



Substitute How To

Employee Engagement: 877-855-7264
hrmidwest@ess.com

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Substitute How To: Set Up Your Account

Open your web browser and in the address bar, type www.willsub.com.

Login with your User ID and PIN.

Welcome to your home page! On this page you will find a lot of information in one place:

[Link to available jobs.](#)

Also displayed is a quick glance at all days you are scheduled to work, for whom, the location and duration of the assignments, and any notes for the jobs.



Tip: Use this screen to quickly glance at your schedule and see if jobs are available.

willSub Staffing Made Simple

Home Requests Commitments Information Payroll

Nick Brousseau Your name

[New Jobs Available \(6\)](#) Link to available jobs.

[My Current Job List](#)

Duration: ● = Full Day ● = Employee Arrives Late ● = Employee Leaves Early ● = Employee Leaves and Returns

Status: ☎ = by Phone ● = By Web ⚡ = Prearranged ● = Open ● = Canceled

Ref.	Date	Days /Hrs(h)	Employee	Building	Dur.	Stat.	Notes
1981515	9/24/2014	3.5h	Building Account-Para Professional	Willsub High School	●	●	
2252919	3/13/2015	1.0d	Michael Jay Scott	Willsub High School	●	●	

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

News

- [Who is Dynamic HR Services, LLC](#)
- [Michigan Permit Status](#)

When you first login, please go to **'Information', and 'My Information'** to review your name, address, and other personal details.

If you need to change your contact information, you will need to make these adjustments through your application and employee portal. To do this, click the link provided to update your information. **Further instructions on accessing your employee portal can be found on p. 9.**

Any changes in your name will require verification by our Compliance Department per federal law. Please contact 877-855-7264 for instructions on how to do this, or go to www.willsub.com and log into your account, 'Information', 'Personal Information'.

You are assigned a PIN, but if you wish to change it to a different number, click on the 'Change PIN' button and follow the instructions.

Home Requests Commitments Information Payroll

Nick Brousseau

[My Information](#)

My Information Use the form below to make any changes.

Address 1: 123 Easy St

Address 2:

City, State Zip: Alpena , MI 49707

Home Phone: (517) 001 - 1111

Cell Phone: (517) 999 - 9999

Work Phone: (989) - - Day phone in Applitracks

email: nbrousseau43@pcmi.com

[Click here to update information](#)

[Change PIN](#) Click to change PIN



Information Menu:
My Preferences—Calling

This menu item lets you customize your preferences for willSub® to call you for available assignments. This is strictly used for the calling feature of the system. If you uncheck the 'I accept phone calls for job notifications' box, you will not receive calls from willSub. To limit the days the phone system will call you, please uncheck the appropriate days under the 'I accept calls on these days' section. Use the drop-down box in the 'Call in advance days' section to set the number of days in advance you want to receive calls for assignments. Verify in the 'Job Call Number' area that the phone listed is the phone number you want to be called on, and also verify that you are in the correct Time Zone. Finally, you can uncheck any days of the week that you are consistently unavailable. To make yourself unavailable for specific days, see p. 15 for instructions on adding Commitments. Click 'Update' to save changes.

Navigation tabs: Home, Requests, Commitments, Information, Payroll
User: Nick Brousseau (PMP) as Thomas Allen
Section: My Personal Preferences
Form fields: Don't call me before (06:35 AM), Don't call me after (09:30 PM), I accept phone calls for job notifications (checked), I accept calls on these days (all checked), Call in advance days (7), Job Call Number (Home), Time Zone (Eastern), Will work on (all checked)
Update button

Information Menu:
My Preferences—Text Messages

If you have a number listed in the cell phone field within 'My Information', this section pertaining to text message alerts will be visible. If you need to add a cell phone number, see p. 9.

To receive text message alerts for available jobs on your cell phone, check the box next to 'Send Text Notifications'. Select your cell provider, as well as the times during which you would like to be texted for available jobs. After checking the box and clicking 'Update', you will receive 2 text messages with information on enabling text message alerts.

If you requested to get text message alerts but haven't received the verification text message, resend it by selecting the 'Click here' link next to your cell provider. If you still don't receive the text messages after 15 minutes, contact willSub Employee Engagement.

