ReadySub for Employees

Employee User Guide
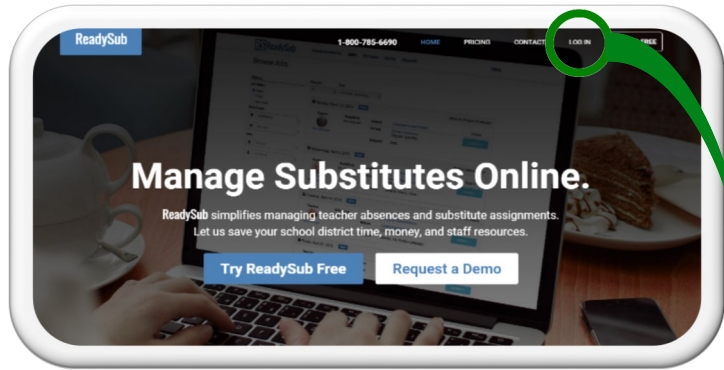
RS ReadySub

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What is ReadySub?

ReadySub is a state of the art employee absence management and substitute placement system. As an employee you can post absences, upload lesson plans and notes, assign and request substitutes, receive email and optional text notifications, select favorite substitutes, track your absences and receive announcements from administrators.

Log In

To log in to ReadySub, enter www.readysub.com into your internet browser. Navigate to the top right corner of the screen and select Log in. You will be redirected to the ReadySub login page where you can enter your email address and password.

Once your account is activated, you will receive a Welcome email with a temporary password. You can then update your password for future logins. If you would like ReadySub to remember your username and password, make sure to check the Remember Me box towards the bottom left corner of the screen.
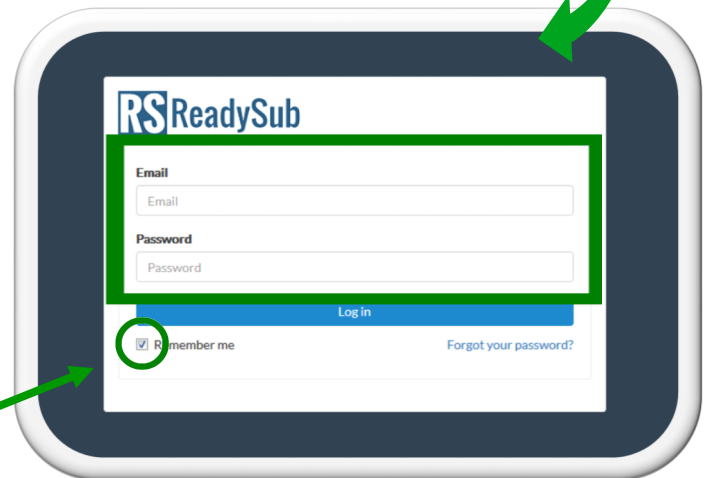
Announcements

As an employee, you have access to organization wide announcements. To access them, simply click on the Announcements tab towards the top left portion of your screen.

Included in each announcement is the creator's name, title, and photo, the date of publication, the header, and the body of the post.
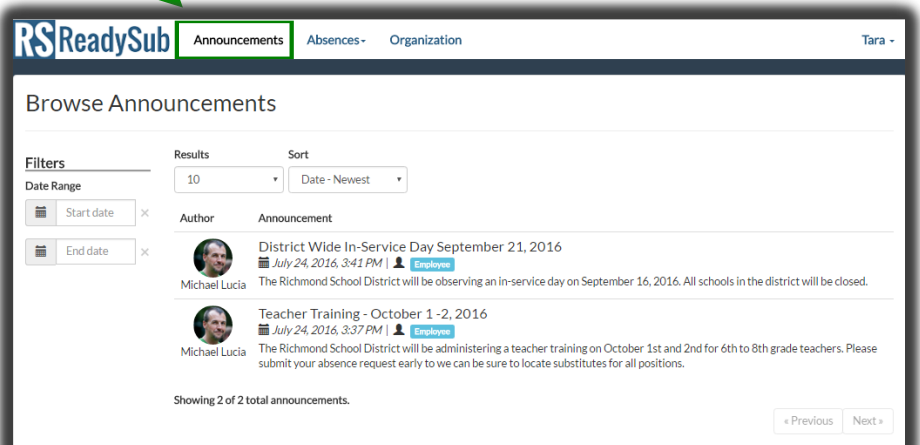
Post an Absence

