

# EZ Substitute Agency

*EZ Substitute Agency is an easy-to-use, cloud-based application that facilitates the substitute placement process for teachers and other employees. The system tracks personal/sick/vacation/professional days, sends alerts to substitutes of vacancies, speeds the approval process and has robust reporting capabilities. EZ Substitute Agency is the lowest cost solution on the market. There is no contract to sign, no commitment, and no setup cost to try EZ Substitute Agency today.*

## Absence Request

Employees login and request time off via a simple form that includes length of absence, reason for absence, and a preferred substitute option. Additional information for the absence can be shared using the file upload option on this page. Employees can also easily view current and historical absences.

### Benefits:

- Eliminates early morning calls to request an absence
- Pre-populated dropdowns provide quick and easy absence requests
- Shortens substitute placement times as substitutes can instantly view available jobs
- Office staff has full visibility into record all absences

**Create Employee Absence Request**

Date of Absence:

Absence Length Type:

Substitute Arrival Time:  :

Substitute Departure Time:  :

Absence Reason Type:

Comment for Office:

File Upload for Office:  No file chosen

Comment for Sub:

## Substitute Jobs

Substitutes are able to login at any time to view available jobs and can select the teacher the classroom they would like to work. Available and scheduled jobs can be viewed at any time in an easy to understand calendar format. Text messages or emails can also be sent to accelerate the substitute placement process.

### Benefits:

- Real time viewing of available substitute jobs
- Instant notifications of new jobs
- Eliminates calls to fill substitution jobs
- Job opportunities posted on a timely basis

**Substitute Jobs** School:

April					May 2021					June	
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue
26	27	28	29	30	3	4	5	6	7	10	11
Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)
12	13	14	15	16	17	18	19	20	21	24	25
Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)
22	23	24	25	26	27	28	29	30	1	2	3
Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(1) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)
31	1	2	3	4							
Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)	Scheduled(0) Available(0)							

**Scheduled Substitute Job(s)**

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
Kimberly Christy	Test School		Full Day - 7 hours	Arrival-08:00 AM Departure-02:15 PM		Review



## Absence Calendar

Office staff can view requested and approved absences for each day. Any absences can be approved with a single click. The absence calendar also displays assigned substitutes and times for partial day absences.

Benefits:

- Speedy approval of absences and substitutes
- Ability to quickly determine need for additional substitutes
- Visibility into employee absences at district and school level

**Employee Approval Calendar** School:

April		May 2021			June
Mon	Tue	Wed	Thu	Fri	
26	27	28	29	30	
3 Requests(0) Approved(0)	4 Requests(0) Approved(0)	5 Requests(0) Approved(0)	6 Requests(0) Approved(0)	7 Requests(0) Approved(0)	
10 Requests(0) Approved(0)	11 Requests(0) Approved(0)	12 Requests(0) Approved(0)	13 Requests(0) Approved(0)	14 Requests(0) Approved(0)	
17 Requests(0) Approved(0)	18 Requests(0) Approved(0)	19 Requests(0) Approved(0)	20 Requests(0) Approved(0)	21 Requests(0) Approved(0)	
24 Requests(0) Approved(0)	25 Requests(0) Approved(0)	26 Requests(0) Approved(0)	27 Requests(0) Approved(0)	28 Requests(1) Approved(1)	
31 Requests(0) Approved(0)	1	2	3	4	

**Requested Substitute Job(s)**

Employee Name	School	Absence Type	Substitute Time	Substitute	Edit
Sommers, Will	Test School 1	Personal 7 hours	Arrival-12:00 AM Departure-12:00 AM	Assignment Pending	Edit

## Absence Approval

Office staff are able to enter absence requests on behalf of teachers for both single and multiple days. Professional days requiring substitutes are also managed through this page. Multiple absence approvers at the school or district level can be designated with the ability to assign a single substitute for an extended employee absence if needed.

Benefits:

- Eliminates paper or spreadsheet tallying of absences
- Multiple approvers speeds up the approval process
- Office staff has final determination of approved absences and confirms assigned substitutes

**Employee Absence Approval**

School:

Role:

Employee Name:

Date of Absence:   Multiple Days

Absence Length Type:

Substitute Arrival Time:  AM

Substitute Departure Time:  PM

Absence Reason Type:

Absence Bucket Type:

Comment for Office:

## Bucket Adjustments

Bucket adjustments allows days granted by contract to be added at the beginning of each school year. Sick, personal, vacation, and other types of days off can be designated by the school. At the end of a school year the days allotted can carry over or be removed. Additional adjustments can be added or subtracted as needed.

