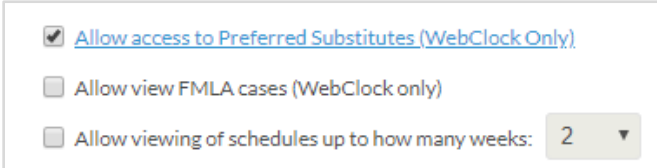


## How to Create a Preferred Substitute

The process of enabling employees to select preferred substitutes is a multi-step process. Follow each one to make use of this feature, which included in SubSearch Plus.

### Setting Clock Configurations

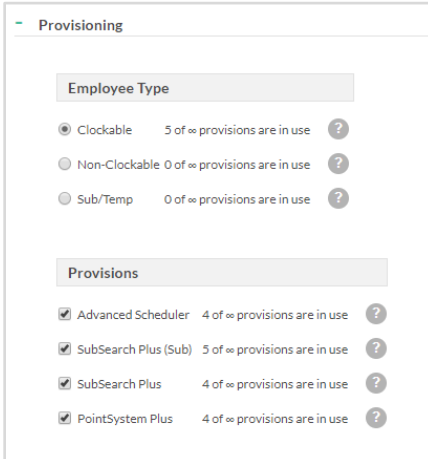
1. Navigate to **Configuration > Other Configurations > Clock Configurations**. Expand the **View Settings** section.
2. Fill the checkbox labeled **Allow access to Preferred Substitutes (WebClock Only)**.



3. Click the blue **Save** button in the upper right corner.

### Enable Provisioning

1. Navigate to **Employee > Employee Profiles**.
2. Select the employee who will have the substitute fill in for him or her.
3. Click the **Access** tab, and then expand the **Provisioning** section.



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## How to Create a Preferred Substitute

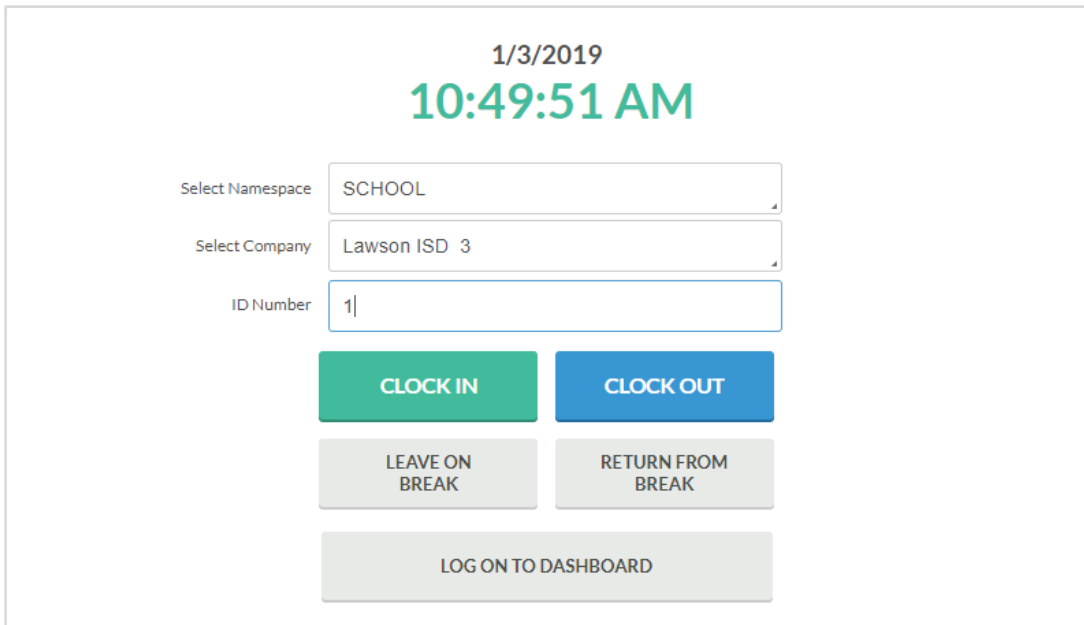
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### TimeClock Plus

4. Make sure the employee is marked as **Clockable** in **Employee Type**, and provisioned for **SubSearch Plus** in **Provisions**. Click the blue **Save** button in the upper right corner.
5. Go back to the list on the left-hand side, and check the employee who will work as a substitute. Again, click the **Access** tab, and expand the **Provisioning** section.
6. Fill the **Clockable** and **SubSearch Plus (Sub)** radials, and then click the blue **Save** button in the upper right corner.