To post an absence, navigate to the Absences tab followed by Post an Absence. Select the absence date, reason, and the corresponding classification (qualification). You can then choose to assign a substitute, request up to 5 substitutes or leave the section blank in which case ReadySub will notify all qualified and available substitutes.

To assign a substitute, click the Assign Substitute field and choose any sub that meets your classification and scheduling requirements. Once you've assigned a substitute, the absence will be automatically filled however you will need to check the Confirm Prearrangement so that ReadySub knows you've already spoken to the substitute and they've agreed to take the job.

To request one or more substitutes, click the Add button next to Requested Substitutes and select your substitutes. All requested substitutes will have a certain number of hours or days (set by your administrator) from the time the job is posted to accept the position. The standard is 72 hours or until 5:00PM the night before the job local time (whichever is sooner), however your administrators can change the 72 hour duration. If none of the requested substitutes have accepted the job after the reservation period, the job will be posted for all qualified substitutes to view and accept.

In addition to the date, reason for the absence, and classification, you can designate the room number and add any job notes and attachments. To complete the absence request, click Post and you will be sent to the absence summary page for review. If the absence requires administrator approval you will be notified of its pending status and when your admin approves/denies it.

Cancel an Absence

To cancel an absence, access the My Absences page and click Cancel next to the absence you'd like to cancel. You can designate a reason for cancelling the absence (optional) so your administrators are fully informed.

You can cancel an open absence as well as one that has already been filled. In the event that a substitute has already been assigned to the absence, they will be notified that their job has been cancelled. If the absence is open, only your administrators will be notified and the absence will be removed from the list of available jobs.
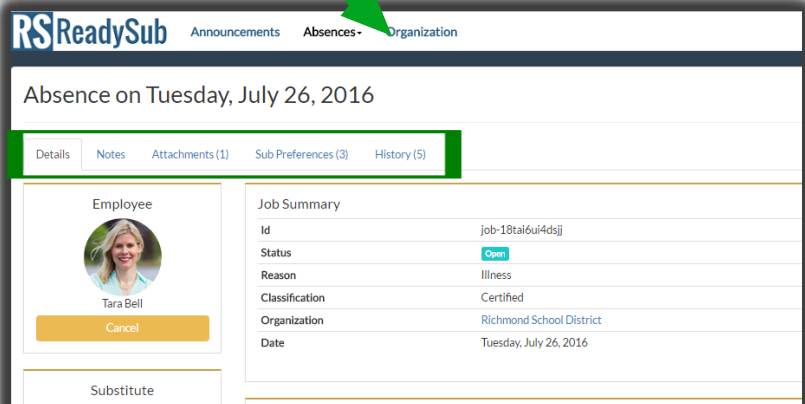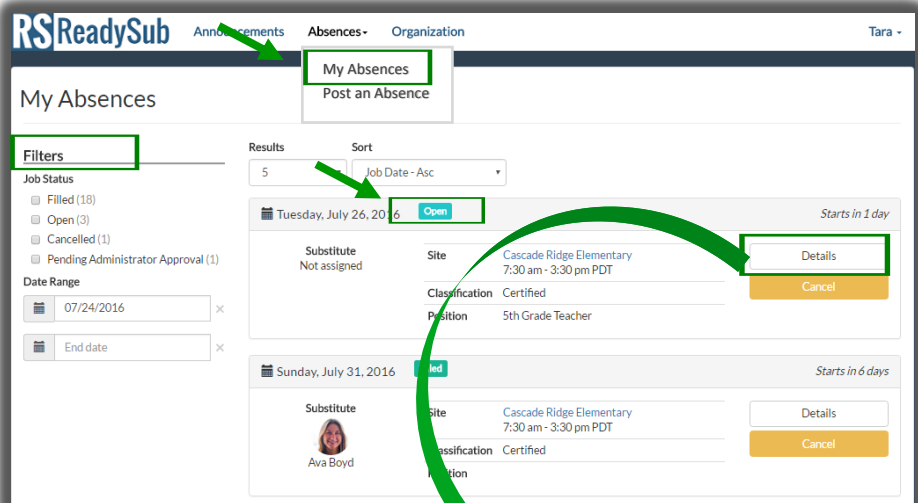
View your Absences

