

Substitute Management Center Manual

How to search for and accept assignments

To access Substitute Management Center, enter the following URL:

https://oea.pisd.edu/employee/substitute/selfserve.do

Log In – for first time users

	TEAMS
Substitute Logon	
😢 Plano Independent School District	
Welcome to the Plano Independent School District Substitute Management Center	
Please log in using the last 4 digits of your social security number and PIN.	
Login	
Last 4 of SSN: *	
PIN: *	
Sign On To <u>R</u> etrieve PIN, Click Here	

• Select 'To Retrieve PIN'

Welcome	
Login Help	
Login Help Last 4 Digits of SSN: Date Of Birth: Last Name:	
Date Of Birth: * E Last Name: *	
<u>Ok</u> <u>C</u> ancel	

- Enter last 4 of SSN
- Date of Birth
- Last Name
- Click "Ok"

	EmployeeSubstituteSelfserveRetrievePin 200m: 150%	
Welcome		
For future reference your PIN is		
Click Here to Return to Login		
Record your Pin Number		

• Click to return to login

Substitute Logon	FEAMS
Plano Independent School District	
Welcome to the Plano Independent School District Substitute Management Center	
Please log in to renew your substitute status for the 2011-2012 school year.	
Please log in using the last 4 digits of your social security number and PIN.	
Login	
Last 4 of SSN: *	
PIN: *	
Sign On To <u>B</u> etrieve PIN, Click Here	

- Enter last 4 of SSN
- Pin number

y Information	Pre-Arranged Jobs				
re-Arranged Jobs	Pre-Arranged Jobs				
earch for Jobs	Sort Clear Sorted by: (default) Job Start Job End Day Location	Times	Employee	Role	Date Last
ccepted Jobs	Date Date Count				Contacted
ob History			•		
hange PIN					record count: 0 of 0
vailability	<u>A</u> ccept <u>R</u> eject				
referred Locations					
ocation Restrictions					
ubject Areas					
ubstitute Roles					
ocuments					

- If you have pre-arranged jobs, you must accept the job (s) listed
- Highlight row, click 'Accept'

You will receive an email notification for the pre-arranged job. The link in the email notification will take you to the above page.

EXAMPLE EMAIL:

-----Original Message-----From: hr <<u>hr@district.net</u>> To: Sent: Tue, Aug 23, 2011 1:28 pm Subject: Pre-Arranged Substitute Opportunity

Please follow the link below to view and accept this Substitute Job opportunity with Plano ISD. click here.

Search f	for Jobs	_									
			Click or	n location to	o be directe	d to Google	Maps				
				\ r		over the (1')	to view specia	linctructi	anc		
						over the T	to view specia		5115		
/ Information	Substitute Search Jol	bs									
re-Arranged Jobs	Jobs										
		by: (default)									
earch for Jobs	Job Start Date	Job End Date	Day Cou		Location	Times	Employee	Role		Job Title	
ccepted Jobs		•	•					-	•		
A manage	05-31-2013	05-31-2013	1	Carpenter M.S.	Carpenter Middle	8:00 AM - 4:30 PM	Melody L Corgan	Assistant Special Ed	0		
ob History	05-31-2013	05-31-2013	1	Carpenter M.S.	Carpenter Middle	7:30 AM - 4:00 PM	Tristian D Griffin	Assistant Special Ed Struc	tured 🚺		
Change PIN	05-30-2013	05-30-2013	1	Clark H.S.	Clark High	8:30 AM - 5:00 PM	Amber Grace Carter	Secondary Teacher	0 0		
vailability	06-03-2013	06-03-2013	1	Daffron Elementary	Daffer Elementary	7:15 AM - 3:45 PM	Maya Bagchi	Assistant Special Ed			
,	05-31-2013	05-31-2013	1	Daffron Elementary	Daffron Elementary	7:15 AM - 3:45 PM	Maya Bagchi	Assistant Special Ed			
referred Locations	05-30-2013	05-30-2013	1	Daffron Elementary	Daffron Elementary	7:15 AM - 3:45 PM	Maya Bagchi	Assistant Special Ed			
ocation Restrictions	05-30-2013	05-30-2013	1	Renner M.S.	Renner Middle	8:00 AM - 4:30 PM	Hal A Fleming	Assistant Special Ed			
	05-30-2013	05-30-2013	1	Thomas Elementary	Thomas Elementary	7:15 AM - 3:45 PM	Christin D Coston	Assistant Special Ed	_ ∠ ≬		
ubject Areas	05-31-2013	05-31-2013	1	Williams H.S.	Williams High	8:30 AM - 5:00 PM	Sarah Amanda Fooks Carter	Special Education Teacher	- 💊 🐧		
ubstitute Roles											
locuments						-					
	_	Diana		+ h - (C) -							
.og Off		Place	cursor	on the 'C' a	ind Click						ord count: 9
mployee Service Center	Accept <u>R</u> efresh					Substitute S	earch Jobs				
		to see	COURSE	(ie. Math)		Jobs					
	II	10 500	course			Course Date				+ ×	
						Course Data					
						Sort Clear	Sorted by: (default)				
						Location	Section	Period Course Title	Description		
						Clark High Clark High	Course-Section: GEOM E-Ca		Geometry (1 unit) (GEOM) Geometry (1 unit) (GEOM)	*	
• To	: far and			aanah fan la	ha"	Clark High	Course-Section: GEOM E-Ca Course-Section: GEOM E-Ca		Geometry (1 unit) (GEOM) Geometry (1 unit) (GEOM)		
• 10 VI	iew for ope	en jods, se	elect S	earch for Jo	DDS	Clark High	Course-Section: GEOM E-Ca		Geometry (1 unit) (GEOM)		
		• ·				Clark High	Course-Section: GEOM E-Ca		Geometry (1 unit) (GEOM)		
	ct the job a	und altal (A+	"		Clark High	Course-Section: GEOM E-Ca		Geometry (1 unit) (GEOM)		
	ct the ion a	na click "	ACCENT			Clark High	Course-Section: GEOM E-Ca	rter61 01 GEOM M	Geometry Modified		
• Selet			лессре			Clark High Clark High	Course-Section: GEOM E-Ca Course-Section: GEOM E-Ca	rter61 01 GEOM M	Geometry Modified Geometry Modified		

