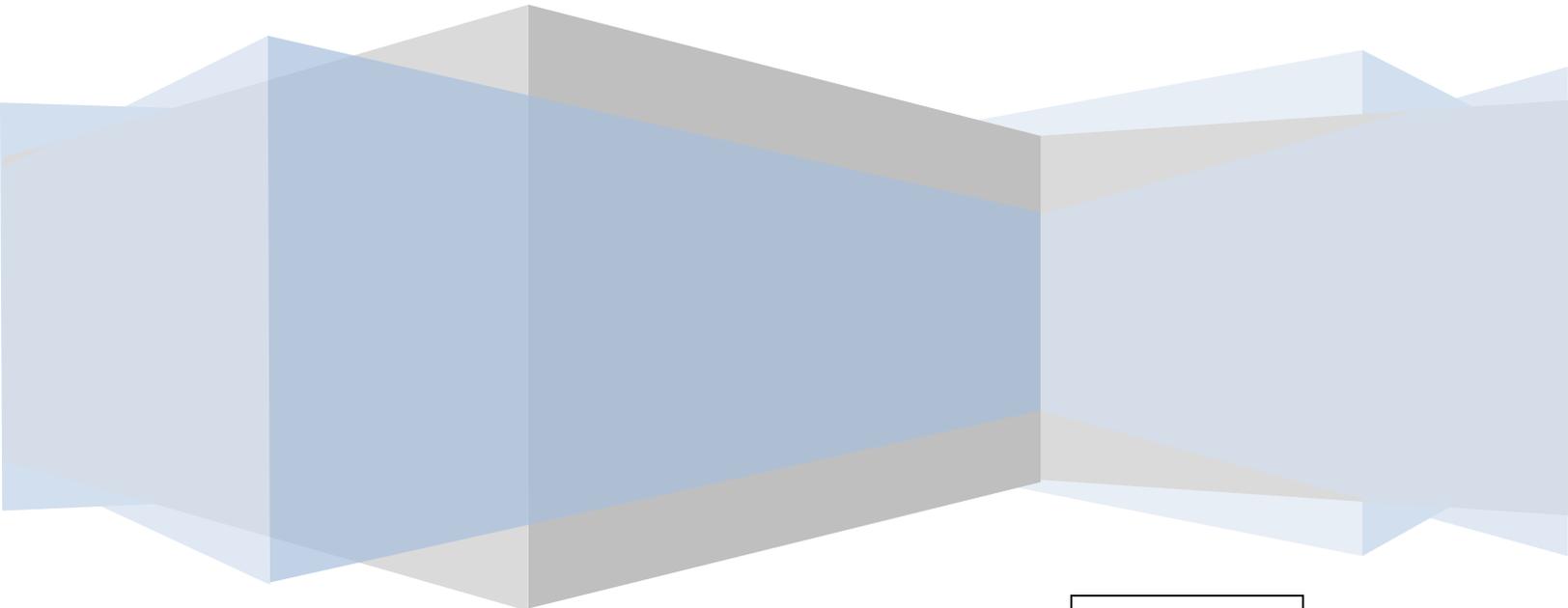


Authorized Leave Approval Process

2015-2016



Entering a Job:

Starting this year there will be an approval process attached to all authorized leaves entered into SubFinder. You will continue to enter the jobs the way you have in the past with a couple exceptions.

You will need to select the appropriate type of Authorized Leave. There are seven (7) types to choose from:

1. Authorized Leave – Athletic (SubFinder # A002)

Description: Coaching, Supervision of Athletes/Student Activities, Band, Drama, Debate, Student Extra Curricular Activities.