To view any of your absences, navigate to the My Absences page at the top of your screen. Included in each listed absence is its status, time, date and your organization, site, and name.

To narrow down your search by date, use the filters to the left side of the screen. You can also quickly differentiate between your open absences, those that have been filled, and any that have been cancelled by you or your administrator.

To view absence details, upload notes and attachments or to cancel an absence, click the Details button next to the absence you'd like to view. In addition to the time, date, organization, and site, you'll see the absence history (when the job was posted), any preferred and blocked substitutes, and any notes and attachments you've already added to the post.

Add Notes & Attachments to Your Absence

There are two methods for uploading notes and attachments to your absence request. The first is during the actual posting process (see the Post an Absence section).

The second method for posting notes and attachments is via the Absence Details page which is accessible from your My Absences page. Towards the middle of the details page, you will see two tabs titled notes and attachments. You can upload notes specifically for the substitute and administrators and attach documents for all parties to view.
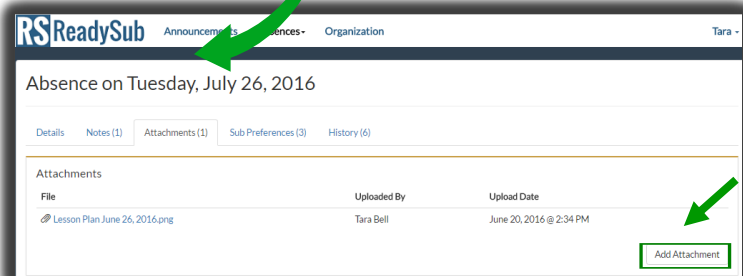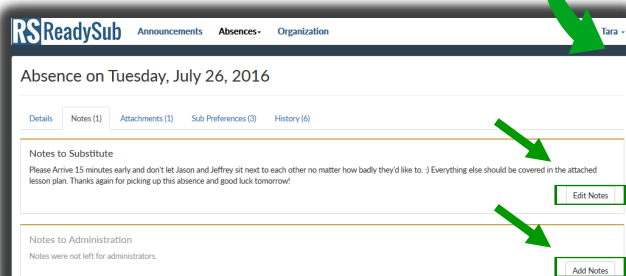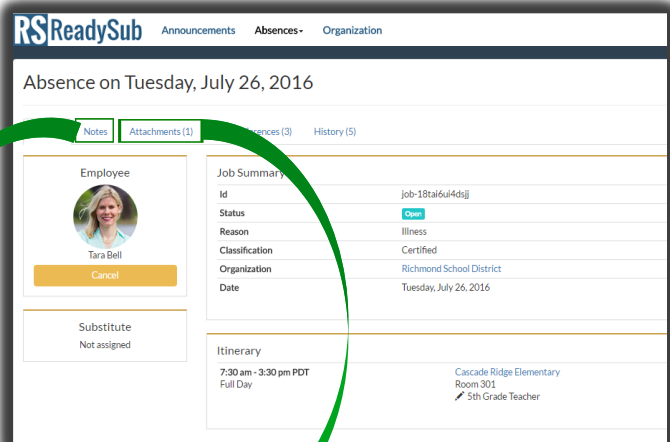
Edit Your Profile

To access your personal account information, hover over your name and select the Account tab towards the top right corner of the screen.

