shift. The system will also send an email reminder notice 5 days prior to a prearranged job.

REQUESTED to work a shift. **The SubFinder job will need to be accepted by the requested substitute using the online system or the phone system** (if the substitutes is not able to work the job then rejecting the job and inputting an unavailable date range in a timely manner would be appreciated). The SubFinder system will only call the substitute during the regular call out times if the job starts within 100 days.
- If the job is input outside of the 100 days then the substitute is to call into the SubFinder system and accept or reject the job *via the phone system only*.
- If the job is input within 12 hours of the shift starting then the system will attempt to call the REQUESTED substitute (during the normal call out period) and if the substitute does not answer the phone the system on the first call, then it will call the next available substitute, since the job needs to be filled in a timely manner.

CANCELLED from a shift. The system will email the substitute. The administrator may requests that the system calls the substitute. The substitute should review their current jobs online or using the phone system, just in case the administrator canceled a job in error and input a new job as Requested or Prearranged.