Section: Personal Preferences
Form fields: Don't call me before (06:35 AM), Don't call me after (09:30 PM), I accept phone calls for job notifications (unchecked), Call in advance days (60), Send Text Notifications (checked), My cell provider is (Nextel), Don't text me before (Today/Tomorrow) (12:00 AM), Don't text me after (Today/Tomorrow) (12:00 AM), Don't text me before (Future) (12:00 AM), Don't text me after (Future) (12:00 AM), Text in advance days (60)
Annotations: 'To manually enable text message alerts, enter the verification code you received into the text box and click 'Submit''. 'You can set different preferences for jobs that are today/tomorrow vs. jobs further in the future.' 'Depending on the start date of the request, the text alert may come from a different address. This lets you customize your phone's alert tones for different priority jobs.'
Update button



Note: You need a number in the Cell Phone field of the 'My Information' menu to sign up for text message alerts. See p. 9 to update this information.



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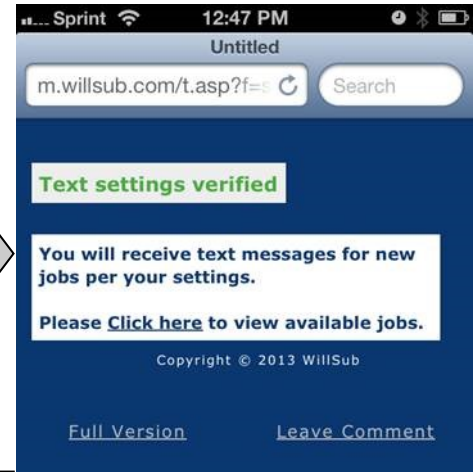
Substitute How To: Set Up Your Account

Information Menu: My Preferences—Text Messages cont'd

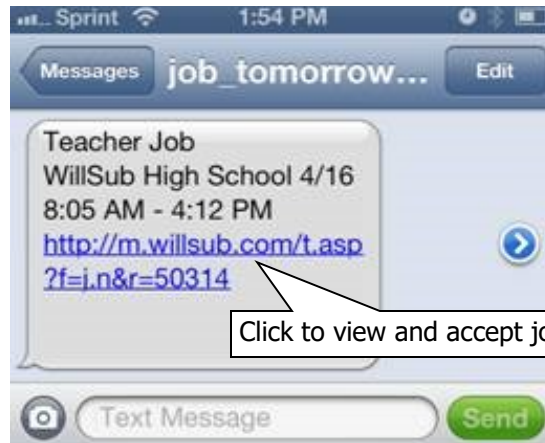
After noting in willSub® that you want text alerts, you will receive a text message with a link. By clicking the link, you are confirming to willSub that it reached the correct device, and you are now set up to receive text message alerts for available jobs.



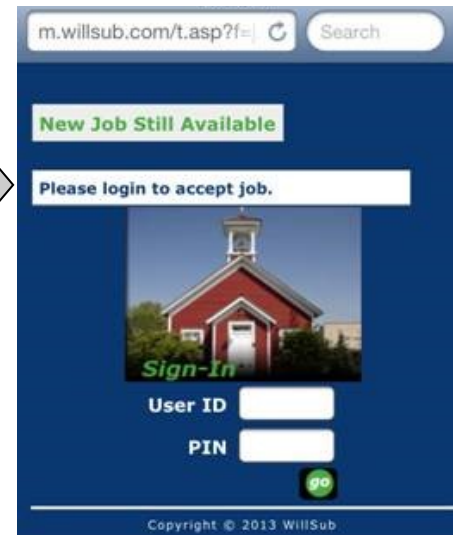
Click the link or enter the code into your willSub account to enable text message alerts.



When a job is available to you, a text message will be sent to your phone indicating the type of job, location, date/time, and a link. Clicking the link will take you to the willSub website so you can login to view and accept the job. If your cell phone doesn't have Internet access, you can simply login to your willSub account through a computer or tablet to view and accept the job. Further details on accepting jobs can be found on p. 7.



Click to view and accept job.



Note: Normal message and data rates may apply. In other words, when you use our text message services, your only cost is whatever your wireless provider charges to send and receive text messages. If you have an unlimited text messaging plan, there will be no additional cost. If you do not have an unlimited plan, the charges will be determined based on your plan with your wireless provider.



Information Menu:
Worksite Choices—District Choices

This menu option allows you to choose the districts in which you would like to work.

To view or add available school districts to your profile, select 'District Choices'.

You will see a list of districts in your area that work with willSub®. Click on the blue underlined name of a district you would like to work in.

District Name	Select
Exalt Academy of SW Little Rock	No
LISA Academy	No
Little Rock Preparatory Academy	No
Little Rock School District	Yes
North Little Rock School District	No
Pulaski County Special School District	No

On the next screen, check the box next to 'Select for work' to indicate you would like the buildings in that school district to be available to you. Click the 'Update' button to submit.

