



Building User Quick Reference

Technical Support: 1-800-319-4278

www.willsub.com

To Enter a request

Requests for days off can be entered in four ways:

1. Pre-arranged—this is where you and the sub have already agreed upon a date they will sub.
2. Regular—this is when you would like to have willSub look for a sub.
3. Filled Within-- utilizes your current staff to fill positions
4. Long term—utilizes a sliding scale of pay for the sub

To enter a Regular request:

1. Go to "Requests," "New" and choose "Regular Request"
2. Complete the required information
3. Hit the "Finish" button

To enter a Pre-arranged or Long Term request:

1. Go to "Requests," "New," "Pre-arranged"
2. Enter the date, the sub you have already spoken with, then complete the information to enter the request
3. Hit the "Finish" button

To enter a Filled Within request:

1. Go to "Requests," "Filled Within"
2. Complete the information
3. Hit the "continue" button
4. Choose the "fill-in" person
5. Enter the hours worked
6. Hit "Add Person"
7. Hit "Done" when all fill-ins have been entered

How to Grade a Substitute:

1. Go to "Information," "Substitutes," "Master List" and choose the type of substitute from the appropriate category
2. Click on the desired subs ID
3. Scroll down the page to "Sub Grades" and click
4. Change the grade through the pull down menus for each desired area
5. Hit "Update" to save

To Release Pending requests:

1. Go to the Home page and click on the "Pending" link or menu item "Requests," "Review Pending"
2. Choose the request you would like to approve
3. In the "Set Status To" pull down choose the appropriate action: approved, not approved, delete
4. Hit "Update"

*Note: remember pending requests are not released into the system for fulfillment until they are marked as approved.

To Approve New Subs:

1. Go to the Home page
2. Click on "New Subs" link
3. Click on the sub id
4. Choose to Approve, Not Approve or leave at New status
5. Hit "Update"

*Note: remember new subs will not receive notification of jobs in your building if you do not approve them.

To Verify requests:

Verifications should be completed on a daily basis

1. Go to "Requests," "Verify"
2. Review the information and if there are no changes check the box next to the request
3. Do this for each request
4. If any changes need to be made for time, enter the correct amount and make a note in the notes section
5. Hit "Update" after all verifications are completed in order to save your work



District User Quick Reference

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To Approve New Subs:

1. Go to the Home page
 2. Click on "New Subs" link
 3. Click on the sub id
 4. Choose to Approve, Not Approve or leave at New status
 5. Hit "Update"
- *Note: remember new subs will not receive notification of jobs in your building if you do not approve them.

How To Add New Employees

1. Click into the Building or Location that you would like to add a new employee.
2. Go to the 'Information' tab, 'Employees', and 'Add'
3. Enter in all required information for the new employee
4. Click 'Update' to add new employee.

How To Edit/Move/Remove Employees

1. Go to the 'Information' tab, select 'Employees', look up the desired employee, and click on ID number of employee.
 - a. To move employee to another building, click 'Move Employee' link at bottom of screen, select the building to move to, and click 'Update'
 - b. To remove employee from list of active employees, click 'Hide Employee'. Hidden employees can be retrieved by selecting 'Show Hidden Employees'
 - c. To edit employee, change any desired information, and click 'Update' to save.

How to Enter a School Closing or Delay

1. Go to "Information", "School Closings and Delays"
2. Hit the "Add Day" button
3. Choose the date
4. Pull down the type of closing or delay
5. If there are any employees who are still present during the closing, check the checkbox on the left
6. Check specific buildings this closing applies to if it is not a district wide closing
7. Hit "Submit"

*Note: willSub will rollback every request and cancel all subs for that day, be sure your decision is final!

How to Add/Edit Building Hours or Shifts

1. Go to 'Information' tab, select 'Shifts'
2. To add a new shift, select 'Add', select building, start time, end time, description, and click 'Update' to add.
3. To edit a shift, select 'List'. Select the shift you want to edit, make any adjustments, and click 'Update' to save.

