



NEW SUBSTITUTE INSTRUCTION

This is an information sheet regarding procedures after your application is processed and your training is complete. Please keep this sheet for future reference.

Once your application is processed, you will be entered into our online system - Frontline. You will receive two emails from Frontline. One is a welcome email, the second will be an invitation email. This invitation email will be what is needed to create your online account. If you do not receive this email, please check your spam folder. When you have created your account you will be able to see available jobs, schedule non-work days and set preferences such as call times, preferred schools, etc. You will be required to create your user name and a password. Please be sure to write these down. We can access your username but cannot see your password. If you are unable to remember the password, it will require resetting. I have provided the following space to use for your records:

Frontline User Name: _____
Frontline Password: _____

After you have been entered into our system you will also receive an email from sklawrence@morgank12.org asking that you call our office at 256-309-2100 to obtain both your employee number and a phone PIN number. Please use the following to write these down:

Employee Number: _____
Phone PIN Number: _____

Your employee number will be used when you sign in at each school in which you sub. The phone PIN will be used for the following.

There is an automated phone system that will call with available jobs. The four digit PIN will be required if you wish to listen to the details of the available job. Note that you will only see or be contacted regarding available jobs at the specific schools you have listed.

This section is in regards to paychecks and pay periods. Substitutes are paid a month behind. Example – the days that you work in September will be paid in October. Paychecks are issued once a month on the last working day of the month. Unless you are signed up for direct deposit, all checks will be mailed. You can access pay information online through ESS. See the enclosed information sheet.

It is recommended that you keep a calendar of the days in which you sub including the school, teacher, job confirmation number and the length (Full or Half day).