

ALWAYS WAIT FOR THE REVISED JOB NUMBERS BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.

**MAIN MENU OPTION #5
TO REVIEW PERSONAL INFORMATION**

From the Main Menu Press 5

SubFinder will play the Personal Information Menu

- To review your phone number **Press 1**
- To review your name recording **Press 2**
- To review the days of the week you can work **Press 3**
- For the date range menu **Press 4**
- To hear your employee ID **Press 5**
- To return to the Main Menu **Press 9**

(1) To Review Your Phone Number

SubFinder will play your phone number.

- If your phone number is correct **Press 1**
- To change your phone number **Press 2**

If you press **2**, enter the area code and phone number followed by the pound sign (#). SubFinder will repeat the number.

- If your phone number is correct **Press 1**
- To change your phone number **Press 2**

(2) To Review Your Name Recording

SubFinder will play your name as it is recorded.

- If your name is recorded correctly **Press 1**
- To re-record your name **Press 2**

If you press **2**, record your name after the tone. When you are finished, press the pound sign (#). SubFinder will repeat your name.

- If correct **Press 1**
- If incorrect **Press 2**

(3) To Review the Days of the Week You Can Work

To review your availability for

- Sunday **Press 1**
- Monday **Press 2**
- Tuesday **Press 3**
- Wednesday **Press 4**
- Thursday **Press 5**
- Friday **Press 6**
- Saturday **Press 7**
- To return to the Main Menu **Press 9**

After choosing a day, that day's availability will be played.

SUB2 -03/06 - v 5.2

- If you would like to change your availability **Press 1**
- To use this schedule for another day of the week **Press 2**
- To return to the previous menu **Press 9**

If you press **1** SubFinder will ask "Are you normally available to work on (day of the week)?"

- If yes **Press 1**
- If no **Press 2**
- For mornings only (6 am until 12 pm) **Press 3**
- For afternoons only (12 pm until 6 pm) **Press 4**
- To enter specific hours **Press 5**

If you press **1, 2, 3, or 4** SubFinder will repeat the schedule that applies to your choice.

- If you would like to change your availability **Press 1**
- To use this schedule for another day of the week **Press 2**
- To return to the previous menu **Press 9**

If you press **5** for Special Hours:

Step 1: Enter the earliest time (HHMM) that you will be available followed by the pound sign (#). If you will be available from the start of the day, press star (*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

Step 2: Enter the latest time (HHMM) that you will be available followed by the pound sign (#). If you will be available until the end of the day press star (*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

Step 3: Enter the minimum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

Step 4: Enter the maximum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

- If you would like to change your availability **Press 1**
- To use this schedule for another day of the week **Press 2**
- To return to the previous menu **Press 9**

(4) For the Date Range Menu

- To add an UNAVAILABLE date range **Press 1**
- To add a DO NOT DISTURB date range **Press 2**
- To review a date range **Press 3**
- To return to the Main Menu **Press 9**

(1) To Add an Unavailable Date Range

Step 1: Enter the first date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable beginning today, press star (*).

Step 2: Enter the beginning time (HHMM) that you will be unavailable followed by the pound sign (#). If you will be unavailable from the start of the day, press star (*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

Step 3: Enter the last date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you will be available again, followed by the pound sign (3). If you will be unavailable through the end of the day, press star (*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

Substitute Finder will repeat your unavailable date range.

- If correct **Press 1**
- If incorrect **Press 2**

If you press **1** SubFinder will respond "To continue receiving calls during this period, press 1, otherwise press 2." Pressing **2** will add a **Do Not Disturb** to the date range as well.

(2) To Add a Do Not Disturb Date Range

Step 1: Enter the first date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called starting today, press star (*).

Step 2: Enter the beginning time (HHMM) that you don't want to be called followed by the pound sign (#). If you don't want to be called from the start of the day, press star (*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

Step 3: Enter the last date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you wish to receive calls again, followed by the pound sign (#). If you don't want to be called until the end of the day, press star (*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

SubFinder will repeat the Do Not Disturb date range.

- If correct **Press 1**
- If incorrect **Press 2**

(3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

- To hear the date range again **Press 2**
- To hear the next date range **Press 3**
- To remove the date range **Press 4**
- To return to the Main Menu **Press 9**

If you press **4**, SubFinder will ask for confirmation.

- If you are sure you want to remove this date range **Press 1**
- Otherwise **Press 2**

(5) To Hear Your Employee ID

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder.