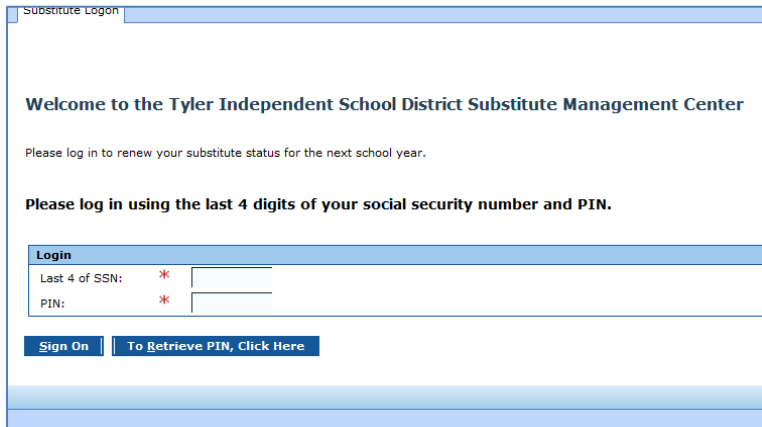


Substitute Management Center

The Tyler ISD **Substitute Management Center** (SMC) is provided to allow substitutes to manage their sub profiles, accept or reject pre-arranged jobs, search and accept sub jobs, and to manage their availability for the calling system.

To get to the SMC, use this link: <https://teams.tylerisd.org/substitutes>

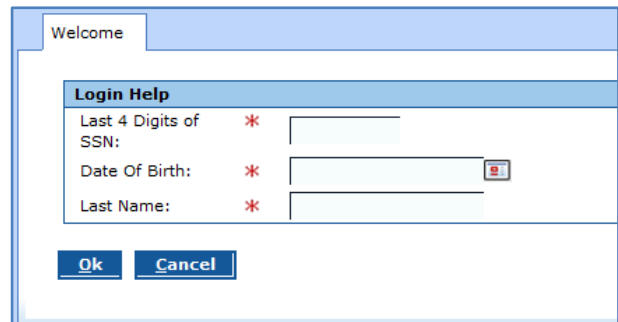
Active substitutes within Tyler ISD may signon using the last four digits of their SSN and their PIN number. The following screens illustrate this.



Log in with the last 4 digits of your social security number and your PIN.

If you do not know your PIN number, choose the button provided.

Complete the **Login Help** fields and choose **OK**.



Your **PIN** number is displayed. Click to login.

Pre-Arranged Jobs

After login to the program, the following screen is displayed with **Pre-Arranged Jobs** listed.

You will only see a Pre-Arranged job if a teacher has selected you specifically.

When a teacher selects you for a Pre-Arranged job, you will be sent an e-mail notifying you. You must accept or reject this job. You do not have the job until you Accept the job. If you do not intend to accept the job, you must Reject the job in order to allow us to find another substitute. Repeated failure to respond may result in your removal from the sub pool.

The screenshot shows a web application interface with a left-hand navigation bar and a main content area. The navigation bar includes links for 'My Information', 'Pre-Arranged Jobs', 'Search for Jobs', 'Accepted Jobs', 'Job History', 'Change PIN', 'Availability', 'Preferred Locations', 'Location Restrictions', 'Subject Areas', 'Substitute Roles', 'Documents', 'Log Off', and 'Employee Service Center'. The 'Pre-Arranged Jobs' link is highlighted in yellow. The main content area is titled 'Pre-Arranged Jobs' and features a 'Sort | Clear' button and a 'Sorted by: (default)' dropdown. Below this is a table with columns: Job Start Date, Job End Date, Day Count, Organization, Location, Times, Employee, Role, and Date Last Contacted. The table is currently empty. Below the table are 'Accept' and 'Reject' buttons. A note at the bottom states: 'Note: If you have Pre-Arranged Jobs above, you MUST respond. Please select each Pre-Arranged Job and choose ACCEPT or REJECT. If you Reject Job, you can still accept other jobs on that date.'

Substitute Search Jobs tab

You may Search for Jobs by choosing the link in the left-side Navigation Bar. All available jobs will be displayed. You may filter the list by choosing a value from the pull-down values in the column headings. To accept a job, select it by clicking once on it, then choosing the **Accept** button. You may also choose **Refresh** to show any jobs that have been reported since you arrived at this screen.