Associated Accounts:

20-1451-6131-\\-0032-0501 - Athletic Budget Account

17-14\\-6411-\\-0032-\\-\\- - Athletic Activity Accounts

Approvals:

Principal

Athletic Director

Dr. Stout

2. Authorized Leave – Bldg. Programs (SubFinder # A003)

Description: Non-PD Building Activities such as field trip supervision

Associated Accounts:

20-11\\1-6131-\\-0000-11\\1 - Building Budget Substitutes

20-11\\1-6131-\\-0000-11\\1 - Building Field Trip

17-1421-6411-\\-\\-\\-\\- - Building Activity Account

Approvals:

Principal

Dr. MacLaughlin (MS or HS) or Dr. Scott (EE) or Dr. Richards (ELEM)

3. Authorized Leave – District Business (SubFinder # A004)

Description: Certificated staff to meetings non-PD, Field Trip – example Fourth Grade Christmas Choir, Fellow/Mentor Release Days, IEP meetings.

Associated Accounts:

20-11\\1-6131-000-0000-0000 - District Business - Certificated

20-11\\1-6131-000-0000-0000 – District Field Trip

20-2213-6131-000-4050-0000 – Fellow/Mentor Release Days

20-1242-6131-105-0000-0000 – District Special Ed Meetings (IEP)

20-1151-6131-160-0402-0221 – District – AntiViolence Program

10-3211-6171-660-0159-0000 – Alliance For A Healthier Generation (added 9/11/12)

20-2212-6131-000-0000-0708 – Ford NGL Project (added 12/19/13)

Approvals:

Principal

Dr. MacLaughlin (MS or HS) or Dr. Scott (EE) or Dr. Richards (ELEM)

4. Authorized Leave – Grant Prog. Non-PD (SubFinder # A006)

Description: Title I – Early Education Home Visits, ECSE – Early Education Home Visits, Head Start – Early Education Home Visits, Perkins-Student Attended Conference, MPER, Metropolitan Community College, AEL Basic, Other Non-Grant

Associated Accounts:

20-1251-6131-020-0912 – Title I – Early Ed Home Visits
20-1281-6131-105-0810-0912 – ECSE – Early Ed Home Visits
10-3520-6171-000-0620-0912 – Head Start – Early Ed Home Visits
20-13-6131-0700-0000 – Perkins – Student Attended Conference
20-11-6131-000-4050-0000 – Billable - MPER
20-1151-6131-0163-0000 – Billable – Metropolitan Community College
20-1151-6131-160-0402-0221 – Billable – Other Non-Grant

Approvals:

Principal
Dr. MacLaughlin (MS or HS) or Dr. Scott (EE) or Dr. Richards (ELEM)

5. Authorized Leave – District PD Prog. (SubFinder # A007)

Description: Building Professional Development Activities

Associated Accounts:

20-2214-6131-0000-0000 – Building State PD 2214
20-2214-6131-0000-0000 – PD Office State PD 2214
20-2215-6131-0000-0000 – Non-Grant PD Certificated (Updated 1/25/16)
10-2215-6171-0000-0000 – Non-Grant PD Classified

Approvals:

Principal
Dr. Savidge

6. Authorized Leave – Grant PD Prog. (SubFinder # A008)

Description: Title I, IDEA, Perkins, ECSE, Head Start, Early Head Start and AEL Civics, and AEL Basic

Associated Accounts:

20-2219-6131-0200-0000 – Title I – Grant PD
20-2219-6131-105-0120-0000 – IDEA – Grant PD
20-2219-6131-000-0700-0000 – Perkins – Grant PD
20-2219-6131-105-0810-0912 – ECSE – Grant PD
10-2219-6171-000-0620-0912 – Head Start – Grant PD
10-2219-6171-000-0400-0912 – Early Head Start State Grant PD
10-2219-6171-000-0670-0912 – Parents As Teachers (Added 9/17/12)
20-2219-6131-0128-0000 – Collaborative Work Initiative Grant PD (Added 10/23/13)
20-2219-6131-570-3370-0912 – Certificated substitutes for MPP Grant (Added 11/11/15)

10-2219-6171-570-3370-0912 – Classified substitutes for MPP Grant (Added 11/11/15)

Approvals:

Principal
Dr. Savidge

7. Authorized Leave – Sped PD Prog. (SubFinder # A009)

Description: Approved District Professional Development

Associated Accounts:

20-2215-6131-105-0000-0000 - SPED PD Certificated
10-2215-6171-105-0000-0000 – SPED PD Paras

