



**DEPARTMENT OF HUMAN RESOURCES**

504 Madison Avenue

Plainfield, NJ 07060

908-731-4328

## **District Reminder**

**All employees are required to record their absence(s) from work through the SubFinder system every time an absence occurs.** It is also the responsibility of the employee to record their absence within the allotted time, in most cases that would be by 7:00am. If it is too late to record your absence, contact your building administrator/attendance designee with the type of absence you will be using. Employees who do not use the SubFinder system or continuously use the attendance designee to record absences will be docked each time they do not use the system to record their absence.

All absences that require prior approval can be recorded through the SubFinder system in advance of approval, if approval does not happen the absence can be cancelled. Documentation of the prior approval is to be sent to the SubFinder office before the first day of the absence.

Prior approval is required by your administrator and the Human Resources Dept. for all absences before/after a school closing, holiday, vacation, etc.

**For absences that require a doctor's note: All absences before/after a school closing, holiday, vacation, etc. require a doctor's note the first day back to work. If dates are known prior to the absence the note should be submitted prior to the first day of the absence. In cases of emergency the note must be submitted the first day back to work. When an illness or incapacity results in five (5) consecutive days absent, a physician's note on letterhead must be submitted to the Human Resources Department upon return to work. The note should be written on the physician's letterhead and contain the reason for the absence, the dates of incapacity and when the employee will be medically cleared to return to work. The Absence Request Form is located on the website.**

Every employee is charged to make sure that all required and appropriate procedures are followed relative to reporting of their absence(s). Please familiarize yourself with "Reporting Absence(s) Through the SubFinder System Procedure and Protocol" which is also attached to this document.

## Important SubFinder Information

SubFinder Phone Number:  
(908) 668-1432

Website: [www.plainfieldnj12.org](http://www.plainfieldnj12.org)

### Absence Reporting Deadline

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

### Absence 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.)

### Reporting Half-Day Absences

In SubFinder all half day absences must equal 3.5 hrs., anything over will be charged 1 full day. For all half day absence(s) make sure the change the start and/or end time to make the absence equal 3.5 hrs.

**(Below are some examples – employees should calculate their half day absence from their own start and quit time.)**

7:00am – 4:00pm half day is:

AM - 7:00am – 10:30am

PM - 12:30pm – 4:00pm

7:30 – 4:00pm half day is:

AM - 7:30am - 10:30am

PM - 12:30pm – 4:00pm

7:50am – 3:20pm half day is:

AM - 7:50am – 11:20am

PM - 12:10pm – 3:20pm

8:00 – 3:05pm half day is:

AM - 8:00am - 11:30am

PM - 11:35am – 3:05pm

8:10am – 3:30pm half day is:

AM - 8:10am - 11:40am

PM - 12:00pm – 3:30pm

For employees whose work schedule is 8:00 – 4:30pm half day is:

AM - 8:00am - 11:30am

PM - 1:00pm – 4:30pm

For employees whose work schedule is 8:30am – 5:00pm half day is:

AM - 8:00am - 11:30am

PM - 1:30pm – 5:00pm

For employees whose work schedule is 10:00am – 7:00pm half day is:

AM - 10:00am - 1:30pm

PM - 3:30pm – 7:00pm

For employees whose work schedule is 3:00pm – 12:00am half day is:

AM - 3:00pm – 6:30pm

PM - 8:30pm – 12:00am

Always contact your building administrator or attendance designee for assistance with reporting absences if you fail to record your absence within the allotted time or if you have problems with the SubFinder system; most schools have office coverage as early as 7:00am.

**Any updates to employee profiles should be reported to your main office, they will then email SubFinder.**

### SubFinder 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 before an absence occurs. All lost PIN's that are reported in the morning can be picked up after 2:35pm – 4:30pm the same day, all PIN's reported after 12:00pm can be picked up the next day 2:35pm – 4:30pm..