How to Add/Manage Building Managers

1. Go to the 'Information' tab, select 'Building Managers'
2. To add a building manager, click 'Add'
 - a. Enter in contact information for new building manager, and click 'Update'
3. To change building manager contact or building information, click 'List'
 - a. To move building manager to a new building, select desired building from drop-down list.
 - b. Make any other changes to building manager's account info, and click 'Update' to save.

How to Edit Substitute Status

1. Select building in which you want to edit substitute's status, go to 'Information' tab, select 'Substitutes', 'Master List for Building', and category of substitute.
2. Select the ID number of the sub you want to edit,
3. You may change the approval status in any category from 'Approved' to 'Not Approved'
4. You can also assign substitute to a different 'Pay Scale'.
5. Click 'Update' to save changes.

To Verify requests:

Verifications should be completed on a daily basis

1. Go to "Requests," "Verify"
2. Review the information and if there are no changes check the box next to the request
3. Do this for each request
4. If any changes need to be made for time, enter the correct amount and make a note in the notes section
5. Hit "Update" after all verifications are completed in order to save your work

How To Authorize requests

1. Go to "Requests" "Authorize sub pay"
2. Review the amount to be paid to the sub
3. Check the box if correct
4. Make a +- adjustment to the pay if needed
5. When all authorizations are complete hit the "update" button
6. Repeat process for all buildings.



Employee Quick Reference

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Activating your willSub Account

To activate your willSub account, you will need to visit www.willsub.com, and enter the 7 digit ID number and 4 digit PIN number that you were provided. Enter the requested information: Name, subject, email, etc... Click 'Update', and your account is activated.

After your account is activated, changes or additional job information can be made under the 'Information' menu and 'My Information'

How To Call in an Absence Request

1. Dial **1-877-945-5782 (1-877-WILLSUB)**
2. Enter your user ID, then #
3. Enter your PIN, then #
4. Select your request type:
 1. Absence Request
 - a. Enter your 2 digit Leave code

****NOTE- You may find your districts leave codes under the "Information" menu in your willSub account or in the school office.**

 - 7-Cancellation
 - 9-Record Voice Signature
5. Select your request options
 - a. Full next day
 - i. Press "1" to accept
 - ii. Press "2" to accept without a sub
 - iii. Press "3" to reschedule
 - b. Partial next day
 - i. Press "1" for arriving late
 - ii. Press "2" for departing early
 - iii. Enter in 24 hour format (i.e. 1430=2:30pm)
 - iv. Press "1" to accept, Press "2" to accept without a sub or Press "3" to reschedule
 - c. All other dates
 - i. Enter start date (MMDDYY)
 - ii. Enter number of days
 - iii. Enter full or partial day
 - iv. Press "1" to accept, "2" to accept without a sub or "3" to re-schedule

Recording your Voice Signature

Part of the set up process is to record a voice message for the calling system. This will allow the substitute to hear your voice and know exactly which class they will be teaching that day. An example of a voice signature would be: "Greta Montvoy, 3rd grade Art" -- it's basically like a voice mail header. This will take approx. 45 seconds to do and you will need your pin and user id:

***Note: Your account must be activated before you can record your Voice Signature**

1. Dial the willSub number 1-877-945-5782 (WILLSUB)
2. Enter your user id and pin
3. Press #9 to record voice signature
4. Record at the beep
5. To accept: Press #

How To Enter an Absence Request Online

To enter an absence request online, visit www.willsub.com, and enter your willSub user ID and PIN.

Requests for days off can be entered in two ways online:

1. Regular—this is when you would like to have willSub look for a sub for you.
2. Pre-arranged—this is where you and the sub have already agreed upon a date they will sub for you.

To enter a regular request:

1. Go to "Requests," "New" and choose "Regular Request"
2. Complete the required information
3. Hit the "Finish" button

To enter a pre-arranged request:

1. Go to "Requests," "New," "Pre-arranged"
2. Enter the date, select the sub you have already spoken with, then complete the information to enter the request
3. Hit the "Finish" button

Choosing Preferred and/or Excluded Subs

* You may add and delete subs from this list whenever you would like. These subs will have first priority to your requests, then, if these subs are already working, Willsub will start contacting subs from the general list.