The screenshot shows the 'Substitute Search Jobs' screen. The left-hand navigation bar is the same as in the previous screenshot, but the 'Search for Jobs' link is highlighted in yellow. The main content area is titled 'Jobs' and features a 'Sort | Clear' button and a 'Sorted by: (default)' dropdown. Below this is a table with columns: Job Start Date, Job End Date, Day Count, Organization, Location, Times, Employee, Role, and Date Last Contacted. The table contains one row of data: Job Start Date: 01-24-2012, Job End Date: 01-24-2012, Day Count: 1, Organization: Hogg Middle School, Location: Hogg Middle School, Times: 8:00 AM - 4:00 PM, Employee: Don [unreadable] Middle School, Role: Teacher [901]. There are two icons, 'C' and 'I', in the rightmost column of the row. Below the table are 'Accept' and 'Refresh' buttons. A legend indicates 'C = Curriculum or subject' and 'I = Special information'. A 'record count: 1 of 1' is shown at the bottom right.

Accepted Jobs

You may view the jobs that you have accepted by choosing **Accepted Jobs** from the left-side navigation bar. To cancel a future dated job, select that job by clicking once on it, then choose **Cancel Job**.

The screenshot shows the 'Substitute Accepted Jobs' interface. On the left, a navigation menu includes 'Accepted Jobs' (highlighted). The main content area features a table with the following columns: Sub Job ID, Job Start Date, Job End Date, Day Count, Organization, Location, Times, Employee, Role, and Date Accepted. Below the table is a 'Cancel Job' button and a message: 'These are the jobs you have accepted.' The record count is 0 of 0.

Note: Under the **Location** column, choose the campus link to show a map for that campus.

Job History

Use the Job History screen to view all jobs you have worked in the district by date.

The screenshot shows the 'Substitute Jobs History' interface. It contains a table with the following columns: Substitu Job Id, Job Start Date, Job End Date, Organization, Location, Times, Employee, and Role. The table lists several jobs with dates from 2011 to 2012. A 'Cancel Job' button is located at the bottom of the table. The record count is 21 of 21.

Substitu Job Id	Job Start Date	Job End Date	Organization	Location	Times	Employee	Role
3286	01-12-2012	01-12-2012	Boulter Middle School	Boulter Middle School	8:00 AM - 4:15 PM	Stephanie Patrick	Middle School Teacher [901]
3719	01-11-2012	01-11-2012	Boulter Middle School	Boulter Middle School	8:00 AM - 4:00 PM	Hanna May Cole	Middle School Teacher [901]
3800	01-10-2012	01-10-2012	Hubbard Middle School	Hubbard Middle School	8:00 AM - 4:00 PM	Lashia Carter	Middle School Teacher [901]
346647	12-14-2011	12-14-2011	Hogg Middle School	Hogg Middle School	12:15 PM - 4:00 PM		
347239	12-13-2011	12-13-2011	Robert E. Lee High School	Robert E. Lee High School	8:10 AM - 4:10 PM		
347243	12-12-2011	12-12-2011	Hubbard Middle School	Hubbard Middle School	7:45 AM - 3:40 PM		
493	12-09-2011	12-09-2011	Boulter Middle School	Boulter Middle School	8:00 AM - 4:00 PM	Christina Marie	Middle School Teacher [901]
346508	12-08-2011	12-08-2011	Hubbard Middle School	Hubbard Middle School	7:45 AM - 3:45 PM		Middle School Teacher

Change PIN

The screenshot shows the 'Change Pin' interface. It includes a 'Current PIN' field, a 'New 6 digit PIN' field with a red asterisk, and a 'Save' button. A note at the bottom reads: 'Note: Your PIN number must be 6 digits and your PIN must be unique.'

Use the Change PIN screen after login to easily change your 6 digit pin number. Enter the new number and choose the **Save** button.

Availability

The **Availability** screen displays two tabs. The **Substitute Availability** tab allows a substitute to indicate days that they will be *unavailable*. You may use the arrow controls on the small calendar to move to a future month or year. On the large calendar display, choose the “Available” link on the desired date.