Approvals:

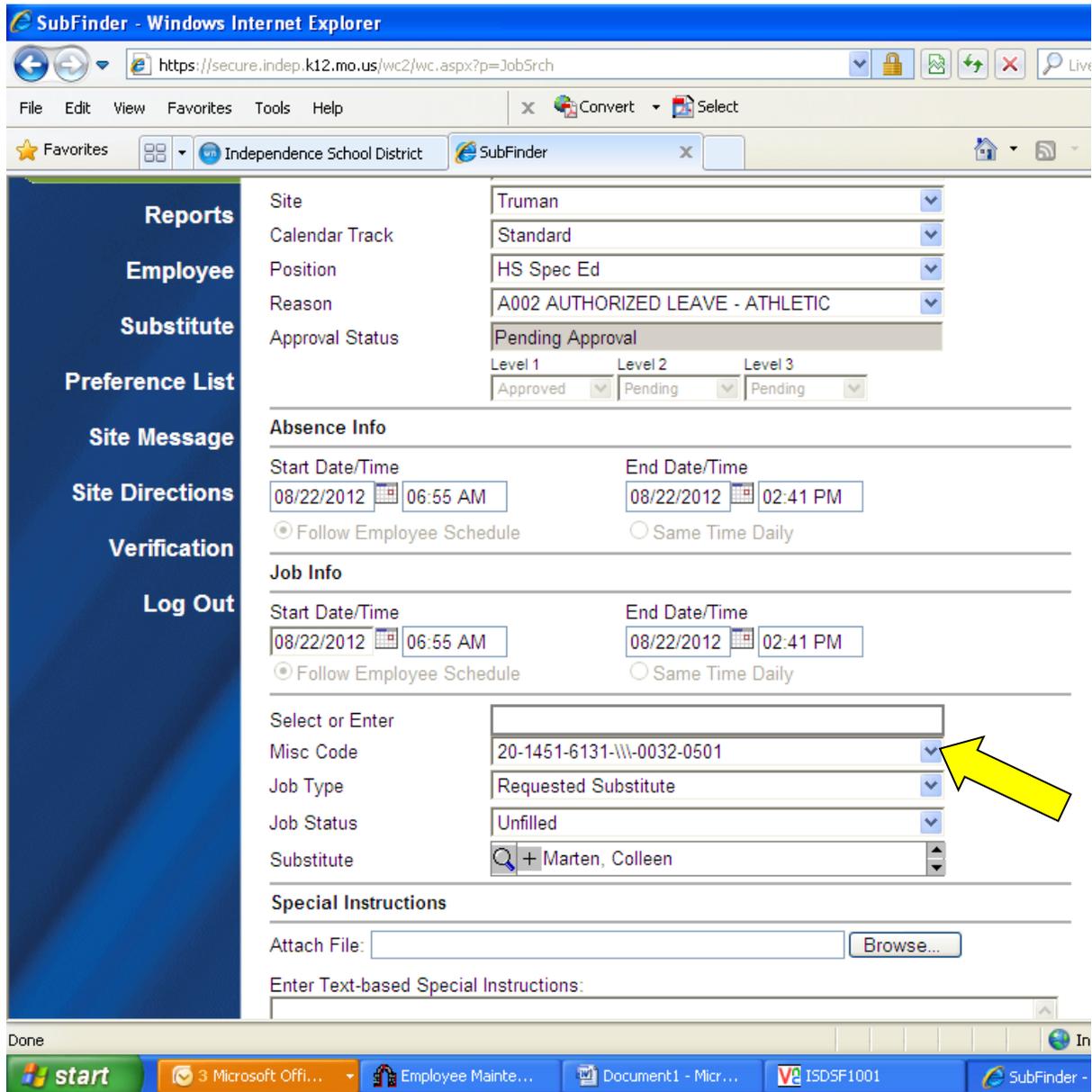
Principal
Mrs. Potter

***Note – Generic account codes to be used for No Sub Required jobs

10-2215-6171-000-0000-0000 (Added 9/17/12)
20-2215-6131-000-0000-0000 (Updated 3/18/15)

Choosing the Account Code:

Each Authorized Leave type has a set of “Associated Account Numbers.” You will need to choose the account number you want billed for the substitute costs related to the employee’s absence. To do this click on the drop down box located on the right of “Enter Misc Code.”