Towards the middle of the page you'll see three tabs labeled Profile, Notification Preferences and Substitute Preferences.

To edit your Profile information, click the Edit Account button towards the bottom right portion of the screen.
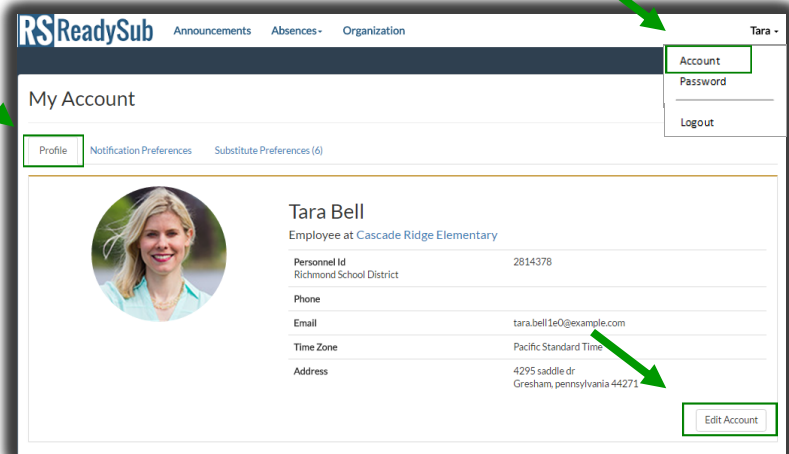
Update Your Notification Preferences

As an employee you can update your notification preferences by hovering over your name and selecting Account followed by the Notifications Preferences tab.

You can be notified via text and email when an absence is created, edited, or cancelled, when a substitute is assigned to/accepts the job, and if they've provided feedback on their classroom experience.

Depending on your administrator preferences, certain absence reasons (vacation for example) may require an administrator approval. In these cases you can be notified via text message and email when an administrator approve/denies your request.
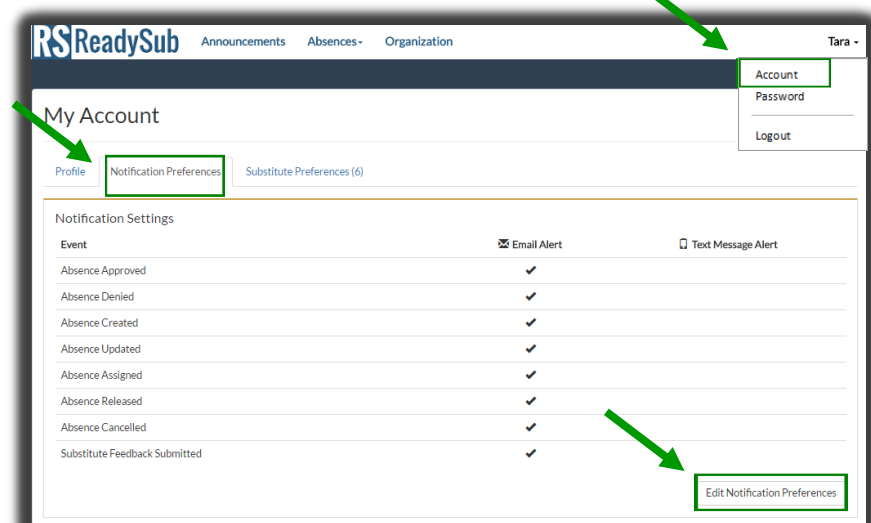
Email Notifications

ReadySub can notify employees via email when absences are created, edited, cancelled, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator and if a substitute has left any feedback on their classroom experience.