Information Menu:
Worksite Choices—School Preferences:

This menu item lets you customize each available school to your specifications. Access this section by selecting 'Worksite Choices' and 'School Preferences'.

To add a new school, change the 'Building Selection' to 'All Available Buildings', which brings up a list of available schools in all the districts you have chosen.

Click the blue underlined school name to view the screen on p. 6 and to select your substitute positions.

Building	Rank	Work at Building	Same Day Jobs	Kindergarten	Elem. School	Middle School	High School
Acc-Voc.Ed.	2	Yes	Yes				Yes
Administration Building	2	Yes	Yes				Yes
Adult Education Center	2	Yes	Yes				
Bale Elementary School	2	Yes	Yes	Yes	Yes		
Baseline Elementary School	2	Yes	Yes	Yes	Yes		
Booker Arts Magnet Elementary School	2	Yes	Yes	Yes	Yes		
Brady Elementary School	2	Yes	Yes	Yes	Yes		
Carver Elementary School	2	Yes	Yes	Yes	Yes		
Central High School	2	Yes	Yes				Yes
Chicot Early Childhood Center	2	Yes	Yes				
Chicot Primary School	2	Yes	Yes	Yes	Yes		



Note: New Substitutes will be made available in all school buildings in the district and position for which they applied. To adjust these options, see p. 6 for the section on 'School Preferences'.



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Substitute How To: Set Up Your Account

**Information Menu:
Worksite Choices—School Preferences
cont'd**

Use the drop-down boxes to choose the substitute categories you'd like to work at that school, job preferences, and school ranking.

Select the corresponding drop-down box to change any of your preferences and click 'Update' to save.

You can also view the pay rates for the available substitute positions.



Note: 'Building Rank' is based upon a 1-2-3 scale with 1 the most desirable and 3 the least desirable. Subs often use this as a distance limiter or they may have favorite schools. If you wish to work at a specific school whenever a job is available, rank that school a 1. For schools you may not want to work at as often but still want to be included on their list, rank those a 3.

Nick Brousseau
 My Building Preferences

Preferences for Willsub High School : Use the form below to make any changes.

Building name:	Willsub High School	Prin.: Richard Tolh	Substitute Categories you accept at building	**Standard District Rate (\$) full-day / half-day or hourly (hr.)
Address 1:	123 Easy St. Map the school		Teacher * : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	35.00 / 70.00
Address 2:			Administrator * : <input type="checkbox"/> Not Offered	Rate of pay for this district and category.
City, St. Zip:	Petoskey MI 49770		Aide (Instructional) * : <input type="checkbox"/> Not Offered	
Phone:	(989) 786-4848		Aide (Non-Instructional) * : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Building Rank:	<input type="text" value="2"/>		Coach * : <input type="checkbox"/> Not Offered	N/A
Same day job alerts:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Security 9 * : <input type="checkbox"/> Not Offered	N/A
*Kindergarten jobs:	N/A		Custodial * : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10.00 hr.
*Elementary jobs:	N/A		Food Service * : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	70.00 / 40.00
*Middle School jobs:	N/A		Librarian * : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10.00 hr.
*High School jobs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Technical * : <input type="checkbox"/> Not Offered	N/A
*Child Care jobs:	N/A		Medical * : <input type="checkbox"/> Not Offered	N/A
*Adult Ed. jobs:	N/A		Para Professional * : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10.50 hr.
*Applies to teaching jobs only			Secretarial * : <input type="checkbox"/> Not Offered	N/A
			Transportation : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	25.00 hr.

Changes take effect the following day. *You are approved to substitute in this category ** district rates can vary depending on certifications

Information Menu:

In addition to setting up your willSub employment preferences, the Information menu provides valuable data such as ESS renewal instructions, training documents, employment compliance status, education data on file with ESS and other items. You are encouraged to explore these additional items under the Information tab.

Staffing Made Simple

willSub

Home | Requests | Commitments | **Information** | Payroll

Nick Brousseau (PMP) as Th

New Jobs Available (2)

My Current Job List

Duration: = Full Day = Employee Arrive

Status: =by Phone = By Web = Pr

My Information
 My Education
 My Preferences...
 Worksite choices
 Reasonable Assurance
 How To
 Quick Reference
 Renewal Status
 My Requirements Status
 Deactivate Account
 FAQ's
 GCN Training
 Willsub Training

Early = Employee Leaves and Returns

anceled

Ref.	Date	Days /Hrs(h	Building
2464194	9/16/2015		Willsub Middle School
2400612	12/16/2015		Willsub High School



Now that you've reviewed your personal information and set your preferences, let's see how to find jobs!