To Approve An Authorized Leave:

Log in to the SubFinder system through the district portal. Click on “Job List.” The “Job List” screen will appear. Put a check mark next to reason, date (include dates for the next month), and include pending approval absences/jobs. Then click the run request button.

The screenshot shows the SubFinder Job List interface. The left sidebar contains a navigation menu with items: Job List, Reports, Substitute, Preference List, Site Message, Site Directions, Verification, and Log Out. The main content area is titled "Job List" and includes a "Selection Criteria" section with the following options:

- Site: Adult Education
- Employee: [Search]
- Substitute: [Search]
- Reason: A002 AUTHORIZED LEAVE - ATH
- Job Type: Substitute Required
- Job Status: Unfilled
- Approval Status: Pending Approval
- Date: Start 08/13/2012 End 11/28/2014

Below the selection criteria, there are buttons for "Run Request", "Add New Absence", and "Add No Emp Job". The "Run Request" button is highlighted with a yellow arrow. The "Job List" table below shows one entry:

Job ID	Date/Time	Name	Site	Reason	Appr	SI	Log
100915	08/22/2012 06:55 AM	Costello, Becky	Truman	A002 AUTHORIZED LEAVE - ATHLETIC	P (1/3)	N/A	Log

Click the “Job Id” button for the job you want to approve.

Good Afternoon
GGILLIAM

subfinder

Job List

Selection Criteria:

- Site: Adult Education
- Employee
- Substitute
- Reason: A002 AUTHORIZED LEAVE - ATH
- Job Type: Substitute Required
- Job Status: Unfilled
- Approval Status: Pending Approval
- Date: Start 08/13/2012 End 11/28/2014

