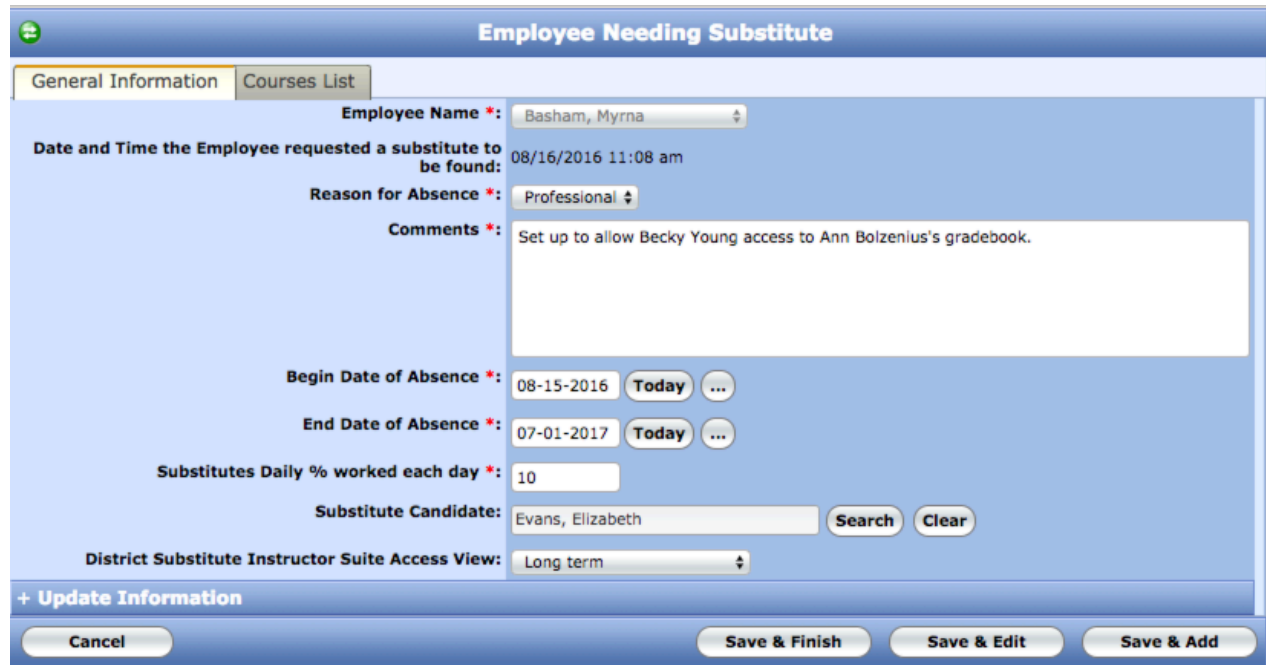


## Assigning a Substitute

Assign a substitute for a teacher by following the below steps.

EzStart -> Office Apps -> Human Resources -> Substitute Management System -> District Substitute Assignment Manager

1. Select the name of the teacher the substitute will be assigned.
2. Select the "REASON FOR ABSENCE"
3. Enter "COMMENTS"
4. Enter the "BEGIN DATE OF ABSENCE" and the "END DATE OF ABSENCE"
5. Enter the "SUBSTITUTES DAILY % WORKED EACH DAY"
6. Search for the "SUBSTITUTE CANDIDATE"
7. Select a "DISTRICT SUBSTITUTE INSTRUCTOR SUITE ACCESS VIEW" option.
8. Click "SAVE AND EDIT"
9. Select the Courses List tab
10. Select the courses the substitute will be assigned to.
11. Click "SAVE AND FINISH"



The screenshot shows the 'Employee Needing Substitute' form with the following fields and values:

- Employee Name \***: Basham, Myrna
- Date and Time the Employee requested a substitute to be found:** 08/16/2016 11:08 am
- Reason for Absence \***: Professional
- Comments \***: Set up to allow Becky Young access to Ann Bolzenius's gradebook.
- Begin Date of Absence \***: 08-15-2016 (Today button)
- End Date of Absence \***: 07-01-2017 (Today button)
- Substitutes Daily % worked each day \***: 10
- Substitute Candidate:** Evans, Elizabeth (Search and Clear buttons)
- District Substitute Instructor Suite Access View:** Long term

At the bottom, there are buttons for 'Cancel', 'Save & Finish', 'Save & Edit', and 'Save & Add'.