Requests: View Available

Available jobs can be viewed through either the Requests menu or the link on your home page. In the example, there is one job available.

Upon clicking this link or selecting 'View Available' in the Requests menu, you will be directed to all current open jobs. Select the 'Date' link to see the details of the open job.

After reviewing the open request, you have the option of either accepting or declining the job. Click 'Accept Request' to select the job or 'Decline Request' to turn down the job. To view other available jobs before making a decision, simply click the back arrow in your browser or select 'View Available' under the Requests tab.

Nick Brousseau

[New Jobs Available \(1\)](#)

My Current Job List

Duration: ● = Full Day ● = Employee Arrives Late ● = Employee Leaves Early ● = Employee Leaves and Returns

Status: ☎ = by Phone ● = By Web ✍ = Prearranged ● = Open ● = Canceled

Ref.	Date	Days /Hrs(h)	Employee	Building	Dur.	Stat.	Notes
787726	7/21/2011	1.0d	Jessica Carnes	WillSub Middle School	●	✍	
787727	7/22/2011	1.0d	Jessica Carnes	WillSub Middle School	●	✍	
787728	7/25/2011	1.0d	Jessica Carnes	WillSub Middle School	●	✍	
787729	7/26/2011	1.0d	Jessica Carnes	WillSub Middle School	●	✍	

Nick Brousseau

Available Requests

Duration: ● = Full Day ● = Arrive Late ● = Leave Early ● = Leave and Return

Date	Days	Employee	Building	Duration	Notes
5/2/2012	1	Kathy Vintevoghel	WillSub High School	●	

[Accept or decline job.](#)

Date: 5/2/2012

Number of Days: 1

Employee: Kathy Vintevoghel

Classification: Mixed

Category: Teacher

Primary Subject: Art

Secondary Subject: Physical Education

Job Notes:

Building: WillSub High School [Map the school](#)

Address: 123 Easy St.

City, St. Zip: Petoskey, MI 49770

School Phone: (989) 786-4848

Sub Required: Yes

Duration: Full Day, Arrive at: 8:05 AM on 5/2/2012; job ends at: 4:12 PM on 5/2/2012.

Notes for Substitute:

If you do not want to act on this request, press the back button on your browser

[Accept Request](#) [Decline Request](#)

Sprint 3:56 PM

m.willsub.com/index.asp

Available Job

Date: 04/16/13
8:05 AM - 4:12 PM

Employee: Kathy Vintevoghel/Teacher

Subject: Art

Building: WillSub High School

Address: 123 Easy St. Petoskey, MI. 49770

Phone: (989) 786-4848

Duration: Full Day

Notes:

[Accept Request](#) [Decline Request](#)

Mobile willSub job view.

Upon accepting an available job online, a screen will appear noting that your response has been submitted. If the request is successful, the job will display on your home page with your current jobs momentarily. If the job does not display on your homepage in your job list, the job was accepted by another substitute before you finalized accepting the request.

[Home](#) [Requests](#) [Commitments](#) [Information](#) [Payroll](#)

Nick Brousseau

ATTENTION!

This is NOT your job YET!

While your response has been submitted to Willsub, it is possible that another substitute has recently accepted this job also. If your submission is accepted, the job will show up on your home page in a minute or so.

Thank you for using Willsub.



Requests:
View All My Jobs

This menu item shows all the jobs you have accepted or have otherwise been assigned to. You can see jobs that have already been worked as well as jobs scheduled for the future.

By clicking the reference number of the assignment, you can view details specific to the job.

If a date is shown under the 'Auth. Date' column, and a number is shown under the 'Auth. Amt. (\$)' column, that job has been authorized for pay.

ESS can only pay you if the school authorizes the job. If these columns do not display any data and it is more than 21 days beyond the date of the job, call the school and ask them to approve it!