## Reporting Absence(s) Through the SubFinder System Procedure & Protocol

### **ALL ABSENCES MUST BE REPORTED TO THE SUBFINDER SYSTEM WITHOUT EXCEPTION.**

**Absences can be reported via telephone or WebConnect up to one hour prior to the start of the absence. Absences can be reported up to thirty (30) days in advance.**

**In cases of unanticipated absence, documentation must be submitted the first day back to work.**

**All documentation for anticipated absences must be received in the SubFinder Office prior to the first day of the absence.**

<b>Vacation</b>	Requests must be submitted and approved by immediate supervisor a minimum of five days in advance, requested time before/after a holiday are to be approved by administrator and the Human Resources Dept. via "Absence Request Form". Employee is to record the absence through the SubFinder system at the time of request, if not approved request can be cancelled.
<b>Personal Business</b>	Requests must be submitted and approved by immediate supervisor a minimum of five days in advance, requested time before/after a holiday or vacation day(s) are to be approved by administrator and the Human Resources Dept. via "Absence Request Form". Employee is to record the absence through the SubFinder system at the time of request, if not approved request can be cancelled. Prior approval is not necessary in cases of emergency.
<b>Personal Illness</b>	For use by the employee only. NJ code does not allow PI time to be used for illness of others. When an illness or incapacity results in five (5) consecutive days absent, a physician's note on letterhead must be submitted to the Human Resources Department upon return to work. The note must contain the reason for the absence, the dates of incapacity and must medically clear the employee to return to full active duty. For anticipated personal illness absence(s), e.g. scheduled surgery, a physician's note must be received as soon as dates are known and employee must record the absence through the SubFinder system at that time.
<b>Critical Illness</b>	Three (3) days per year can be submitted for immediate family only. Immediate family is recognized as: husband, wife, child, father, mother, brother, sister, grandmother and grandfather, father-in-law, mother-in-law, sister-in-law, and brother-in-law. If the attending physician considers the illness sufficiently serious to require the staff member's presence, the employee must provide documentation certifying the illness, specifying the name and relationship of the patient to the employee, nature of the illness and duration of treatment. Employee is to record the absence through the SubFinder system as soon as they are aware of the treatment date(s).

<p><b>Death in Family</b></p>	<p>A maximum of five (5) days per year are allowed for death in the immediate family only. Immediate family is recognized as: husband, wife, child, father, mother, brother, sister, grandmother and grandfather, father-in-law, mother-in-law, sister-in-law and brother-in-law. Employee must provide proof of relationship to the deceased. Employee is to record the absence through the SubFinder system as soon as dates are known.</p>
<p><b>School Business</b></p>	<p>Approved documentation via "Absence Request Form" is to be sent to the SubFinder Office prior to the first day of the absence. This information is to include type of workshop, seminar, etc., date and location. Printout of registration and approval through "My Learning Plan" will be accepted. Employee is to record the absence through the SubFinder system as soon as dates are known. Employee is to provide proof of attendance to the SubFinder office upon return.</p>
<p><b>Jury Duty</b></p>	<p>Employee is to record the absence through the SubFinder system as soon as they are aware of the service date(s). The approved "Absence Request Form" and a copy of summons is to be sent to the SubFinder Office before the expected date of the duty.</p>
<p><b>Military Leave</b></p>	<p>All requests require Board approval. Approved Military Reserve Duty instructions are to be sent to the SubFinder Office as soon as the dates are known to be recorded in the SubFinder system by the systems administrator.</p>
<p><b>Leaves of Absence</b></p>	<p>All requests require Board approval. A written request must be made to the Board of Education and submitted to the Human Resources Dept. as soon as dates are known for the leave. Approved requests are to be received in the SubFinder office prior to first day of the requested leave. Physician's note including the nature of the illness, dates of disability, expected return date is to be submitted for medical leaves. <b>The employee is to record any paid time being used to the SubFinder system at least 2 weeks prior to the first day of the requested leave. <u>A manual absence will be recorded by the SubFinder office once the unpaid leave begins.</u></b></p>
<p><b>Workman's Compensation</b></p>	<p>An Administrator, School Nurse or School Secretary is to call the SubFinder office to report the incident. The SubFinder Office will contact Medemerge to alert them that an employee is en route to their facility. <b>Employee must report any absences due to the incident into the SubFinder system as "Personal Illness". Once the documentation from Medemerge or D &amp; H is received in the SubFinder office, a manual entry will be made by the SubFinder office to adjust the respective "Personal Illness" time to "Injured on Duty."</b></p>