



# Employee Quick Reference

Technical Support: 1-800-319-4278

## How To Call in a 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:

**\*NOTE- you may find your districts specific leave codes under the "Information" menu in Willsub or the school office. It is most likely you have a two digit leave code. If your leave codes have two digits you must use option "6" which will then ask you to enter your custom leave code.**

- 1-Medical
- 2-Personal
- 3-School Business
- 4-Comp
- 5-Funeral

### **6-Custom Two Digit District Leave Code**

- 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 and same day
    - 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

## To enter a request online

Requests for days off can be entered in two ways:

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

\*Note: some districts may not allow pre-arranged requests to be entered by staff, please see your district administrator for more information.

### **To enter a regular request:**

1. Go to [www.willsub.com](http://www.willsub.com)
2. Enter your user id and pin
3. Go to "Requests," "New" and choose "Regular Request"
4. Complete the required information
5. Hit the "Finish" button

### **To enter a pre-arranged request:**

1. Go to [www.willsub.com](http://www.willsub.com)
2. Enter your user id and pin
3. Go to "Requests," "New," "Pre-arranged"
4. Enter the date, the sub you have already spoken with, then complete the information to enter the request
5. Hit the "Finish" button

## Recording your Voice Signature

Welcome to the voice signature component of the system. This will allow the substitute teachers to hear your voice and know exactly which class they will be teaching that day. Many subs have indicated that they like to know who they are subbing for so that they may prepare accordingly. 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:

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 #
6. Hang up

## Choosing Preferred and/or Excluded Subs

\* You may add and delete subs from this list whenever you would like. These subs will be called on first for 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