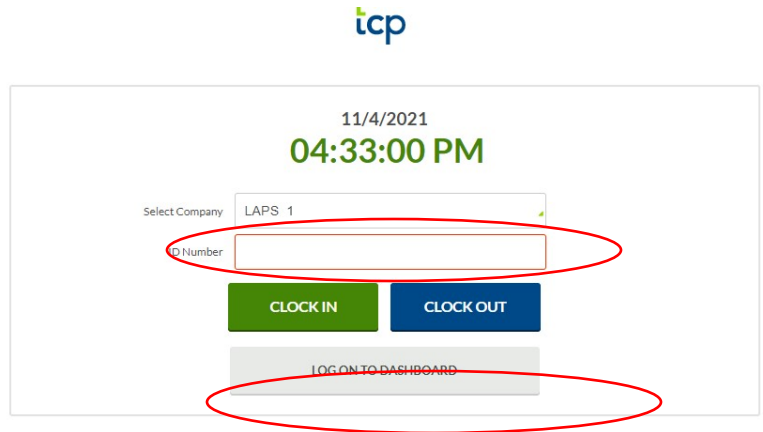


Sub Search: Quick Guide

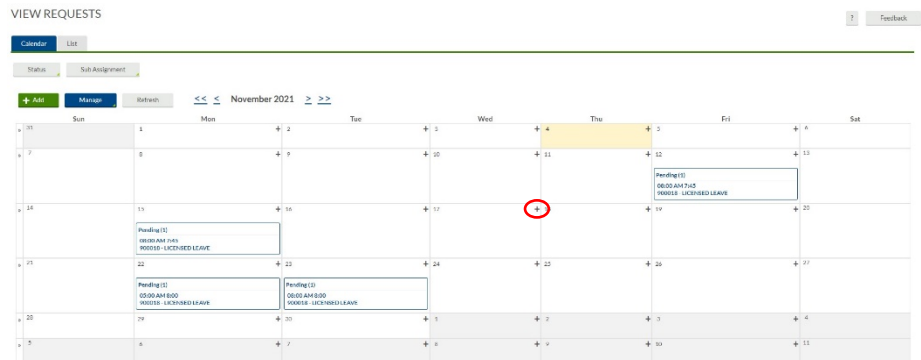
1. Log into your Time Clock Plus (TCP) dashboard by entering your ID number and then click “Log On To Dashboard” button.



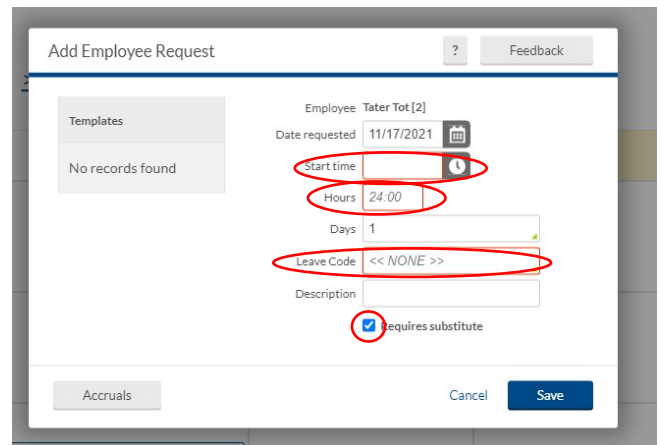
2. Once on your dashboard, select the “Requests” button on the top left hand side.



3. Once on the requests page, select the “+” button on the top right hand corner of the day you wish to take off.



4. The “Add Employee Request” window will appear. You will need to enter the start time, number of hours, and leave code in the blanks provided. If you need a sub, make sure there is a check mark next to “Requires Substitute”.



5. If a sub was requested, a new widow will appear titled “Add Substitute Assignment”. Verify the start and stop times are correct as well as the location. If the location is incorrect, select the pencil button.

Templates
No records found

Covered Employee: Tater Tot [2]
Request Date: 11/17/2021
Days: 1
Requested Sub: Select << NONE >>
Create grouped assignment:

+ Add

Edit	Delete	Start Time	Stop Time	Job Code	Location	Hours
		08:00 AM	04:00 PM	141101 - TEACHER GRADES 1-12	BARRANCA	8:00

Cancel Save

Note: If there is a sub that you wish to request, you may select the button titled “Requested Sub”. That sub will be the only one to receive notification of absence.

6. Once you select the pencil button, another screen will appear titled “Edit Staffing Segment Template”. Select the correct location from the drop down menu titled “Location”. Once completed, select “Save”.

Start time: 08:00 AM
Stop time: 04:00 PM
Covered job code: 141101 - TEACHER GRADE
Location: BARRANCA
Requested Qualifications: Select << NONE >>

Administrator Note
Substitute Note

Cancel Save

Note: You can also add sub notes on this page that the sub and admins will see.
You can also add an admin note that only admins will see.