To access the absence, open the email notification and click on the Job ID link. If you're logged into ReadySub, you will be taken directly to the Job Details page. If you're not logged in, you will be sent to the ReadySub login page and upon logging-in, you will be taken directly to the Job Details page.
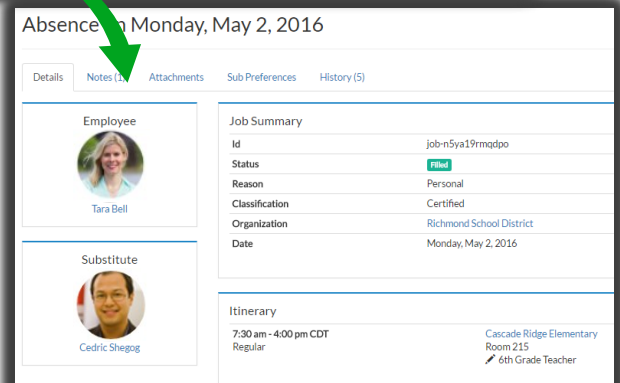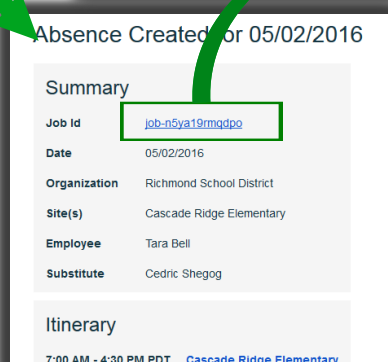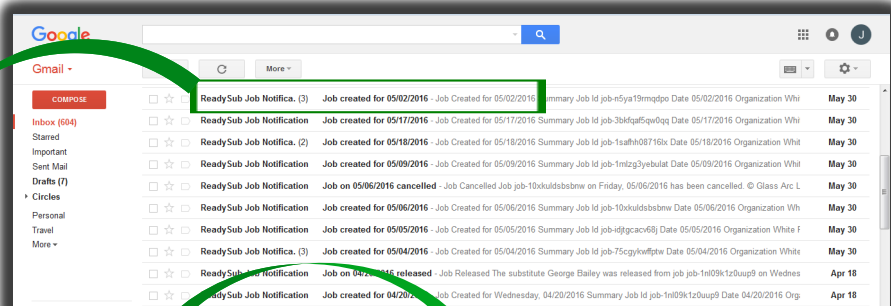
Text Notifications

As an employee you can receive text message notifications when absences are created, edited or cancelled by an administrator, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator, or if a substitute releases a job prior to the start date or has left any feedback on their classroom experience.

To adjust your text message settings, go to your Account page followed by the Notification Settings tab. To access the absence from a text message, simply click on the corresponding link and login.

Your job on Thursday 10/3/2017 was filled by Substitute Ava Boyd. Details:

www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 was approved! Details:

www.goo.gl/R01MVK

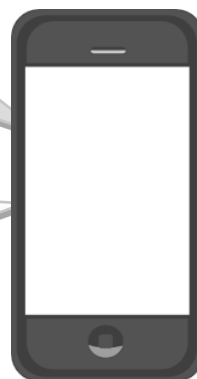Your Job on Thursday, 10/3/2017 has been updated. Details:

www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 was released by Substitute Ava Boyd. Details:

www.goo.gl/R01MVK

Set Favorite & Blocked Substitutes

ReadySub offers employees the ability to establish up to 5 favorite substitutes and block as many substitutes as they like.

Favorite Substitutes automatically populate into each of your absence posts as Requested Substitutes and Requested Substitutes are the first to be notified of your absences.

Requested Substitutes can access and accept your absences/jobs before the rest of the available and qualified substitutes in your organization are notified.

