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WebConnect User's Guide

For Employees

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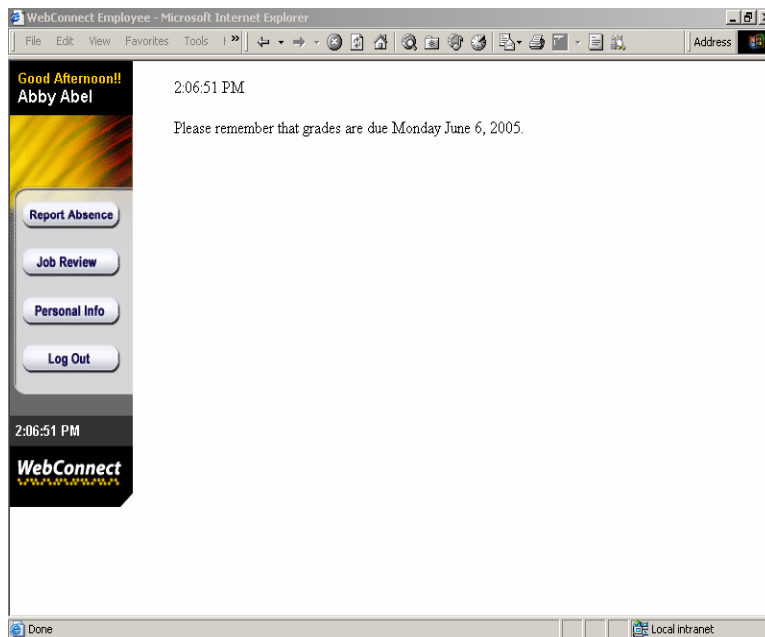
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System Access

To access WebConnect, simply enter your **Last Name** in the last name field and your Employee **PIN** number in the PIN field. Click the **Submit** button.

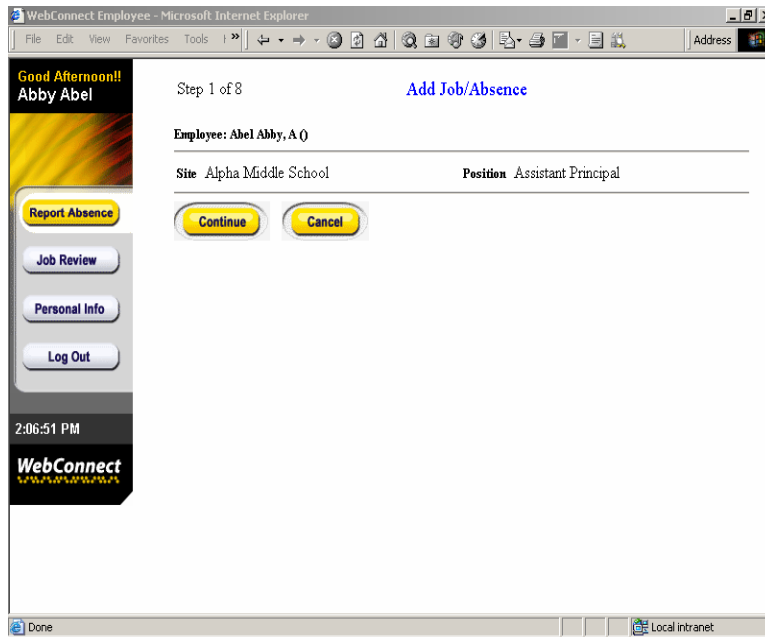


The welcome window below will appear. Any welcome messages and/or important information from your Site Administrator will be displayed. On the left side of the screen are the buttons that give you access to various options. These include **Report Absence**, **Job Review**, **Personal Info**, and **Log Out**.



Report an Absence

Click the **Report Absence** button and then click **Continue**.



The screenshot shows a web browser window titled "WebConnect Employee - Microsoft Internet Explorer". The page is titled "Step 1 of 8" and "Add Job/Absence". The user is identified as "Abby Abel" with the employee ID "Abel Abby, A Q". The site is "Alpha Middle School" and the position is "Assistant Principal". On the left sidebar, there are buttons for "Report Absence", "Job Review", "Personal Info", and "Log Out". The "Report Absence" button is highlighted. At the bottom of the sidebar, it shows the time "2:06:51 PM" and the "WebConnect" logo. In the main content area, there are "Continue" and "Cancel" buttons.