Order By: Date & Time Job ID

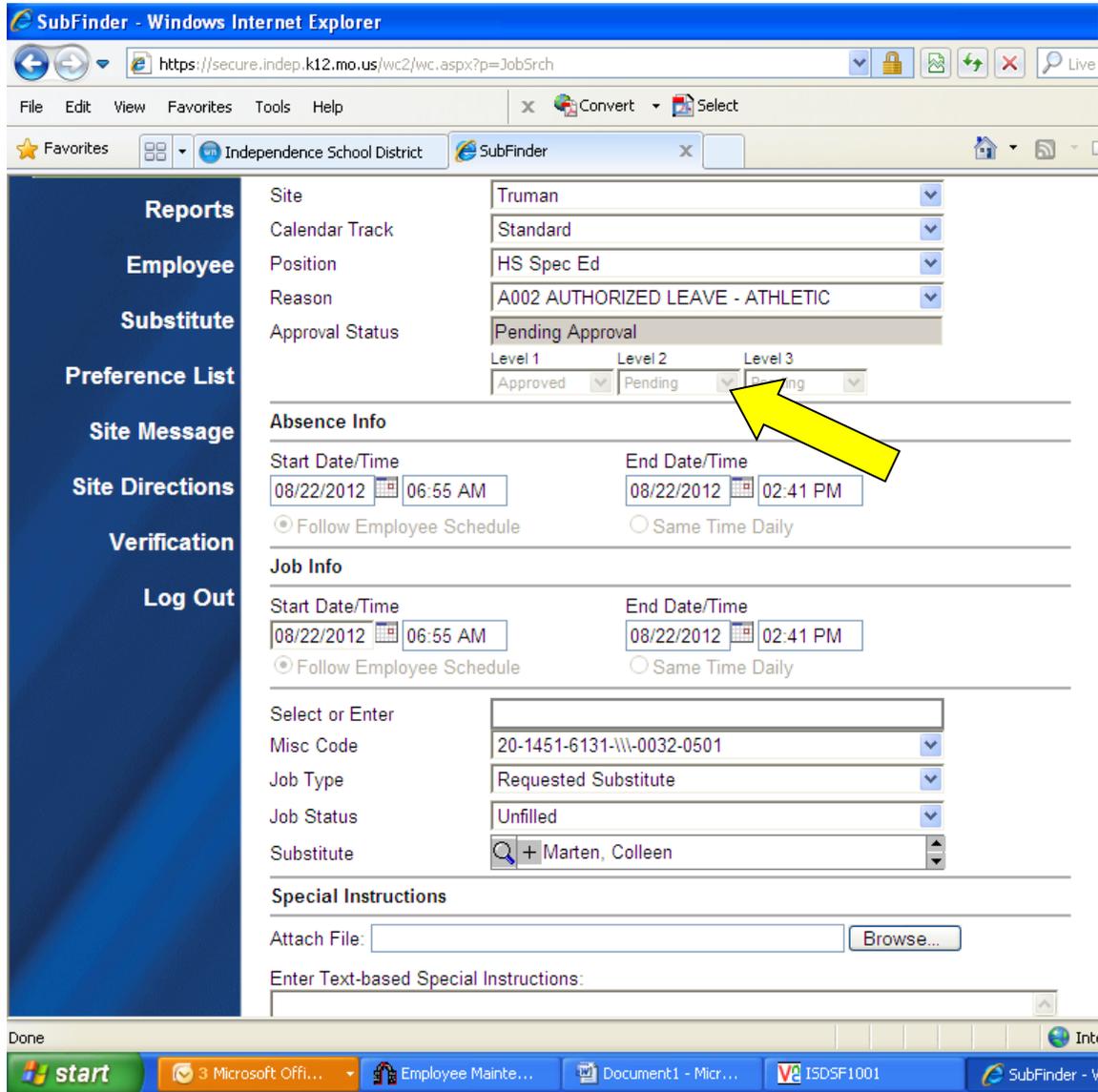
Include canceled absences/jobs