### Setting a Preferred Substitute in WebClock

1. Enter a valid employee ID number in the field labeled **ID Number**. Then, select the gray button labeled **Log On To Dashboard**.



1/3/2019  
10:49:51 AM

Select Namespace: SCHOOL

Select Company: Lawson ISD 3

ID Number: 1

CLOCK IN    CLOCK OUT

LEAVE ON BREAK    RETURN FROM BREAK

LOG ON TO DASHBOARD

2. Navigate to **View > Preferred Subs**.
3. Click the green **Assign** button in the upper left corner. The **Assign Preferred Subs** window opens.

## How to Create a Preferred Substitute

### TimeClock Plus

- Fill the checkboxes adjacent to the name of the substitute. Then, click the blue **Assign** button.

Assign Preferred Subs
?

Showing 1 records of 1      Selected 1 records

<input checked="" type="checkbox"/>	First Name	Last Name↑
<input checked="" type="checkbox"/>	Felicia	Lopez

Cancel
Assign

- The new preferred substitute(s) appear in the list below the green **Assign** button. To remove them, click the red - button.

## PREFERRED SUBS

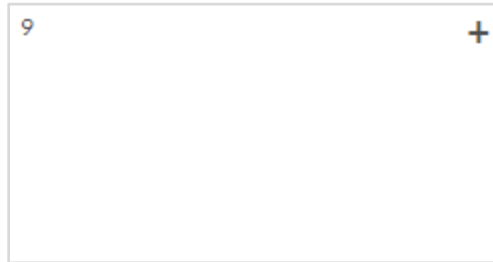
+ Assign

Showing 1 records of 1

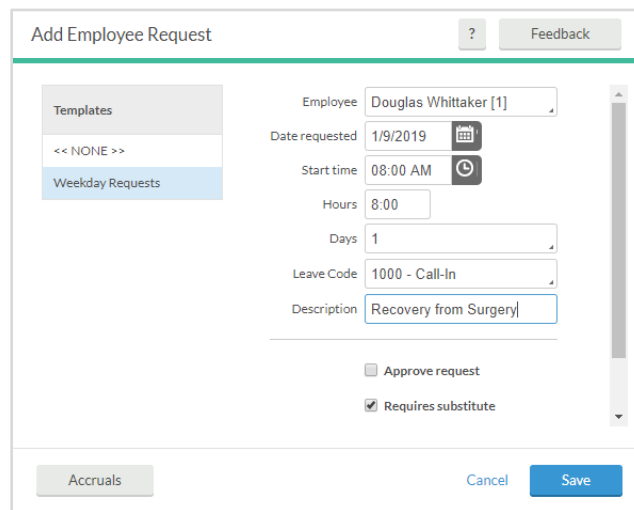
Unassign	First Name	Last Name
<span style="color: red; font-weight: bold;">-</span>	Felicia	Lopez

## Making a Request

1. Navigate to **Tools > Request Manager**.
2. Click the + sign in the upper right corner of a day on the calendar.



3. The **Add Employee Request** wizard appears. Configure the following options:



- **Templates:** If templates are used, select one from the list.
- **Employee:** Choose the employee's name from the drop-down menu.
- **Date requested:** Select a date from the date range picker.
- **Start time:** Use the clock icon to choose what time the day begins.
- **Hours:** Enter the number of hours the shift will last.
- **Days:** Enter how many days of leave are required.
- **Leave Code:** Choose a leave code from the drop-down menu.



4. Fill the checkbox labeled **Requires substitute**, and then click the blue **Save** button. The pending request should appear as shown below.

7	+	8	+
<b>Pending (1)</b>		<b>Pending (1)</b>	
Douglas Whittaker <input type="checkbox"/>		Douglas Whittaker <input type="checkbox"/>	
08:00 AM 8:00		08:00 AM 8:00	
1000 - Call-In		1000 - Call-In	
<u>Sub: Not Found</u>		<u>Sub: 0/2 Subs Found</u>	

**NOTE:** On the seventh, "Sub: Not Found" means the request requires only one substitute. On the eighth, "Sub: 0/2 Subs Found" means the request requires two substitute employees.

**For assistance, please call Customer Support at (325) 223-9300  
Or visit us at [Support.TimeClockPlus.com](http://Support.TimeClockPlus.com)**