Benefits:

- Easily add days granted by contract
- Office staff time reduced through mass updates for multiple employees

**Absence Bucket Adjustment**

School:

Role:   Select All

Adlens, Michael     Donaldson, Lori     Levine, James  
 Alberts, Stephan     Fuller, Carl     McNeal, Lawrence  
 Carson, Deborah     Hanford, Deb     Pitman, Karl  
 Christy, Kimberly     Kelley, Victoria     Riccio, Lawrence

Current Bucket:

Change:  Type:

Adjustment Comment:

Date:



## Current Absence Bucket

The current absence bucket keeps an up-to-date tally of all absence types whether they are used and unused. This is a useful tool for determining if absence days should be approved. The current bucket can be viewed by office staff and designated absence approvers.

Benefits:

- Eliminates paperwork and spreadsheets
- Ensures tally of absence days is always current and accurate
- Enables office staff and absence approvers to monitor employee absences

**Current Absence Bucket**

School:   
 Role:   
 Employee:

Bucket Name	Full Days Remaining	Total Hours
Bereavement	0.00	0.00
Personal	2.00	14.00
Professional	0.00	0.00
Sick	12.00	84.00
Vacation	0.00	0.00

**Bereavement**

Date	Reason	Description	Length	Hours	Prev. Amount
No absences found					

**Personal**

Date	Reason	Description	Length	Hours	Prev. Amount
03/14/2016	Personal	Description	1 x Full Day - 7 hours	-7.00	21.00
03/01/2016	Adjustment	Description	3 x Full Day - 7 hours	21.00	0.00

**Professional**

Date	Reason	Description	Length	Hours	Prev. Amount
03/08/2016	Professional	Description	1 x Full Day - 7 hours	0.00	0.00

**Sick**

Date	Reason	Description	Length	Hours	Prev. Amount
03/21/2016	Sick	Description	1 x Full Day - 7 hours	-7.00	91.00
03/10/2016	Sick	Description	1 x Full Day - 7 hours	-7.00	98.00
01/01/2016	Sick	Description	1 x Full Day - 7 hours	-7.00	105.00
03/01/2016	Adjustment	Description	15 x Full Day - 7 hours	105.00	0.00

## Absence Reports

These reports provide key absence information on a daily, weekly, or monthly basis. The absence transactions give all the necessary information that office staff requires. There is also a report that displays all employees and the available days they have remaining for each bucket.

Benefits:

- Automated reports reduce manual errors and speeds up the administrative process
- Auto-calculation of days worked by substitutes facilitates the management and payment of these employees
- All reports can be exported to pdf, excel, and word

School:   
 Employee:   
 Start Date:   
 Status:   
 Substitute:   
 End Date:

**Employee Absences Report**

Employee Name	Substitute Name	Date	Status	Reason Type	Length	Type	Arrival	Departure	Amount	Approver Name
Katy Oneil		05/28/2021	In Progress	Personal	7 hours		12:00 AM	12:00 AM	\$0.00	
Kimberly Christy	Jako, Kellerman	05/28/2021	Approved	Personal	Full Day - 7 hours		08:00 AM	02:15 PM	\$0.00	Stacey Mitchell
Dennis Smith	Steven Jenkins	05/28/2021	Approved	Personal	Full Day - 7 hours		08:00 AM	02:15 PM	\$0.00	Stacey Mitchell
Sara Wells	Paul Davis	05/28/2021	Approved	Personal	Full Day - 7 hours		08:00 AM	02:15 PM	\$0.00	Stacey Mitchell

Print: 5/28/2021 11:53:47 AM

## System Requirements

EZ Substitute Agency is a cloud-based point of sale solution that only requires an internet connection and is accessible through any web browser. The application can run on any desktop, laptop, phone, or tablet device.

## Setup and Pricing

Starting from \$2 per filled job, there is no contract to sign, no commitment, and no setup cost to begin using EZ Substitute Agency software today. Once registered, access to the environment is available within 24 hours and the full setup (including upload of employees) is usually completed within 72 hours.