



# Public Schools of Plainfield

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

## Procedure for Manual Coverage

- When the SubFinder System is down all employees must call the SubFinder designee for their area with the type of absence they are taking.
- The SubFinder designee will call a substitute if needed. Fill out the “Manual Procedure Tracking Form.”
- The SubFinder designee is responsible to **email** the Manual Procedure Tracking Form as soon as possible to [subfinder@plainfield.k12.nj.us](mailto:subfinder@plainfield.k12.nj.us).
- The Subfinder Systems Support Tech is responsible to enter the information from the manual information into the SubFinder system when it resumes function.

## Procedure for Lost PIN

All lost PIN's should be reported to the SubFinder office as soon as possible. The employee will be contacted with information on obtaining a duplicate PIN.