Ref.	Date	Days /Hrs(h)	Employee	Building	Dur.	Stat.	Notes	Auth. Date	Auth. Amt. (\$)
11141	7/21/2015	1.0d	Natalie Jackson	Grant High School	●	●		7/27/2015	89.25
11153	7/22/2015	0.5d	Nicholas Brousseau	Reagan Elementary	●	●		7/27/2015	44.63
11513	7/27/2015	1.0d	Tony Lebedintsev	Grant High School	●	●		8/3/2015	89.25
11202	7/29/2015	1.0d	Geralyn Pahl	Grant High School	●	●		8/3/2015	89.25
11298	8/6/2015	1.0d	Alicia Preston	Grant High School	●	●		8/10/2015	89.25
11331	8/10/2015	1.0d	Natalie Jackson	Grant High School	●	●		8/17/2015	89.25
11517	8/13/2015	1.0d	Building Account Teacher	Grant High School	●	●		8/17/2015	89.25

Click to view more job details.

Request Ref# 2296924

You can see the employee you will be subbing for, the location and subject, and the hours that you will work. Additionally, you can view any notes pertinent to the assignment left by the teacher and/or the school.

If something happens and you are unable to work an accepted assignment, you need to select 'Re-Open' to cancel yourself from that job and allow another substitute to accept the assignment. You will be asked to provide a reason for the cancellation.

Date : 5/12/2015

Employee : Jack Boullions , Classification Middle School , Category Teacher

Primary Subject : Mathematics , Secondary Subject:

Building : WillSub Middle School [Map the school](#)

Address : 123 Easy St.

City, St. Zip : Petoskey , MI 49770

School Phone : (989) 786-4848

Duration : Full Day , Arrive at: 8:30 AM on 5/12/2015 ; job ends at: 3:15 PM on 5/12/2015 .

Notes for Substitute : Click to view lesson plans.

Lesson Plans : [Report Examples.docx](#)

Re-Open ⚙️

***** Sub Cancellations *****

You may cancel and re-open a scheduled job until 1 hour prior to the start of the job. If you need to cancel a job within an hour of the start time, contact the school directly to cancel. When you cancel a job, a commitment is created in your willSub account and you will not be notified of any new available jobs for that day.

For snow days, please watch your local news for school closings, as schools will not pay for travel time on a snow day broadcasted on local news channels and radio stations.





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Substitute How To: Update Employee Account Information

Changing Account Information:

To change the contact information in your willSub account, you will first need to update this information in your employee account.

To quickly and easily access your employee account, select the 'Information' tab, and 'My Information'. Click the link 'Click here to update personal information'.

With this link, you are also able to update other personal information regarding your account, such as: direct deposit information, tax withholdings, educational information, etc...


Home	Requests	Commitments	Information	Payroll
Nick Brousseau				
My Information				
My Information Use the form below to make any changes.				
Address 1:		123 Easy Street		
Address 2:				
City, State Zip:		Texarkana , AR 71855		
Home Phone:		() -		
Cell Phone:		(903) 444 - 5555		
Work Phone:		() -		
email:		nbrousseau@ESS.com		
Click here to update personal information				
Change PIN				

WillSub Employee Information:

Clicking this link will take you to your employee account portal. Through this employee portal, you will be able to review and edit items such as: your contact information, education information, direct deposit information, tax withholdings, and your required training videos.

****Keep in mind that depending on what information is being changed, additional documentation may be required.****

Note: Make sure you have a number in the 'Cell Phone' field if you want to be eligible to receive text message alerts.


logout

Willsub Employee Information

Home

Personal Information

Education

Direct Deposit

Federal Taxes

State Taxes

Training Videos

Personal Information

Details

Personal Information

Name: Nick Brousseau

email: nbrousseau@pcmi.com

Address 1: 123 Easy Street

Address 2:

City: Texarkana State: Arkansas Zip: 71855

Home Phone: - -

Cell Phone: 903 - 444 - 5555

Work Phone: - -

Emergency Contact Information

Contact Name: Jessica Johnson

Relationship: Sufficient Other

Home Phone: 903 - 444 - 6666

Cell Phone: - -

Work Phone: - -

Click to confirm changes and update your information.



Payroll: View Payroll Transactions

This menu item lets you see all pay transactions and provides access to your actual pay stubs. Each pay period ending date will be listed. Current year payroll transactions are shown from July 1st to June 30th.

Click on the blue ID number to see the detail of that pay transaction as shown below.

Payroll: View Payroll Archives

This menu option lets you view pay information for previous school years. Click on the blue ID number to see the detail of that archived pay transaction.

