

Substitute in Human Resources

This could be something that is done by the Lumen System Admin. It is necessary to have access to the following application

Human Resources- Employee Master

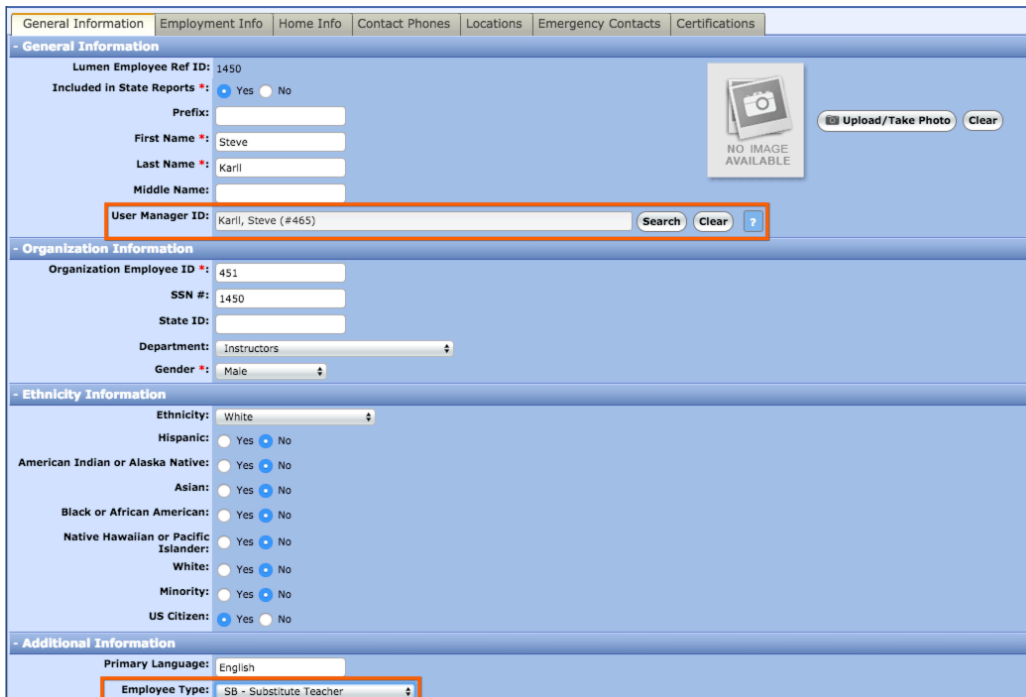
EzStart -> Office Apps -> Human Resources -> Human Resources -> Employee Master

NOTE: Before entering staff into the Employee Master, always search to make sure the employee is not already in the Employee Master. If not, click the **“Add New”** button to begin.

The **“General Information”** tab is the only tab that has required fields. However, by updating the following three non-required fields your staff can access to their **“My Food Service”** in the Personal Center, where they can view their Food Service balance and transactions. If your district provides on-line credit card processing for Food Service, Staff can also make payments through their **“My Food Service”** account.

EzStart-> Personal Center-> My Food Service.

1. **“General Information”** Tab - **“User Manager ID”** field, click the **“Search”** button to connect your employee in User Manager to Human Resources.
2. **Employee Type** is a **required** field for substitutes. Select **SB Substitute Teacher**.
3. **“Contact Phones”** Tab – Most notification systems will pull your Staff phone contact information from the HR **“Contact Phone”** tab.



The screenshot displays the 'General Information' tab of the Employee Master form. The 'User Manager ID' field is highlighted with a red box and contains the text 'Karil, Steve (#465)'. The 'Employee Type' dropdown menu at the bottom is also highlighted with a red box and is set to 'SB - Substitute Teacher'. Other visible fields include 'Lumen Employee Ref ID: 1450', 'First Name: Steve', 'Last Name: Karil', 'Organization Employee ID: 451', 'SSN #: 1450', 'Department: Instructors', and 'Gender: Male'. There are also radio buttons for various ethnicity categories and a 'Primary Language' dropdown set to 'English'.