By choosing My Excluded Subs, you will create a list of subs you do not care to have in your classroom.

1. Go to the "Information" menu
2. Choose "Preferred" or "Excluded" subs
3. Highlight the desired subs to add or exclude from the list

I acknowledge that I have read and understand this form.

Name: _____ Signature: _____ Date: _____



Substitute Quick Reference

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How to Accept a Job over the Phone

1. Answer call from willSub– say “hello” to activate the system
2. Listen to substitute request information
3. Select option 1, 2, 3, 4, 5, 6, or 9
 1. Accept
 - i. Enter PIN number followed by the # key
 - ii. Record Request Number
 - iii. Present number to office upon arrival
 2. Decline
 - i. Declines Job
 3. Decline All
 - i. Declines all jobs for that day
 4. Call Back
 - i. Have willSub call back later if job is still available
 5. Replay Message
 - i. Replay request Information
 6. Which Substitute called
 - i. willSub will play the ID of the substitute that was called. *This is helpful if 2 or more substitutes share the same phone.*
 7. Report wrong number
 - i. If this is confirmed, this will disable the user from the willSub system.

How to Accept a Job Online

1. When there are jobs available, a link will appear on your homepage- [New Jobs Available \(2\)](#). Clicking the link will bring you to all available jobs.
 - i. Available jobs are also able to be viewed under the Requests tab, by selecting ‘View Available...’
2. To view the details of the available jobs, click the highlighted date for the job.
3. Review the details of the job. After reviewing you have the option of accepting or declining the job. Click ‘Accept Request’ to accept the job.
4. Upon accepting the job, you will receive a notice letting you know that if the submission is accepted, the job will appear on your homepage.

Preferences

To set up your preferences in willSub, please follow the steps as outlined.

1. Select ‘My Preferences’ under the Information tab to set your preferences with regards to the days and times that you would like willSub to call and/or text message you.
 - i. Select ‘Update’ to save changes.
2. Select ‘Worksite Choices’, and ‘District Choices’ to select available districts.
 - i. Listed are all districts available to you. Click into each district that you would like to work in, and check the box for ‘Selected’ to make the buildings in this district available to select. Click ‘Update to save.
3. Select ‘Building Preferences’ to select the specific buildings that you would like to be available for jobs.
 - i. Change the drop down box from ‘Buildings I Work At’, to ‘All Available Buildings’ to view all buildings available for you to work in.
 - ii. Select the link for the name of the building that you would like to work in, which will bring up the specifics of the building.
 - iii. For the position(s) that you would like to be available as a substitute, change the drop-down boxes from No to Yes.
 - iv. Select ‘Update’ to save. **Repeat this process for all buildings that you would like to be available to work in.**

Commitments

Commitments can be added to make you unavailable to work for a period of time. To add a commitment, select ‘New’ under the Commitments tab.

1. Select a date range for the period of time in which you want to unavailable to work.
2. Add a brief note explaining the time off(i.e. Vacation, Dr. Appt., etc...) and click ‘Add Commitment’ to finalize

Select ‘View’ under the Commitments tab to show all commitments in Willsub.

1. To remove a commitment, simply click the highlighted ‘delete’ next to the commitment.
2. If a commitment is shown displaying ‘willSub Committed’, this refers to a day in which you have a job scheduled in willSub, making you unavailable to accept additional jobs.

Viewing Payroll Information

In willSub you are able to access pay information for all jobs that have been performed in willSub. As ESS does not send paper copies of pay stubs, the information accessed through willSub will serve as your pay stub. The following steps will guide you on how to view this information.

1. To access your pay information, select ‘View Payroll Transactions’ in the ‘Payroll’ tab
 - a. Provided will be a link to access your payroll account.
 - i. To set up your account, you will be asked to set up a couple security questions.
 - b. Once you have registered your payroll account, you will now be able to select the link in your willSub account titled, “Click Here to access DynamicHR Account”.
 - i. In your payroll account, you will be able to view pay stubs, view tax withholdings, and access your W-2’s.