Home Requests Commitments Information Payroll						
Nick Brousseau						View Payroll Transactions
Willsub Payroll Transactions Access Dynamic Pay S						View Payroll Archives
						Pay Periods
						Access Dynamic Pay Stubs
ID	Prd. Ending	Pay Date	Description			Gross
619032	5/7/2016	5/20/2016	Payroll transaction		for period ending 5/7/2016.	\$585.00
613630	4/23/2016	5/6/2016	Payroll transaction		for period ending 4/23/2016.	\$617.50
608458	4/9/2016	4/22/2016	Payroll transaction		for period ending 4/9/2016.	\$650.00
603746	3/26/2016	4/8/2016	Payroll transaction		for period ending 3/26/2016.	\$325.00
598852	3/12/2016	3/25/2016	Payroll transaction		for period ending 3/12/2016.	\$650.00
593584	2/27/2016	3/11/2016	Payroll transaction		for period ending 2/27/2016.	\$650.00
588469	2/13/2016	2/26/2016	Payroll transaction		for period ending 2/13/2016.	\$520.00
583406	1/30/2016	2/12/2016	Payroll transaction		for period ending 1/30/2016.	\$227.50
578470	1/16/2016	1/29/2016	Payroll transaction		for period ending 1/16/2016.	\$162.50

Listed for each job is the reference number, date, location, amount of time worked, and the pay authorized during that pay period.

You are only able to view gross pay amounts in your willSub® account. To view your complete pay stub, select the 'Click here' link to access your Dynamic Pay Stubs(see p. 13 for details).

If a job worked prior to the pay period end date does not appear on your pay transaction, confirm that the job was authorized for pay (see p. 14 for details). ESS can-not issue pay for a job until the district authorizes us to do so.

Home Requests Commitments Information Payroll						
Nick Brousseau (PCMI) as Amanda Anderson						
PCMI - PO Box 516 - Portland MI 48875						
Payroll transaction for Nick Brousseau				Gross Earnings : \$325.00		
				Transaction ID	603746	
				Period Ending	3/26/2016	
				Pay Date	4/8/2016	
Click here to access your Dynamic Pay Stubs						
Ref#	Date	Building	Description			Authorized Pay
2809316	3/14/2016	College Hill Elementary School	1.00 day sub for Building Account-Teacher			\$65.00
2809317	3/15/2016	College Hill Elementary School	1.00 day sub for Building Account-Teacher			\$65.00
2809318	3/16/2016	College Hill Elementary School	1.00 day sub for Building Account-Teacher			\$65.00
2809319	3/17/2016	College Hill Elementary School	1.00 day sub for Building Account-Teacher			\$65.00
2809320	3/18/2016	College Hill Elementary School	1.00 day sub for Building Account-Teacher			\$65.00



Note: To print your pay stub, login to your Dynamic HR payroll account through the link shown above.



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Substitute How To: View Payroll

Payroll: Access Dynamic Pay Stubs

When you first access your DynamicHR payroll account, you will be required to select and answer three security questions. Click 'Continue' to submit your responses and access your payroll account.

West Educational Leasing, Inc. | Welcome | My Account | Home | Help

My Information | My Payroll

Set Challenge Questions

Challenge Questions

Select question1: In what city did you meet your spouse/significant other? Answer:

Select question2: What is the first name of your childhood best friend? Answer:

Select question3: What is the name of your eldest sibling's employer? Answer:

After answering the security questions, you will be able to see your detailed pay stub, including all taxes and any other deductions from your deposits. Under 'My Information', you can check the setup of your deductions, direct deposits, and tax exemptions. Under 'My Payroll', you can see past pay stubs, W-2 forms, and other items related to your pay from ESS.

West Educational Leasing, Inc. | Welcome | My Account | Home | Help | Logout

My Information | My Payroll

Welcome

Latest Pay Checks										
Check Date	Check Number	Pay Begin	Pay End	Gross Wages	FICA SS	FICA Med	FICA W/H	Fed. W/H	State Local W/H	Net Wages
09/12/2014	0000000013593	08/17/2014	08/30/2014	260.00	16.12	3.77	2.15	2.08	0.00	235.88

[See more](#)

News

Your Current Status

Your last Pay Check was [9/12/2014](#).