Substitute Availability | Substitute Do Not Disturb

Calendar

January, 2012

Today

Wk Sun Mon Tue Wed Thu Fri Sat

0 1 2 3 4 5 6 7

1 8 9 10 11 12 13 14

2 15 16 17 18 19 20 21

3 22 23 24 25 26 27 28

4 29 30 31

Select date

Fri, Jan 20, 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Available	3 Available	4 Available	5 Available	6 Available	7
8	9 Available	10 Available	11 Available	12 Available	13 Available	14
15	16	17 Available	18 Available	19 Available	20 Available	21
22	23 Available	24 Available	25 Available	26 Available	27 Available	28
29	30 Available	31 Available				

By clicking on the link inside of a date box, you can choose to mark individual dates as unavailable (or back to Available), meaning that you cannot be booked for Pre-Arranged Jobs and the Calling System will not contact you during your time of unavailability. This is especially useful if you know you will be out of town.

You will be prompted about your availability for that day.

Choose **No** and the entire day will show that you are **Not Available**.

Substitute Availability | Substitute Do Not Disturb

Calendar

January, 2012

Today

Wk Sun Mon Tue Wed Thu Fri Sat

0 1 2 3 4 5 6 7

1 8 9 10 11 12 13 14

2 15 16 17 18 19 20 21

3 22 23 24 25 26 27 28

4 29 30 31

Thu, Jan 26, 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Available	3 Available	4 Available	5 Available	6 Available	
8	9 Available	10 Available	11 Available	12 Available	13 Available	
15	16	17 Available	18 Available	19 Available	20 Available	
22	23 Available	24 Available	25 Available	26 Available	27 Available	

Are you available any portion of this day?

Yes No

If you choose **Yes**, a box will display requesting that you “**Designate the time for which you are available.**”

It is possible to completely remove a **Not Available** indicator from a date if necessary. To do this click on the **Not Available** link and you will be prompted about your availability.

10 Available	11 Available	12 Available	13 Available
17 Available	18 Available	19 Available	20 Available
24 Available	25 Available	26 Not Available All Day	27 Available

Choose the **Reset** button. The date will be marked **Available**.

The **Substitute Do Not Disturb** tab can be used to mark a period of time that you do not want to be called.

For example: If you do not want to be called before 6:30am, you can input a start date of today, a future date (or type open for an open-ended date), and a start time of 01:00am and an end time of 06:30am.

Note: Currently the district begins calling at 5:30am for jobs needed on that day. If you add a **Do Not Disturb** time period, you may miss out on being called for jobs.

Preferred Locations

Use **Preferred Locations** to indicate the campuses which represent your first choices. This is not a restrictive list. You will be placed in a higher calling group for jobs at these campuses.

Locations

Locations

Sort | Clear Sorted by: (default)

ID	Name	Type
922	Administration	ADMIN
805	Advanced Studies	ADMIN
007	Alvin V Anderson Ed Complex	CAMPI
873	Athletics	ADMIN
101	Austin Elementary School	CAMPI
102	Bell Elementary School	CAMPI
103	Birdwell Elementary School	CAMPI

record count: 40 of 40

Add Remove Add All « Remove All

Selected Locations

Sort | Clear Sorted by: (default)

ID	Name	Type
041	Boulter Middle School	CAMPI
043	Hogg Middle School	CAMPI
044	Hubbard Middle School	CAMPI
003	John Tyler High School	CAMPI
045	Moore Magnet School	CAMPI
001	Robert E. Lee High School	CAMPI

record count: 6 of 6

You may choose from the above locations and "Add" your Preferred Locations to work. When multiple jobs are available, the Calling System will contact you about jobs at your Preferred Locations first.

Click to highlight locations. Several can be selected at one time. Choose **Add**. The selected locations will be listed in the **Selected Locations** area of the screen. You can choose more locations at any time, or you can remove locations when needed.

Location Restrictions

Use **Location Restrictions** to denote campuses for which you will not work.

The Start Date and the Reason are mandatory fields. Enter the date to begin the restriction. At this time only one reason is listed. Use the drop down arrow to choose Sub Request.