NOTE:

Accepted Jobs

It is suggested you Click on "Refresh" as often as possible, to update the Search for Jobs information

My Information	Substitute Accepted Jobs
Pre-Arranged Jobs Search for Jobs Accepted Jobs Job History	Accepted Jobs Sort Clear Sorted by: (default) Sub Job D Job Start Date Job End Date Count Count Count W W W W W W W W W W W W W
Change PIN	record count: 0 of 0
Availability Preferred Locations Location Restrictions	Cancel Job Jobs will be visible for only a Plano ISD is not utilizing the TEAMS substitute calling system, therefore any changes made here will not be reflected in the actual calling system.
Subject Areas Substitute Roles	short time in this screen. They
Documents	will be move permanently to
Log Off Employee Service Center	the Job History screen for you to access.

- To review accepted jobs, select 'Accepted Jobs'. You will be able to see jobs on this screen for a limited time before the jobs are moved to "Job History"
- Select the row and click 'Cancel Job' to cancel. Please contact the campus office manager to inform them that you have canceled a previously accepted job

NOTE:

The system will not allow cancellations less than 24 hours before an assignment. You must contact the campus office manager to remove you from the assignment.

Job History

Pre-Arranged Jobs	Substit	ute Jobs History						
Search for Jobs	Sort Cl	ear Sorted by:	(default)					
Accepted Jobs	Substitut Job Id	e Job Start Date	Job End Date	Organization	Location	Times	Employee	Role
Job History		•	•	•	•		T	•
Change PIN		04-16-2015	04-16-2015	Clark H.S.	Clark High	8:30 AM - 12:30 PM	Cheryl D Potts	Secondary Teacher
vailability	315278	04-16-2015	04-16-2015	Plano Senior High	Plano Senior High	1:00 PM - 5:00 PM	Cheryl D Potts	Secondary Teacher
o Not Disturb	313571	04-15-2015	04-15-2015	Clark H.S.	Clark High	12:31 PM - 5:00 PM		Secondary Teacher
ocation Restrictions	317839	04-15-2015	04-15-2015	Clark H.S.	Clark High	8:30 AM - 12:30 PM	Evelyn Clarke Gibson	Secondary Teacher
Subject Areas	316329	04-14-2015	04-14-2015	Jasper H.S.	Jasper High	8:30 AM - 5:00 PM	Pornjai Paula Taychameekiatchai	Special Education Teacher
Substitute Roles	309215	04-13-2015	04-13-2015	Jasper H.S.	Jasper High	8:30 AM - 4:00 PM	Dianis Elizabeth Craig	Secondary Teacher
locuments	311503	04-10-2015	04-10-2015	Vines H.S.	Vines High	8:30 AM - 12:30 PM		CTE Work-Based Learning Teacher
Log Off	311504	04-10-2015	04-10-2015	Plano Senior High	Plano Senior High	1:00 PM - 5:00 PM		CTE Work-Based Learning
Employee Service Center				-				record count: 42

- To view jobs worked, select 'Job History'
- On this screen you will only be able to see approximately 10 jobs at a time
- Click on "Next 60 days" to review past jobs and "Previous 60 days" to review future jobs
- Highlight row and click 'Cancel Job' to cancel future jobs Please contact the campus office manager to inform them that you have canceled a previously accepted job

NOTE:

To print the Job History page, place the cursor within the displayed jobs and right-click to save as an excel document.

Change PIN

	VERANS
My Information	Change Pin
Pre-Arranged Jobs	Change Pin Current PIN: 395298
Search for Jobs	New 6 digit PIN: *
Accepted Jobs	Save
Job History	
Change PIN	Plano ISD is not utilizing the TEAMS substitute calling system, therefore any changes made here will not be reflected in the actual calling system.
Availability	
Preferred Locations	
Location Restrictions	
Subject Areas	
Substitute Roles	
Documents	
Log Off	
Employee Service Center	

- To change your pin number, select 'Change PIN'
- Enter a 6 digit number and click 'Save'

NOTE:

The pin number must be 6-digits and unique to TEAMS. Alpha values will not be accepted.