Enter the **start date** and the **end date** of your absence. Enter the start time and the end time of the absence. If the times differ from your normal work times (i.e., a half-day absence), enter the specific times. Next, enter the start and end times for the job in the box located to the right of the absence start and end times. If the job start and end times will differ from absence start and end times, enter the appropriate information.

After entering the required absence/job information, you must then specify whether the times will follow your normal employee schedule (i.e. 8:00 am – 4:00 pm) or the same times daily (i.e. multiple half days). Click **Continue**.



The screenshot shows the "Step 2 of 8" page for reporting an absence. The user information remains the same. The "Absence Start" and "Absence End" fields are filled with "Date: 05/25/2005" and "Time: 6:00 AM" and "Time: 3:30 PM" respectively. The "Job Start" and "Job End" fields are also filled with "Date: 05/25/2005" and "Time: 6:00 AM" and "Time: 3:30 PM" respectively. There are two radio button options: "Follow Employees Schedule" (selected) and "Same Times Daily". At the bottom, there are "Continue" and "Cancel" buttons. A footer note states: "*Employee's Schedule - the absence/job will follow the employee's standard work times." and "*Same Times Every Day - the absence/job will be reported for the same times each day."

Select an **Absence Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason. Click **Continue**.

WebConnect Employee - Microsoft Internet Explorer

Good Afternoon!!
Abby Abel

Step 3 of 8 [Add Job/Absence](#)

Employee: Abel Abby, A

Site: Alpha Middle School Position: Assistant Principal

Absence from 5/25/2005 6:00 AM to 5/25/2005 3:30 PM (A)
Job from 5/25/2005 6:00 AM to 5/25/2005 3:30 PM (A)

Reason: A100 Sick leave

[Continue](#) [Cancel](#)

2:06:51 PM

WebConnect

Done Local intranet

Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, Prearranged Substitute, or Requested Substitute, then click **Continue**.

WebConnect Employee - Microsoft Internet Explorer

Good Afternoon!!
Abby Abel

Step 4 of 8 [Add Job/Absence](#)

Employee: Abel Abby, A

Site: Alpha Middle School Position: Assistant Principal

Absence from 5/25/2005 6:00 AM to 5/25/2005 3:30 PM (A)
Job from 5/25/2005 6:00 AM to 5/25/2005 3:30 PM (A)

Reason: A100 Sick leave

Job Type:

- Substitute Required
- No Substitute Required
- Prearranged Substitute
- Requested Substitute
- Substitute Required

[Continue](#)

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WebConnect

Done Local intranet

If you've chosen Prearranged Substitute or Requested Substitute you will be prompted to enter one of the following: Substitute's SubFinder-generated ID Number, the Substitute's Employee Number, or the Substitute's Name. Click **Continue**.