Commitments: New

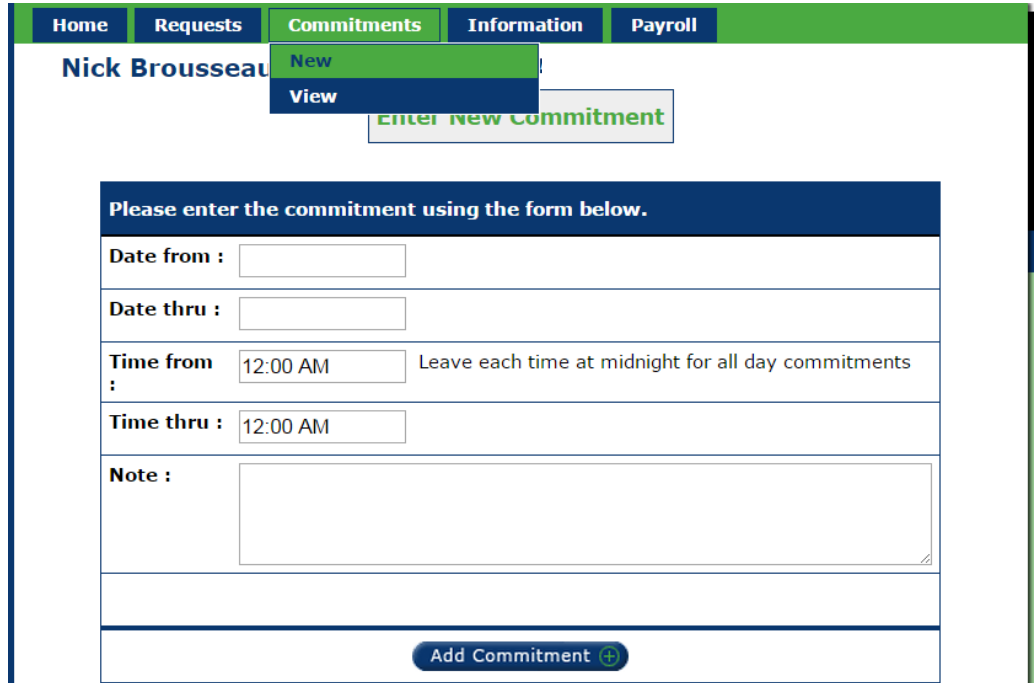
This menu item allows you to block out dates you may be out of town or otherwise not available. Select a date range from the calendar, enter any notes, and click the 'Add Commitment' button. The notes are for your personal use; they cannot be seen anywhere else in the system. Once this is done, you have deactivated yourself for only that day or range of days, eliminating yourself from the call list. You can also select the hours during which you are unavailable to block yourself for a certain time period within the day.

This lets you customize your own schedule!

Commitments: View

This menu option shows all the days you are booked in the system. 'Willsub Committed' indicates you are already working in a school on that day. A '-delete-' in the column means you have blocked this day out for your personal schedule.

If you wish to cancel a commitment, click the '-delete-' link. You will now be able to accept jobs again for that day.



Please enter the commitment using the form below.

Date from :

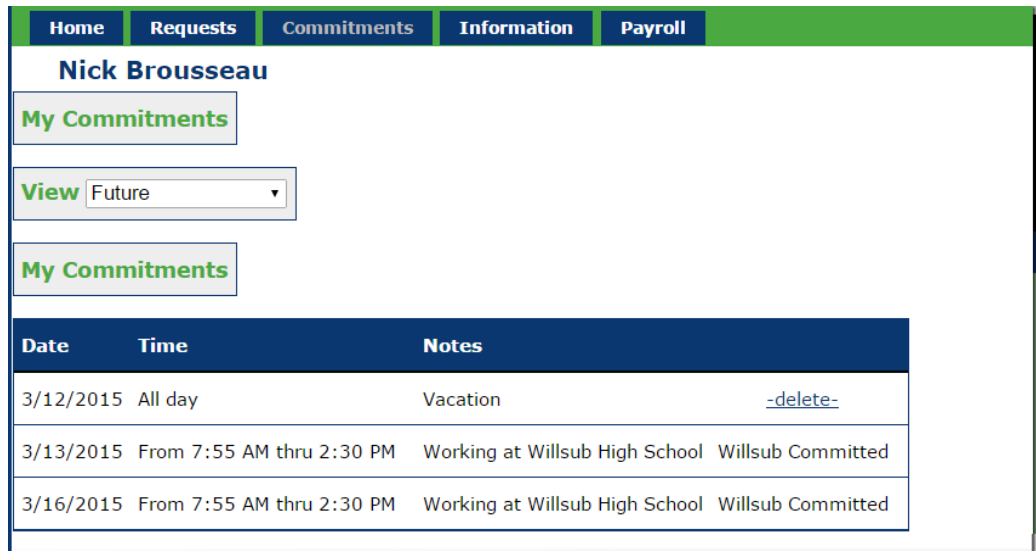
Date thru :

Time from : 12:00 AM Leave each time at midnight for all day commitments

Time thru : 12:00 AM

Note :

Add Commitment +



My Commitments

View:

Date	Time	Notes
3/12/2015	All day	Vacation -delete-
3/13/2015	From 7:55 AM thru 2:30 PM	Working at Willsub High School Willsub Committed
3/16/2015	From 7:55 AM thru 2:30 PM	Working at Willsub High School Willsub Committed



Note: If you decide to use this feature, please adjust your willSub® schedule to match your personal schedule! If your situation changes, you can delete the blocked time to make yourself available again; if you don't, the system will not list you as available!



