



# 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. Regular—when you need willSub® to look for a sub.
2. Prearranged—you and the sub have already agreed upon a date they will work.
3. Filled Within—utilizes your current staff to fill positions.
4. Long Term—utilizes a sliding pay scale for the sub.

### **To enter a Regular request:**

1. Go to 'Requests', 'New' and 'Regular Request'.
2. Enter the required information and click 'Continue'.
3. Review for accuracy and click 'Finish'.

### **To enter a Prearranged request:**

1. Go to 'Requests', 'New,' 'Prearranged,' and the category that applies.
2. Select the employee, the sub you have already spoken with, and complete the remaining information.
3. Click the 'Continue' and 'Finish' buttons.

### **To enter a Filled Within request:**

1. Go to 'Requests', 'New' and 'Filled Within'.
2. Complete the information and click 'Continue'.
3. Choose the fill-in person.
4. Enter the hours worked and any notes.
5. Click 'Add Person'.
6. Click 'Done' when all fill-in staff have been entered.

### **To enter a Long Term request:**

1. Go to "Requests', 'New' and 'Long Term Request'.
2. Select the employee, the prearranged sub, and the long-term pay scale that applies.
3. Enter the remaining information to complete the request and click 'Continue'.
4. Review for accuracy and click 'Finish'.

**\*Note: If the sub has already worked a number of days in the position prior to it being entered as a Long Term Request, enter the next consecutive number in Beginning Day Count field so that willSub® can accurately track the number of days worked and implement any scheduled pay rate increases.**

## To Release Pending Requests

1. Go to the home page and click the 'Pending' link or 'Requests' and 'Review Pending'.
2. Choose the request you would like to approve.
3. In the 'Set Status to' drop-down, choose the appropriate action: Approved, Not Approved, Delete
4. Click 'Update'.

**\*Note: The willSub® system does not search for a sub to fill pending requests until they are approved.**

## To Approve New Subs

1. Go to the home page and click 'New Subs' link.
2. Click on the Sub ID.
3. Choose Approve, Not Approve or leave as New.
4. Click 'Update'.

**\*Note: New subs will not be notified of jobs in your building until they are approved.**

## To Verify Requests

Verifications should be completed on a daily basis.

1. Go to 'Requests' and 'Verify Requests'.
2. Review the information and if there are no changes, check the Verify box next to the request.
3. If any time adjustments need to be made, enter the correction, make any notes, and check box next to the request.
4. Click 'Update' after all verifications are completed to save your work.

## 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 Sub ID.
3. Scroll to the bottom and click 'Sub Grades'.
4. Change the grade using the drop-down menu for each desired area.
5. Click 'Update' to save.