Include pending approval absences/jobs

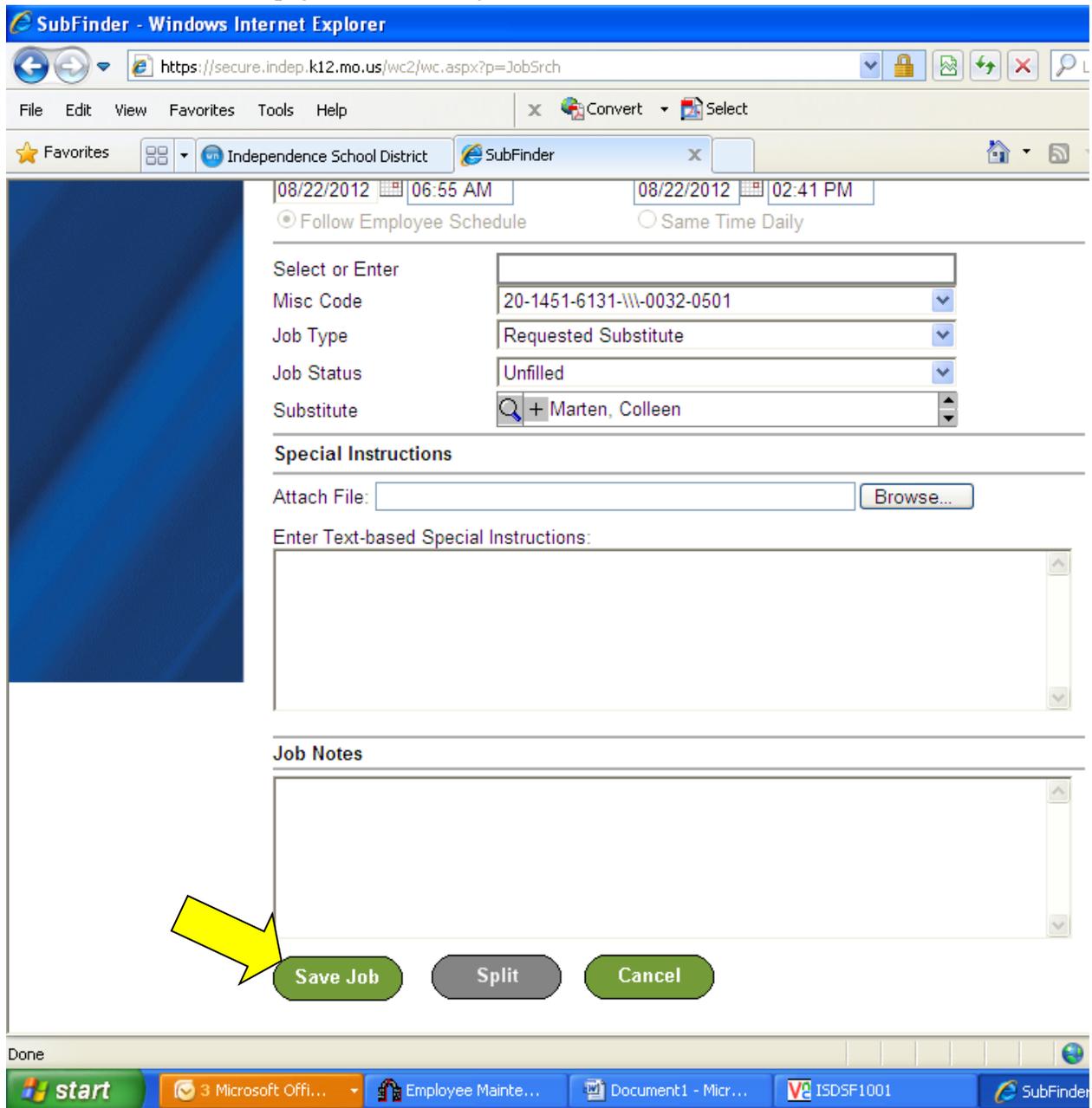
Run Request
Add New Absence
Add No Emp Job