Blocked Substitutes are unable to view any of your absences or receive notifications. Should an administrator attempt to assign a blocked substitute to one of your absences, ReadySub will notify them that they've been blocked.
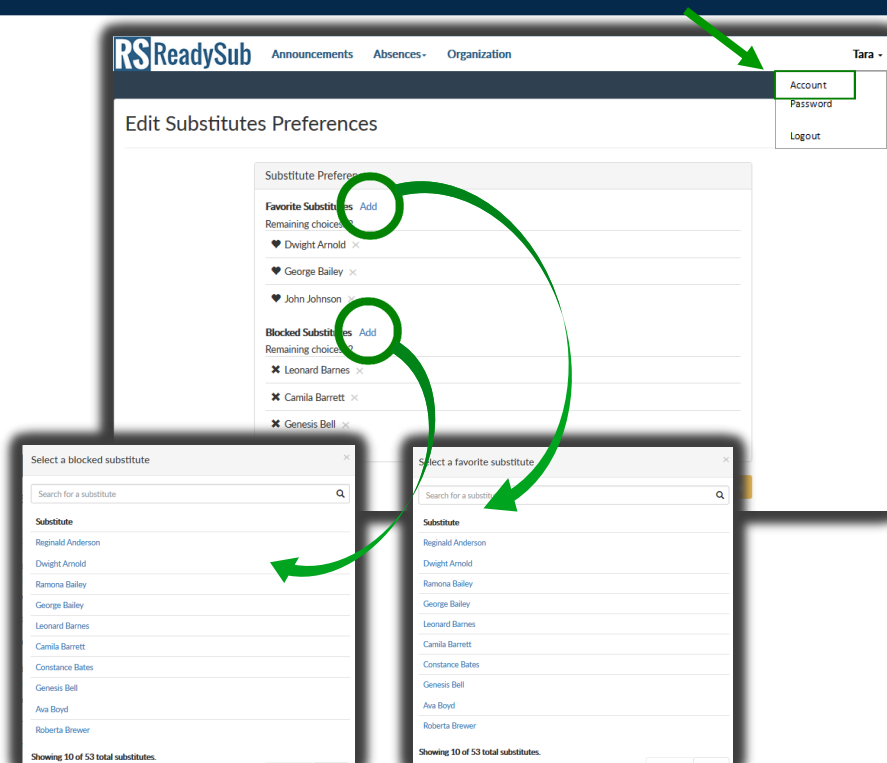
Your Organization

The Organizations tab is a way to access your administrator's contact information including phone number, address, and the website of your organization.
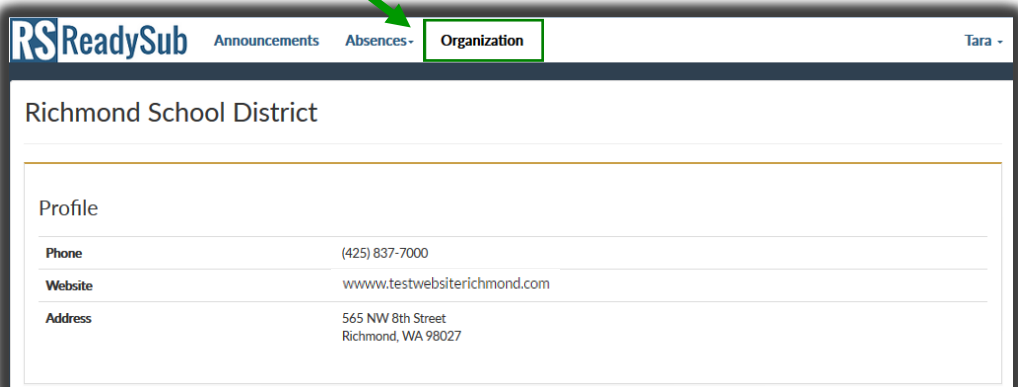
Change Your Password

To change your password, hover over your name and select Password. Submit your current password followed by your new password. Select Change to finalize the newly created password.

Forgot Your Password

In the event that you forget your password and need to generate a new one, go to the log in page at www.readysub.com/account/login and select Forgot your password?

You will be redirected to the Forgot Password page where you can type in your email address. Upon selecting Send Reset Link, you will be emailed a link to create a new password.

The link is valid for 24 hours and connects you directly to the page where you can type and confirm your new password.

Log Out

To log out of ReadySub from any page on the platform, hover over your name and select Log Out. You will be taken directly out of the system and back to the ReadySub login screen.