



DEPARTMENT OF HUMAN RESOURCES

1200 Myrtle Avenue
Plainfield, NJ 07060
908-731-4328

Reporting Absences via SubFinder

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 7:00 am. 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. Prior approval is required by your administrator and the Human Resources Department. 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 three (3) 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 can be 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 & Protocol" which is attached to this document.

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 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 hours; anything over will be charged 1 full day. For all half day absence(s) make sure to change the start and/or end time to make the absence equal 3.5 hrs. **Below are examples that employees can use to calculate their half day absence. Please remember that lunch is unpaid – do not calculate lunch as part of the absence.**

For employees whose work schedule is 7:00am – 4:00 pm half day is:

AM - 7:00am – 10:30am

PM - 12:30pm – 4:00pm

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

AM - 8:00am - 11:30am

PM - 1:00pm – 4:30pm

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

AM - 8:30am – 12:00pm

PM - 1:30pm – 5:00pm

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

AM - 10:00am - 1:30pm

PM - 3:30pm – 7:00pm

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

AM - 3:00pm – 6:30pm

PM - 8:30pm – 12:00am

If you fail to record your absence within the allotted time or if you have problems with the SubFinder system contact your building administrator or attendance designee.

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.
- 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.

Vacation	For all requests that were not scheduled on the “Vacation Request” form an “Absence Request” form must be submitted and approved by immediate supervisor a minimum of five (5) days in advance. Requested time before/after a holiday are to be approved by administrator and Human Resources. Employee is to record the absence through the SubFinder system at the time of request, if not approved the request can be cancelled.
Personal Business	Requests must be submitted and approved by immediate supervisor a minimum of five (5) days in advance, requested time before/after a holiday or vacation day(s) are to be approved by administrator and Human Resources. via “Absence Request Form”. Employee is to record the absence through the SubFinder system at the time of request, if not approved the request can be cancelled. Prior approval is not necessary in cases of emergency.
Personal Illness	For use by the employee only. NJ code does not allow PI time to be used for the illness of others. When an illness or

	<p>incapacity results in three (3) 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. The note must contain the reason for the absence and the dates of incapacity. Upon return to work the employee must first report to the SubFinder office with a note that medically clears the employee to return to full active duty before reporting to respective worksite.</p>
Family Illness	<p>Three (3) days per year can be submitted for the illness of immediate family members only. Immediate family is recognized as: husband, wife, children, civil union partners and other members of the same home; or father and mother, brothers and sisters, grandmother and grandfather, father-in-law and mother-in-law, sister-in-law and brother-in-law regardless of residence. Employee is to record the absence through the SubFinder system as soon as they are aware of the treatment date(s).</p>
Death in Family	<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, children, civil union partners and other members of the same home; or father and mother, brothers and sisters, grandmother and grandfather, father-in-law and mother-in-law, sister-in-law and brother-in-law regardless of residence. Employee must provide proof of relationship to the deceased. i.e: program, obituary, or any documentation which clearly states the employee relationship to the deceased. Employee is to record the absence through the SubFinder system as soon as dates are known.</p>
School Business	<p>Approved "Absence Request Form" and supporting documentation 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>
Jury Duty	<p>An approved "Absence Request Form" and a copy of summons is to be sent to the SubFinder Office before the expected date of the duty. Employee can record the absence through the SubFinder system as soon as they are aware of the service date(s).</p>
Leave of Absence	<p>All requests require Board approval. A written request must be made to the Board of Education and submitted to the SubFinder office as soon as dates are known. The written request should include the type of leave, start/end date and any supporting documentation. For medical leave a physician's note including the nature of the illness, dates of disability and expected return date. The "leave of absence" will be placed on the board agenda and dates entered in SubFinder by the Human Resources Data Specialist. All employees on "medical leave" must first report to the SubFinder office upon return to work with a note that medically clears the employee to return to full</p>

	active duty before reporting to respective worksite.
Military Leave	All requests require Board approval. A written request must be made to the Board of Education along with approved Military Reserve Duty Instructions and submitted to the SubFinder Office as soon as the dates are known. The "military leave" will be placed on the board agenda and dates entered in SubFinder by the Human Resources Data Specialist.
Workman's Compensation	An Administrator, School Nurse or School Secretary is to call Ms. Clarke in the Business Office (x4326) to report the incident. She will contact Medemerge to alert them that an employee is en route to their facility. Employee must report any absences due to the incident into the SubFinder system as "Personal Illness". Once the documentation from Medemerge or D & H is received in the SubFinder office, a manual entry will be made by the Human Resources Data Specialist to adjust the respective "Personal Illness" time to "Injured on Duty." Upon return to work the employee must first report to the SubFinder office with a note that medically clears the employee to return to full active duty before reporting to respective worksite.
Tardy	The Administrator/attendance designee is to email subfinder@plainfield.k12.nj.us indicating the timeframe in which the employee was late, the time will be entered in the system by the SubFinder office. A report will be ran every payroll cycle for dockings. See Attendance Procedures for continued infraction.