Best Practice: Changing your pin number is not recommended.

Availability

				Emp	loyee ID: 1825102			Albert L
y Information	Substitute Availability							
Pre-Arranged Jobs	Calendar				Fri, Sep 23, 2011			
Search for Jobs		Sunday	Monday	Tuesday	Wednesday	Thursday 1	Friday 2	Saturday 3
Accepted Jobs	September, 2011					-		
Job History						Available	Available	Available
Change PIN	35 1 2 3							
Availability	36 4 5 6 7 8 9 10							
Preferred Locations	37 11 12 13 14 15 16 17	4	5	6	7	8	9	10
Location Restrictions	38 18 19 20 21 22 23 24	Available	Available	Available	Available	Available	Available	Available
Subject Areas	39 25 26 27 28 29 30							
Substitute Roles	Select date							
Documents		11	12	13	14	15	16	17
Log Off		Available	Available	Available	Available	Available	Available	Available
Employee Service Center		Available	Available	Available	Available	Available	Available	Available
	-							
		18	19	20	21	22	23	24
	-							
		Available	Available	Available	Available	Available	Available	Available
		25	26	27	28	29	30	
		Available	Available	Available	Available	Available	Available	

- Select the day you wish to mark unavailable
- Click 'Available'
 - Question displays: 'Are you available any portion of this day?' Yes or No
 - If Yes; 'Designate the time for which you are unavailable' (start and end) ٠

Subject Areas – Teaching Roles

/ Information	Substitute Subject Areas	
re-Arranged Jobs	Selected Subject Area	
earch for Jobs	Sort Clear Sorted by: (default)	
ccepted Jobs	Subject Area	Certified
b History	ADMINISTRATOR	
hange PIN	AGRICULTURE	N
vailability	AMERICAN SIGN LANGUAGE ANTHROPOLOGY	N
o Not Disturb	ART ASSISTANT PRINCIPAL	N N
ocation Restrictions	ASSOCIATE SCHOOL PSYCHOLOGIST	N
ubject Areas		record count: 133 of 133
ubstitute Roles	Remove	
ubstitute Roles locuments	· · · · · · · · · · · · · · · · · · ·	N = Null
og Off		If you can an "NI" in this
mployee Service Center		If you see an "N" in this
	1	section, it does not apply to
splays all Subjec	t Areas for ioh assignments	your certification information

splays all Subject Areas for job assignments

- To remove a Subject Area listed, select the Subject Area and click the 'Remove' button ٠
- To view certification information, please go to ESC (same site as payroll information) under "My Employment ٠ Records" and select "My Certification"

NOTE:

The Subject Areas are specific to teaching jobs.

Best Practice: Removing subject areas is not recommended as it will limit your job selections

Substitute Roles – Assistant and Clerical Roles

ly Information	Selected Substitute Roles	•
Pre-Arranged Jobs	Sort Clear Sorted by: (default)	
Search for Jobs	Role Names	
Accepted Jobs		
Job History	Student Worker Substitute Admin Office/Clerical Substitute Adult Temp	4
Change PIN	Substitute Bilingual Assistant	
Availability	Substitute Bus Driver Substitute Campus Office/Clerical	
Do Not Disturb	Substitute Classroom Assistant Substitute Deaf Ed Teacher-Licensed	
Location Restrictions	Substitute ESOL Assistant Substitute ESOL Assistant	
Subject Areas	Substitute ISS Assistant	
Substitute Roles	Substitute Librarian - Licensed Substitute Library Assistant	
ocuments	Substitute Nurse - Licensed Substitute OT/PT-Licensed	
.og Off	Substitute PE Assistant	
Employee Service Center	Substitute PPCD Assistant Substitute SLP - Licensed Substitute Special Ed Assistant	
	Substrate Special Ed Abstrate	record count: 19 of 19

- Displays all Substitute Roles for job assignments
- To remove a Substitute Role listed, select the Substitute Role and Click the 'Remove' button

NOTE:

The Substitute Roles are specific to clerical, classroom assistant and licensed professionals.

Best Practice: Removing substitute roles is not recommended as it will limit your job selections

Documents		

My Information	Documents	-
Pre-Arranged Jobs	Substitute Forms	
Search for Jobs		
Accepted Jobs		
Job History		
Change PIN	Letter of Reasonable Assurance	
Availability		
Preferred Locations		
Location Restrictions		
Subject Areas		
Substitute Roles		
Documents		
Log Off	Log Off	
Employee Service Center		
N		
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	_	
Employee	Service Center link	
1	-	

- The documents page displays the current substitute renewal documents
- You may access the Employee Service Center to view pay information
- Log Off when finished

Have a great year!

Substitute Office substitute@pisd.edu