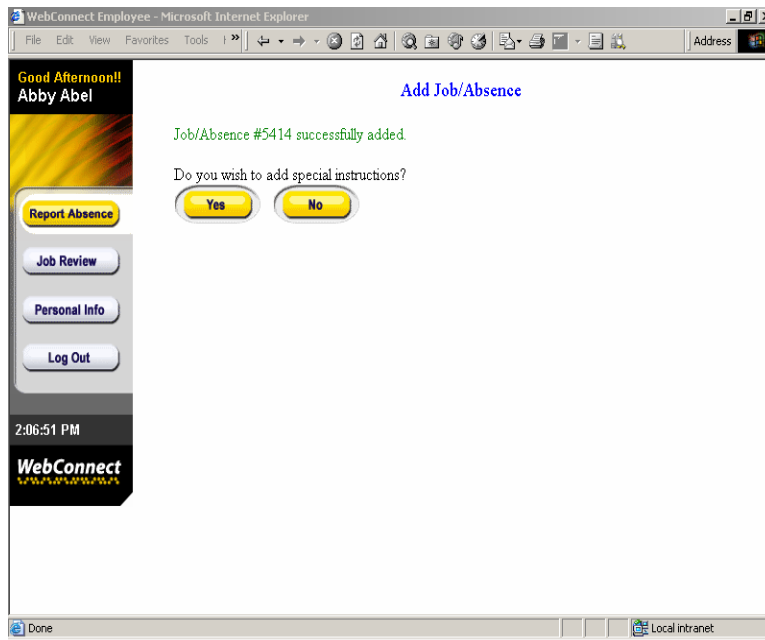
The screenshot shows a web browser window titled "WebConnect Employee - Microsoft Internet Explorer". The page is titled "Add Job/Absence" and is at "Step 6 of 8". On the left, there is a sidebar with a "Good Afternoon!! Abby Abel" greeting, a "Report Absence" button, and other navigation options. The main content area contains the following information:
Employee: Abel Abby, A
Site: Alpha Middle School Position: Assistant Principal
Absence from 5/25/2005 6:00 AM to 5/25/2005 3:30 PM (A)
Job from 5/25/2005 6:00 AM to 5/25/2005 3:30 PM (A)
Reason: A100 Sick leave
Misc Code:
Job Type: Requested Substitute
Below this, there are three radio button options for selecting a substitute: "Substitute ID", "Substitute Number", and "Substitute Name". The "Substitute Name" option is selected, and a dropdown menu shows "Acey, Adrian A". At the bottom of the form are "Continue" and "Cancel" buttons.

Confirm that all of the information you have entered is correct, then click **Confirmed Add Job**. If the information is not correct, click the **back button** in your Web Browser and re-enter the correct information. You may also click the **Cancel** button and re-enter the absence altogether.

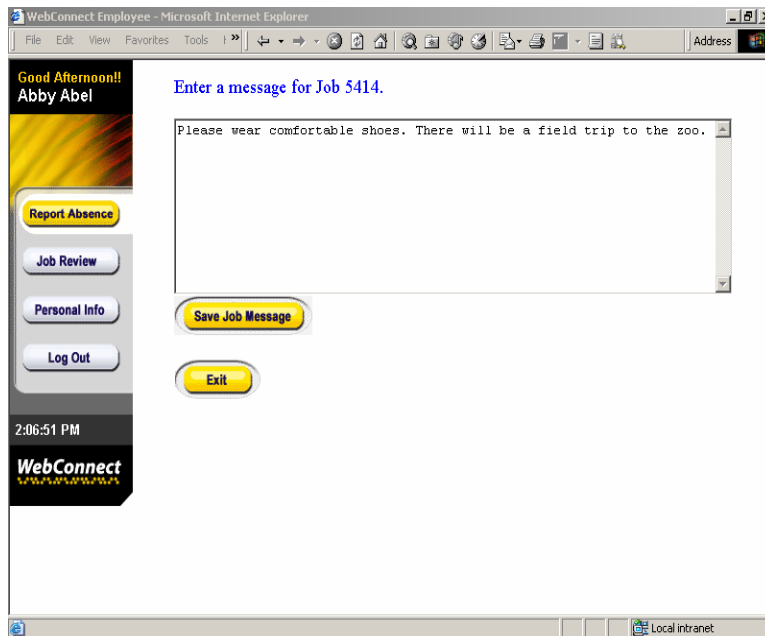
The screenshot shows the same web browser window, now at "Step 8 of 8". The information entered in the previous step is repeated. Below the "Job Type" field, it says "Substitute Selected: Acey, Adrian, A" and "ActivityID:". A blue instruction reads: "Please confirm all information above. If this information is correct click the button below to add this job." At the bottom of the form are "Confirm Add Job" and "Cancel" buttons.

When you have confirmed that the information is correct, you will see the Job Number located at the top of the screen. You must write the Job Number down for future reference. If this is a Pre-arranged

Absence/Job, you will want to provide the substitute with the Job Number as well. You may leave Special Instructions if you wish. To leave Special Instructions, click the **Yes** button. If you do not want to leave Special Instructions click the **No** button.

