



## Substitute Services: Employee FAQ's

**Q: Who can give me my log in information for the sub system?**

A: Contact your Regional Substitute Coordinator.

253-840-8824 Johna Noble	7:30am-4:30pm	Region 1
253-841-8607 Tyler Ann Maringer	6:00am-3:00pm	Region 2
253-841-8788 Holly Jette	5:30am-2:30pm	Region 3

**Q: I noticed my Sub Coordinator has a personal email and a Regional email. Do I need to use both to contact my sub coordinator or is there a preference?**

A: All communication should be made to the Regional Sub Coordinator email boxes because all Sub Coordinators have access to view all of these email boxes in case one person is absent. Please use:

[Region1SubstituteCoordinator@puyallup.k12.wa.us](mailto:Region1SubstituteCoordinator@puyallup.k12.wa.us)

[Region2SubstituteCoordinator@puyallup.k12.wa.us](mailto:Region2SubstituteCoordinator@puyallup.k12.wa.us)

[Region3SubstituteCoordinator@puyallup.k12.wa.us](mailto:Region3SubstituteCoordinator@puyallup.k12.wa.us)

**Q: Who do I need to report leave to?**

A: It is each employee's responsibility to report your leave in the sub system or request leave through the correct Regional Substitute Coordinator. It is always nice to let your school know you are sick, but no one at your school will have your access information to report your absence in the sub system to be able to call a sub. Call 253-840-8869 to access the sub system or log in online using this link:

<https://sub.puyallup.k12.wa.us/logOnInitAction.do>

**Q: Can I access the sub system online?**

A: Yes! Follow this link: <https://sub.puyallup.k12.wa.us/logOnInitAction.do>

user id is the same as your Access ID

password is the same as your PIN

**Q: I do not see the leave type I need, do I just enter Sick Leave instead?**

A: Employees may self-report Sick Leave (days of illness or medical appointments) and Emergency Leave. Emergency Leave must fit the guidelines outlined in your CBA. All other leave types such as Personal Leave, must be requested and approved prior to the absence from your Regional Sub Coordinator. Requests should be made through the regional email:

[Region1SubstituteCoordinator@puyallup.k12.wa.us](mailto:Region1SubstituteCoordinator@puyallup.k12.wa.us)

[Region2SubstituteCoordinator@puyallup.k12.wa.us](mailto:Region2SubstituteCoordinator@puyallup.k12.wa.us)

[Region3SubstituteCoordinator@puyallup.k12.wa.us](mailto:Region3SubstituteCoordinator@puyallup.k12.wa.us)

**Q: I don't know what my leave balances are. How can I get this information?**

A: Your leave balance is shown on your paystub in the bottom right corner. You can access your paystub from Employee Online. The user name and password should be the same as your district email.

<https://employeeonline.puyallup.k12.wa.us/ifas7/login/login.aspx?ReturnUrl=%2fifas7%2fEmpOnline>

Look under the tab "Employee Online"

Under the 3<sup>rd</sup> category "Pay Information"

4<sup>th</sup> link is "Check Stub"

This information does not include the current or previous month or anything requested for the future since those deductions have not been processed yet. You can look in the sub system to view your absences to deduct any additional time not yet processed by Payroll.

**Q: Who do I send my leave request to?**

A: All requests for PEA, PESPA, PAEOP (School based locations only), Unrepresented, Security and Interpreters are sent to the Regional Substitute Coordinator for your location.

**Q: I sent a leave request, but have not heard a response. How do I know it has been approved?**

A: Our goal is to respond within 24-48 hours if more information is needed to process your request or to let you know we received your request and you will receive a response regarding approval or denial as soon as the higher priority tasks have been accomplished. Depending on the time of the month/year, this could take 5 school days. Please plan accordingly in case your request arrives during an especially busy time.

**Q: What information do I need to provide in order for my request to be processed quickly?**

A: Please include:

- Type of leave
- Dates (if multiple)
- Time frame (if not a full day)
- Name of your preferred sub
- Confirm if you have already pre-arranged the job with this person. A pre-arranged sub will NOT be called to accept the job. A specified sub will be called to offer the job. The specified sub will need to accept the job in order to secure the job.
- Special Instructions- Example: If you work in multiple locations throughout the day and need to travel as part of your position.

**Q: How do I know which days are blocked from Personal Leave requests or find information regarding Bereavement Leave or FMLA?**

A: Each bargaining group has their own set of guidelines outlined in their contract. Use the link to view the most current version of the Collective Bargaining Agreements on the Puyallup School District website. <https://www.puyallup.k12.wa.us/cms/One.aspx?portalId=141151&pageId=178333>