



Public Schools of Plainfield

DEPARTMENT OF HUMAN RESOURCES
504 Madison Avenue
Plainfield, NJ 07060
908-731-4328

Important SubFinder Information

SubFinder Phone Number:
(908) 668-1432

Website: www.plainfieldnj12.org

Absence Reporting Deadline

- No later than 1 hour prior to the scheduled start of the job.

Absence Call Cancellation Deadline:

- No later than 1 hour prior to the scheduled start of the job.

Requests for substitutes should not be left in the “special instructions” box.

Miscellaneous Codes for School Business

- 001 Professional Development (external workshops, conferences)
- 002 In Service (internal workshops, conferences, etc.)
- 003 Mentor Program
- 004 Conferences (all administrative requests, such as class trips, proctoring, IEP meetings, etc.)

Always contact your building administrator or attendance designee for assistance with reporting absences if you have problems with the SubFinder system – most schools have office coverage as early as 7:00am.

Any updates to profiles should be done via your main office, who will then email SubFinder.