Organization Restrictions

Start Date: *

Reason: *

Available Organizations

- Accounting(729)
- Accounts Payable(729)
- Advanced Studies(805)
- Assessment(839)
- Athletics(873)
- Austin Elementary School(101)
- AVID Program(804)
- Bell Elementary School(102)
- Bilingual(834)
- Birdwell Elementary School(103)
- Bonner Elementary School(104)
- Boshears School(118)
- Boulter Middle School(041)
- Cable Comm(967)
- Caldwell Elementary Arts Academy(110)
- Camp Tyler(120)
- Career and Technology(838)
- Clarkston Elementary School(106)
- Communications/Public Relations(732)

Selected Organizations

You can select Locations from the left side and Add them to the right side as a Location Restriction. This indicates that YOU are choosing not to be contacted by the Calling System about jobs at this location.

Organization Restrictions

Sort | Clear Sorted by: (default)

Restrict Start Date	Restrict End Date	Type	Reason
---------------------	-------------------	------	--------

record count: 0 of 0

To add a Campus or Organization to the **Selected Organizations** box, click an **Available Organization** and choose the **Add** button. (Several can be added at one time.)

When you have selected every location you want to restrict, choose the **Add** button under the **Available Organizations** box. The selected organizations will be listed in **Organization Restrictions** area of the screen. You will not be assigned to the locations listed.

You can delete a restricted location at any time. Click to select it and choose the **Delete** button. A confirmation message will display at the top of the screen.

Successfully Deleted Restriction.

Location Restrictions

Organization Restrictions

Start Date: *

Subject Areas

The **Subject Areas** screen displays what you as a substitute applicant indicated you are willing to substitute teach and was reviewed by Tyler ISD staff.

Subject Area	Certified
Music - Band	N
Music - Choir	N
English	N
Math	N
Music - Orchestra	N
Other	N
Science	N

record count: 8 of 8

Remove

The district codes some course by Subject Area. The HR Dept. has indicated you are eligible to receive calls about jobs in the subject areas above. If YOU do not want to receive calls for jobs withing a specific Subject Area, you can select that Subject Area and choose REMOVE. Note: You cannot add Subject Areas back, you will have to contact the District Substitute Coordinator for this.

This information is originally input by the Tyler ISD Human Resources Dept. when your Substitute Application is accepted. You may REMOVE any of the values as desired. Please be cautious as you may not re-add those values you have deleted without contacting the HR Dept.

Note: the “Certified” indicator is not data about your qualifications, rather it is about the subject area restrictions. Currently we do not code for any certified restrictions in our subject areas.

Substitute Roles

The **Substitute Roles** screen allows you to remove (not add) types of substitute jobs. For example: Paraprofessional vs. Teaching roles. The substitute roles were added by HR Staff based on your preferences and qualifications at hiring.

Note: It is suggested that you **NOT REMOVE** any existing substitute roles assigned.

Log Off

It is extremely important to log off of the Substitute Management System when you are done. Choose **Log Off** from the left-side navigation bar to sign off of the SMC.

Employee Service Center

In addition to the **Substitute Management Center**, subs must access the **Employee Service Center** to maintain other non-sub specific data (like phone numbers and e-mail addresses) and to print pay stubs as desired. For more information on this, see below.

The **Employee Service Center**, <http://teams.tylerisd.org/employees> is accessible from the Tyler ISD homepage or from inside of the SMC.

In order to use the **Employee Service Center**, you must have a user id and password within TISD. Note this is not your social security 4 digits and PIN. Typically, user ids are last name and first initial.

Contact the **TISD Help Desk** 903-952-4357 to help with your user id and password.

IMPORTANT!

The new **Calling System** and **SMC** will rely on the phone numbers and email addresses in the Employee Service Center. You should sign on to the Employee Service Center and input or verify your phone numbers and email addresses.

HOW TO EDIT YOUR INFORMATION:

To begin, open the [Tyler ISD homepage](#) which can be opened from anywhere with internet access including your home. Choose *Employees* from the menu bar. Select *Employee Service Center* from the drop down menu.

Please login with your User ID and Password on the Welcome screen. Remember to contact the Help Desk at 903-952-4357 if you do not have access to the **Employee Service Center**.