***** Subs cannot call into willSub for available jobs. *****
They can only find information for available jobs online.

How To Accept Jobs Over the Phone

- A.** Answer call from willSub® – say “hello” or press 1 to activate the system.
- B.** Listen to substitute request information.
- C.** Select request option 1, 2, 3, 4, 5, 6, or 9.

1. Accept

Enter PIN followed by the # key.
Record request reference number.
Present this number when reporting to the office.

2. Decline

Decline this job.

3. Decline All

Decline all jobs on this day.

4. Call Back

Have willSub call back on the next cycle if the job is still available.

5. Replay Message

Replay request information.

6. Which Substitute Called

Play User ID of substitute called for this job.
Helpful when 2 or more substitutes use the same phone number

9. Report Wrong Number

If this is confirmed, this will disable the user from the willSub system.

Note: Cell phone connections with extraneous noise may not register correctly. Be sure you are in an area with no static and no other loud sounds to interfere with the call.





- Q: I called back the willSub® phone number that called me about a job, and the automated system told me my User ID and PIN were invalid; why is that?**
A: The phone number that calls out to substitutes only takes incoming calls from teachers and other school staff for the purpose of requesting a substitute. Substitutes only receive calls from willSub; there is no call-in number for substitutes. If you missed a call from willSub, visit the website @ www.willsub.com and access your account to look for the available job that you were called about.
- Q: Why am I not seeing jobs?**
A: There could be several reasons why you are not seeing jobs. First, you need to have met all the requirements for the State Department of Education as well as the school districts or corporations where you wish to sub. This may include a background check and fingerprinting, along with other requirements. You can determine your status by selecting 'My Requirements Status' under the Information menu. In addition, you will only see jobs at school buildings that you have selected under your 'School Preferences' (see p. 5). Furthermore, substitutes who are on teachers' preferred sub lists will see jobs before substitutes who are not. Since 97% of jobs are taken online, it will help your chances if you check your willSub account often to look for available jobs online.
- Q: How will I know when it is the end of a pay period and when I receive direct deposits into my account?**
A: You can select 'Pay Periods' under the Payroll menu which lists the pay period beginning and ending dates. The deposit date is the date funds will be paid for all authorized jobs during that pay period.
- Q: Can I change my contact phone number?**
A: You can change the phone number used by willSub to contact you in 'My Information' under the Information menu. Cell phones are supported, but a noisy line may interrupt the automated voice system making the call (see p. 11).
- Q: Can I change my User ID and PIN?**
A: You may change your PIN by selecting 'My Information' in the Information menu and clicking the 'Change PIN' button. Your User ID, however, cannot be changed.
- Q: How can I make myself unavailable for jobs?**
A: You may enter commitments of any sort by selecting 'New' under the Commitments menu. Commitments entered by you or those entered by willSub when you have taken a job can be displayed by selecting 'View' under the Commitments menu. You may delete any commitments entered by you by clicking the '-delete-' link.
- Q: When I accept a job online, when will I know if I got the job?**
A: If willSub is not actively making phone calls on the job you accepted, you will see the job on your home page in a few seconds. If willSub is making calls on the job, you may need to wait a minute in order for willSub to complete the phone call. If the job does not appear on your home page after 2-3 minutes, it was most likely taken by the sub being called when you clicked the 'Accept Request' button.
- Q: If there is a snow day, how will I know if my substitute job has been cancelled?**
A: Substitutes are responsible for listening to the television or radio broadcasts to determine if they should report to school.
- Q: Can I set my preferences so that I don't receive phone calls?**
A: You can set your preferences to receive no calls, to only receive calls on certain days, or to only receive calls during certain times. Just select 'My Preferences' under the Information menu after you login (see p. 3).
- Q: How much do I get paid?**
A: ESS does not determine nor recommend rates of pay for a district. Your rate of pay will be the amount authorized by each individual district and may vary depending on location. You are able to view pay rates in your willSub account by going into 'School Preferences' and selecting an individual school building. Rates of pay will be listed next to each active substitute category (see p. 6).