

Substitute Management Settings

District System Parameters

EzStart -> Office Apps -> Human Resources -> Substitute Management System -> District System Parameters

1. Select the code SB as the “Employee Type that designates a substitute employee” then click “SAVE AND EDIT”

Instructor Suite Access Control

(The Parameters for the Light Substitute are on the Light side, same path. Other items can be done on Legacy side)

This section will cover how to define the view/options a substitute can have within Instructor Suite. (Required)

EzStart -> Office Apps -> District Setup -> Substitute Management Parameters -> District Substitute Instructor Suite Access View

1. Click “ADD NEW”
2. Enter the “NAME OF VIEW” (Example: 1-2 Day Substitute)
3. Select the “SCHOOL BUILDING”
4. Select if the substitute will have access to “CLASSROOM ACTIVITIES, ATTENDANCE, GRADE BOOK, STANDARDS BASED ITEMS, CLASS ROSTER, DISCIPLINE, HEALTH RECORDS, SEATING CHART, AWARDS, REPORTS”
5. Click “SAVE AND ADD” to add another Instructor Suite View option.
6. Click “SAVE AND FINISH” when completed.

Reasons for Absence

Below reasons for absences are defined. (Required)

EzStart -> Office Apps -> Human Resources -> Substitute Management System -> Reason for Absence

1. Click “ADD NEW” to add a new reason for absence. (To edit click on the record.)
2. Enter the “DESCRIPTION”
3. Click “SAVE AND ADD” to add another reason.
4. Click “SAVE AND FINISH” when completed.

Subjects

(Optional)

EzStart -> Human Resources -> Substitute Management System -> Subjects

1. Click “ADD NEW” to add a subject. (To edit click in the record.)
2. Enter the “SUBJECT”
3. Click “SAVE AND ADD” to add another subject.
4. Click “SAVE AND FINISH” when completed.