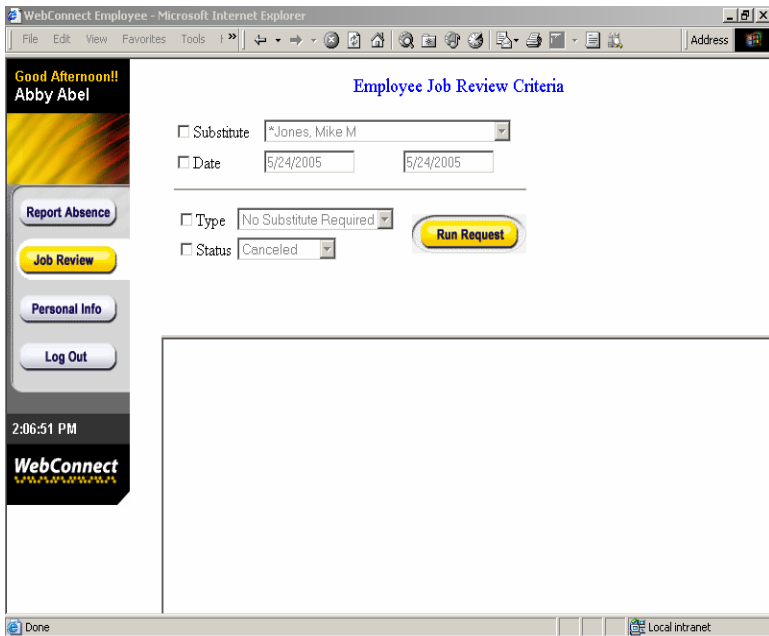


After typing in Special Instructions, review them and then click **Save Job Message**. Click **Exit**.

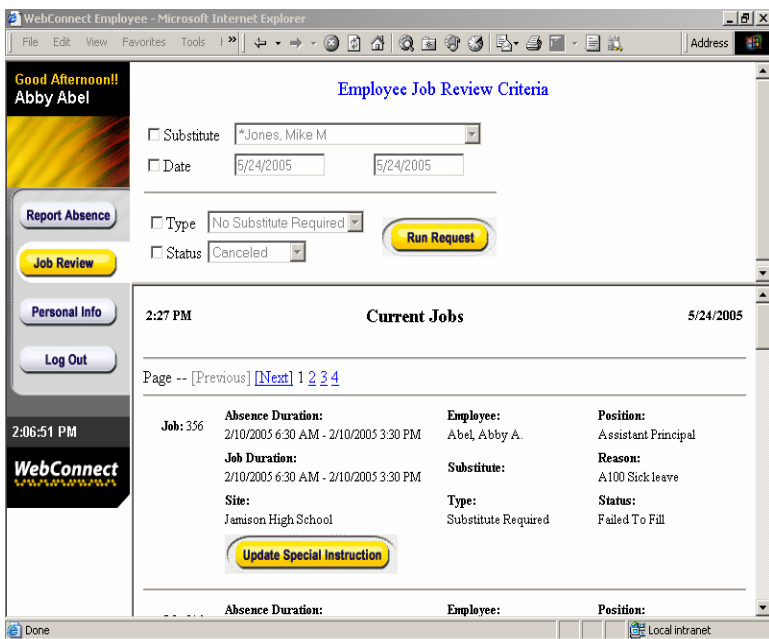


Absence Review/Job Review

To review your absences, click the **Job Review** button. You may review your absences by Substitute, Date or Date Range, Type of absence, or Status (i.e., filled, unfilled, etc.) Make the appropriate selections and then click **Run Request**. If you do not want to filter the information, simply leave the boxes unchecked. All absences for the current year will be shown.



If you need to cancel an Absence/Job, click the **Cancel** button which is displayed next to each future absence. A screen pops up to verify that you do, in fact, wish to cancel the Absence, click **OK**. If you do not wish to cancel the Absence, click **Cancel**.



Personal Information

To view personal information, click the **Personal Info** button. You will then see several tabs which include General Information, Address, Certification, and Leave Control (which documents your entitlements - i.e., vacation days, personal leave, etc...).

