



Employee Quick Reference

Technical Support: 1-800-319-4278

www.willsub.com

Activating your Willsub Account

To activate your Willsub account, you will need to visit www.willsub.com, and enter the 7 digit ID number and 4 digit PIN number that you were provided. Enter the requested information: Name, subject, email, etc... Click 'Update', and your account is activated.

After your account is activated, changes or additional job information can be made under the 'Information' menu and 'My Information'

How To Call in an Absence Request

1. Dial **1-877-945-5782 (1-877-WILLSUB)**
 2. Enter your user ID, then #
 3. Enter your PIN, then #
 4. Select your request type:
 1. Absence Request
 - a. Enter your 2 digit Leave code
- **NOTE- You may find your districts leave codes under the "Information" menu in your WillSub account or in the school office.**
- 7-Cancellation
9-Record Voice Signature
5. Select your request options
 - a. Full next day
 - i. Press "1" to accept
 - ii. Press "2" to accept without a sub
 - iii. Press "3" to reschedule
 - b. Partial next day
 - i. Press "1" for arriving late
 - ii. Press "2" for departing early
 - iii. Enter in 24 hour format (i.e. 1430=2:30pm)
 - iv. Press "1" to accept, Press "2" to accept without a sub or Press "3" to reschedule
 - c. All other dates
 - i. Enter start date (MMDDYY)
 - ii. Enter number of days
 - iii. Enter full or partial day
 - iv. Press "1" to accept, "2" to accept without a sub or "3" to re-schedule

Recording your Voice Signature

Part of the set up process is to record a voice message for the calling system. This will allow the substitute to hear your voice and know exactly which class they will be teaching that day. An example of a voice signature would be: "Greta Montvov, 3rd grade Art" -- it's basically like a voice mail header. This will take approx. 45 seconds to do and you will need your pin and user id:

***Note: Your account must be activated before you can record your Voice Signature**

1. Dial the Willsub number 1-877-945-5782 (WILLSUB)
2. Enter your user id and pin
3. Press #9 to record voice signature
4. Record at the beep
5. To accept: Press #

How To Enter an Absence Request Online

To enter an absence request online, visit www.willsub.com, and enter your Willsub user ID and PIN.

Requests for days off can be entered in two ways online:

1. Regular—this is when you would like to have Willsub look for a sub for you.
2. Pre-arranged—this is where you and the sub have already agreed upon a date they will sub for you.

To enter a regular request:

1. Go to "Requests," "New" and choose "Regular Request"
2. Complete the required information
3. Hit the "Finish" button

To enter a pre-arranged request:

1. Go to "Requests," "New," "Pre-arranged"
2. Enter the date, select the sub you have already spoken with, then complete the information to enter the request
3. Hit the "Finish" button

Choosing Preferred and/or Excluded Subs

* You may add and delete subs from this list whenever you would like. These subs will have first priority to your requests, then, if these subs are already working, Willsub will start contacting subs from the general list.

By choosing My Excluded Subs, you will create a list of subs you do not care to have in your classroom.

1. Go to the "Information" menu
2. Choose "Preferred" or "Excluded" subs
3. Highlight the desired subs to add or exclude from the list



Building User Quick Reference

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To Enter a request

Requests for days off can be entered in four ways:

1. Pre-arranged—this is where you and the sub have already agreed upon a date they will sub.
2. Regular—this is when you would like to have Willsub look for a sub.
3. Filled Within-- utilizes your current staff to fill positions
4. Long term—utilizes a sliding scale of pay for the sub

To enter a Regular request:

1. Go to "Requests," "New" and choose "Regular Request"
2. Complete the required information
3. Hit the "Finish" button

To enter a Pre-arranged or Long Term request:

1. Go to "Requests," "New," "Pre-arranged"
2. Enter the date, the sub you have already spoken with, then complete the information to enter the request
3. Hit the "Finish" button

To enter a Filled Within request:

1. Go to "Requests," "Filled Within"
2. Complete the information
3. Hit the "continue" button
4. Choose the "fill-in" person
5. Enter the hours worked
6. Hit "Add Person"
7. Hit "Done" when all fill-ins have been entered

How to Grade a Substitute:

1. Go to "Information", "Substitutes", "Master List" and choose the type of substitute from the appropriate category
2. Click on the desired subs ID
3. Scroll down the page to "Sub Grades" and click
4. Change the grade through the pull down menus for each desired area
5. Hit "Update" to save

To Release Pending requests:

1. Go to the Home page and click on the "Pending" link or menu item "Requests," "Review Pending"
2. Choose the request you would like to approve
3. In the "Set Status To" pull down choose the appropriate action: approved, not approved, delete
4. Hit "Update"

*Note: remember pending requests are not released into the system for fulfillment until they are marked as approved.

To Approve New Subs:

1. Go to the Home page
2. Click on "New Subs" link
3. Click on the sub id
4. Choose to Approve, Not Approve or leave at New status
5. Hit "Update"

*Note: remember new subs will not receive notification of jobs in your building if you do not approve them.

To Verify requests:

Verifications should be completed on a daily basis

1. Go to "Requests," "Verify"
2. Review the information and if there are no changes check the box next to the request
3. Do this for each request
4. If any changes need to be made for time, enter the correct amount and make a note in the notes section
5. Hit "Update" after all verifications are completed in order to save your work