

Employees have 4 options for selecting a substitute when entering an absence in SubFinder.

1. **Prearrange a Substitute:** Prearranging a substitute is when an employee knows their substitutes and arranges with them personally about a substituting job. SubFinder will not call Prearranged Substitutes because the employee has personally confirmed the job with the substitute. The substitute will call SubFinder to retrieve the Job ID after the employee enters it in to SubFinder.
2. **Request a Substitute:** Employees may request SubFinder to call a specific substitute. If SubFinder is unable to get a hold of the requested substitute, or the substitute rejects the job, SubFinder will use the school preference list and sub pool to fill the job.
3. **Substitute Required:** SubFinder will find a substitute that is willing to sub in the employee's subject area or job position and location.
4. **No Sub Required:** Use this option when you do not require a substitute for your absence.