From the Service Center homepage, links to each section are available from two locations. From the homepage or the navigation panel on the left side of the screen. This panel will always be displayed as you navigate the Service Center screens.

Choose **My Personal Information**. Use this screen to view and edit personal information. Not all information can be edited. There are four active links on this page. This document will address only the phone number and email address areas.

Information

- My Service Center Home
- My Personal Information**
- My Employment Records
- My Payroll Information
- My Advance/Reimbursement
- LogOff

Personal Information | **Phone Numbers** | Email Addresses | Emergency Contacts | My Privacy Flags

Information

Name
Rosa Vilma Abarca

Address
Home : [REDACTED]
[REDACTED]

PIN: [REDACTED] (Click to Edit PIN)

Phone Numbers (Click to Edit Phone Number)

Home (903) [REDACTED]

Email Addresses (Click to Edit Email Addresses)

No Email Addresses found on file.

Emergency & Other Contacts (Click to Edit Contact Information)

Emergency Contact ?

Why is this needed ?

Ethnicity (Choose only one)

- Hispanic/Latino
- Not Hispanic/Latino
- Decline To Provide

Race (Choose one or more)

- White
- Asian
- Black or African American
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Decline To Provide

Note : To change your name or address, please use the corresponding form on the Tyler ISD website (http://www.tylerisd.org). Choose Employees from the menu items and select Forms from the drop-down list. You will be asked to use your Windows username and password to access the Forms webpage. Forms are located under Faculty/Staff, subcategory Human Resource. The Name Change Request and the Change of Address forms are available and can be filled out on-line from this page. If you believe your race or ethnicity is recorded incorrectly, please contact Human Resources at 903-262-1009.

Choose the **Phone Numbers** link from the **My Personal Information** screen. The Phone Numbers tab will display.

Choose the **Phone Number** tab to bring it forward. Use the drop down list in the **Type** field to choose the appropriate label for your first phone number. Select the label (such as **Home**). Type the **Phone** number in the field provided. Choose the **Add** button. Several numbers can be added in this screen.

Personal Information | Phone Numbers | Email Addresses | Emergency Contacts | My Privacy Flags

Add/Edit Employee Phone

Type: * [dropdown]

Phone: * [] - [] - [] ext [] Use For Substitute Calling ?

Add **Clear**

Employee Phone Numbers

Sort | Clear Sorted by: (default)

Type	Number	Permission To Text	Substitute Calling?	Mobile Provider
Home	(903) 262 - 4650	X	Y	[dropdown]

record count: 1 of 1

Edit **Delete**

Return to Personal Information Page

Note : Please keep your phone information up to date. If you are a sub, don't forget to check the box "Use for Sub Calling" if you want to receive calls for available jobs.

Choose the **Email Address** tab, or from the **My Personal Information** homepage, choose the **Email Addresses** link. Next to **Type**, use the drop down arrow to label the email address you will enter. At this time, your only option is **Primary**. Enter the email address and choose the **Add** button.

The screenshot shows the 'Add/Edit Email Address' form. The 'Type' dropdown is set to 'Primary'. The 'Email' field is empty. The 'Private' checkbox is unchecked. The 'Add' button is highlighted. Below the form is a table with columns for 'Type', 'Email', and 'Private'. The table is currently empty, with a 'record count: 0 of 0' at the bottom right. The 'Add' and 'Delete' buttons are visible below the table. A 'Return to Personal Information Page' button is located at the bottom center.

To fill out the **Emergency Contacts** tab, choose the box next to “Emergency Contact” to indicate any person who should be contacted in case of an emergency. If it is left blank, that person will be listed only as a contact. Enter the last name and first name, then choose **Add**. As with the other screens, multiple names can be entered.

The screenshot shows the 'Add/Edit Contact' form. The 'Emergency Contact' checkbox is checked, with a red arrow pointing to it. The 'Last' and 'First' fields are required, indicated by red asterisks. The 'Add' button is highlighted with a red box. Below the form is a table with columns for 'Last', 'First', 'Middle', and 'Priority'. The table is currently empty, with a 'record count: 0 of 0' at the bottom right. The 'Edit', 'Delete', and 'Phone' buttons are visible below the table. A 'Return to Personal Information Page' button is located at the bottom center.