NOTE: This information is view only. Changes to your personal information can not be made via WebConnect.

General Information – The General Information tab displays your Name, your SubFinder- generated ID Number, your PIN Number, your Home Site, the Current Calendar you work under, your specific Start and End times (if different than the site's normal hours), your primary and secondary Job Positions, your Date of Hire, the date you were added into the SubFinder system, and whether you are a Certified and/or Classified employee.

The screenshot shows the 'Employee Editor' interface in a Microsoft Internet Explorer browser window. The page title is 'WebConnect Employee - Microsoft Internet Explorer'. The browser address bar shows 'Address'. The page content includes a sidebar on the left with a 'Good Afternoon! Abby Abel' greeting, a 'Report Absence' button, a 'Job Review' button, a highlighted 'Personal Info' button, and a 'Log Out' button. The main content area is titled 'Employee Editor' and contains a table with employee details: First Name (Abby), MI (A), Last Name (Abel), Employee ID (123), PIN (1039), and Number (1039). Below the table are four tabs: 'General Info', 'Address', 'Certification', and 'Leave Control'. The 'General Info' tab is active and displays the following fields: Home Site (Alpha Middle School), Calendar Track (Nine Month Calendar), Work Hours (Start and End fields), Job Positions (Primary: Assistant Principal, Secondary:), Hire Date (3/31/1987), and Date Added (12/13/2004). There are also checkboxes for 'Make Up Teacher', 'Certified' (checked), 'Classified', 'Restricted', and 'Inactive'.

Address – The Address tab displays your address and telephone number. Depending on the permissions set forth by your district you may be able to edit address and telephone number fields.

The screenshot shows the 'Employee Editor' interface in a Microsoft Internet Explorer browser window. The page title is 'WebConnect Employee - Microsoft Internet Explorer'. The browser address bar shows 'Address'. The page content includes a sidebar on the left with a 'Good Afternoon! Abby Abel' greeting, a 'Report Absence' button, a 'Job Review' button, a highlighted 'Personal Info' button, and a 'Log Out' button. The main content area is titled 'Employee Editor' and contains a table with employee details: First Name (Abby), MI (A), Last Name (Abel), Employee ID (123), PIN (1039), and Number (1039). Below the table are four tabs: 'General Info', 'Address', 'Certification', and 'Leave Control'. The 'Address' tab is active and displays the following fields: Street (1 Anabel Ln Suite 201), City (Elizabeth), State (NJ), Zip Code (07208-2463), and Phone (800-555-3101).

Certification – The Certification tab displays any Certifications you have and their expiration dates.

WebConnect Employee - Microsoft Internet Explorer

Good Afternoon!
Abby Abel

Employee Editor

| First Name | MI | Last Name | Employee ID | PIN | Number |
|------------|----|-----------|-------------|------|--------|
| Abby | A | Abel | 123 | 1039 | 1039 |

General Info | Address | **Certification** | Leave Control

| Certification Name | Expiration |
|--------------------|------------|
| 1. CPR | 6/1/2006 |
| 2. TB | 6/1/2006 |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |

Report Absence
Job Review
Personal Info
Log Out

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WebConnect

Done Local intranet

Leave Control – The Leave Control tab displays entitlements (i.e., the number of days you have for sick leave and/or other leave such as personal days). Displayed also is the time you have used and the time you have remaining. If your district chooses not to use this option, the area will be grayed out or blank.

WebConnect Employee - Microsoft Internet Explorer

Good Afternoon!
Abby Abel

Employee Editor

| First Name | MI | Last Name | Employee ID | PIN | Number |
|------------|----|-----------|-------------|------|--------|
| Abby | A | Abel | 123 | 1039 | 1039 |

General Info | Address | Certification | **Leave Control**

| Leave Control Reason | Time used | Time Available |
|----------------------|-----------|----------------|
| A100 Sick leave | 3.25 | 11.75 |

Report Absence
Job Review
Personal Info
Log Out

2:06:51 PM

WebConnect

Done Local intranet

Log Out

When you are ready to leave WebConnect, click the **Log Out** button. To log back in, click the hyperlink **Click here to log in again**.