Job ID	Date/Time	Name	Site	Reason	Appr	SI	Log
100915	08/22/2012 06:55 AM	Costello, Becky	Truman	A002 AUTHORIZED LEAVE - ATHLETIC	P (1/3)	N/A	Log

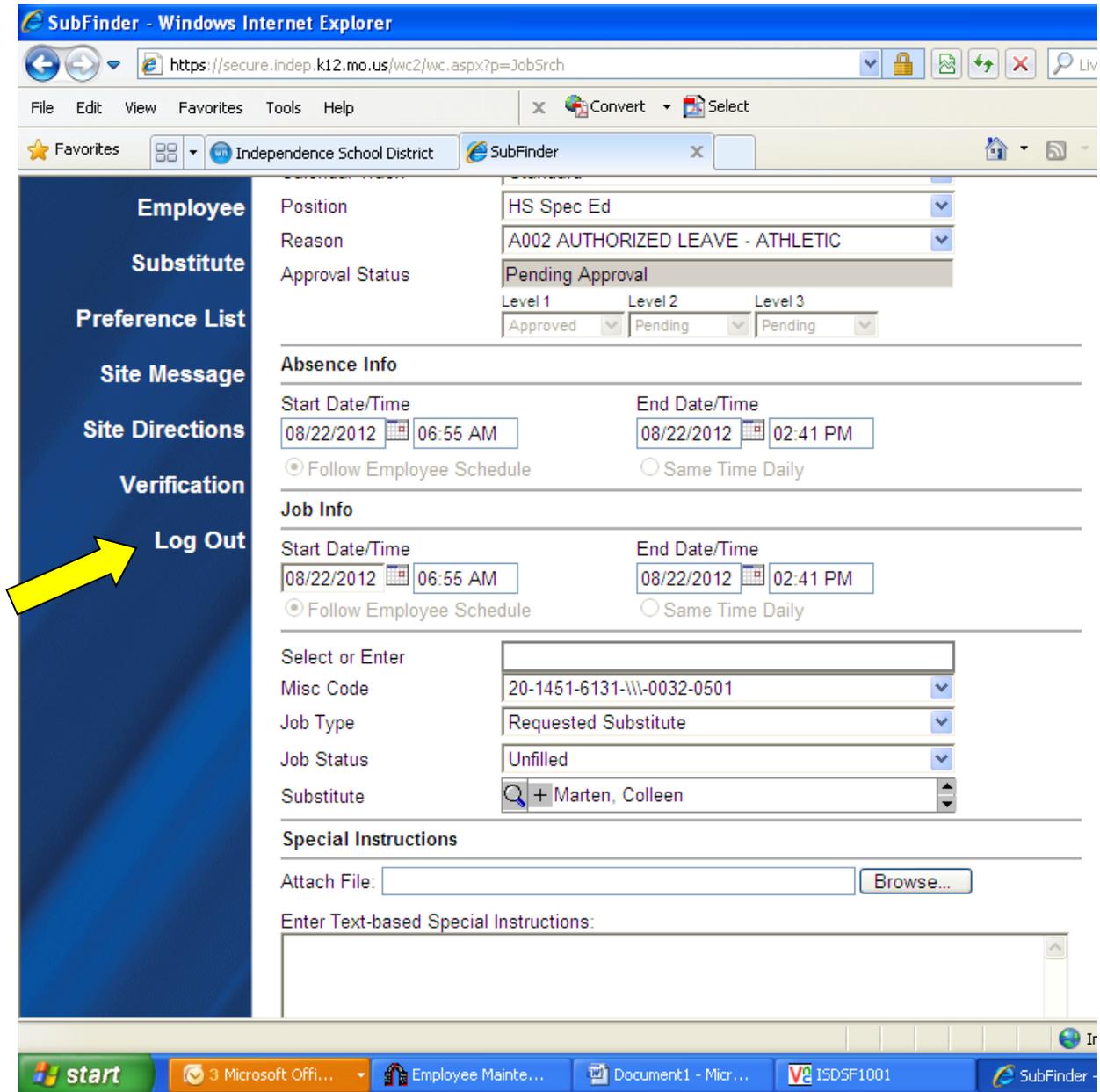
Then click the drop down box to approve the leave. In this job you can see that level 1 has already been approved. So we would approve level 2.



Scroll to the bottom of the page and click save job.



Log out of SubFinder.



SubFinder Helpful Hints – Authorized Leave Approval Process

- Each individual has been given their own username and password to access SubFinder. This information should be kept confidential. SubFinder logs additions and changes by username.
- There are now seven (7) types of Authorized Leave to choose from in SubFinder. Each type has a description, associated account codes, and approvals.
- When entering an Authorized Leave you must enter an account number in the “MISC CODE” section located below Job Info. A drop down menu has been provided with account codes. Please utilize these codes. If the account code contains a “/” you must enter a number. If you have questions on codes please feel free to contact Greg Gilliam, Rhonda Wingo, or Molly Johnson.
- Job Notes – in this section the reason for the Authorized Leave should be typed. Approval will not occur if the reason is not stated. This could delay approval if not entered at the time the job is entered.
- Leave forms – Authorized leave forms will no longer come to Central Office. All necessary information (account codes and reason for leave) will be contained in the SubFinder job. Data will be transferred to Keystone and Workforce via SubFinder interface process.
- Principals will receive an e-mail from SubFinder once the job has been entered. They will need to access the SubFinder system through the district portal to approve the leave.
- Save the job – once you have approved the job remember you must scroll to the bottom of the page to “Save Job” before logging out of SubFinder.
- Plan authorized leaves in advance – employees need to be informed that leave forms must be submitted at least two (2) weeks in advance. This will allow proper time for approval. SubFinder jobs will not contact substitutes until all levels of approval are complete.
- Substitutes should not be contacted before approval takes place.
- Requested substitutes will be called when approvals have been completed by all administrators.
- All leaves for the previous week must be entered/updated by 10 am each Monday.
- The “Same Times Daily” flag must be checked for multiple day jobs.
- If a substitute works over six hours per day the SubFinder interface will automatically deduct 30 minutes for a non-paid break for hourly substitute positions (Early Education and Secretaries).
- Supervisors will assign each user a back-up person.