



Substitute Services: Substitute FAQ's

Q: What is my sub number?

A: Your sub number is your Employee number E012345 without the E0. With this number, subs can enter this number to request you for a job.

Q: Can I accept a job after the start time?

A: Yes, if the job is in callout, it is available.

Q: What if I accept a job and can no longer work that job?

A: If this is a single day job, cancel the job from your assignments and the job will be sent to callout again. If this happens the day of the job, please contact the sub office. We will contact the school to be certain they are prepared in case we cannot fill the job. If it is a multi-day job, do not cancel yourself or you will lose all the remaining days in the job. Instead call the sub office and explain you will not be available for a particular date. We can remove this single day.

Region 1 253-840-8824

Region 2 253-841-8607

Region 3 253-841-8788

Q: If you miss a call for a job that is in callout, is there a way to still accept the job?

A: If this happens between 5:30am-4:30pm, call the Sub Office. A Sub Coordinator can see if the job is still available and stop the job in callout and place you in the job if it is still available.

Region 1 253-840-8824

Region 2 253-841-8607

Region 3 253-841-8788

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:

Last name begins with A-H Region1SubstituteCoordinator@puyallup.k12.wa.us

Last name begins with I-P Region2SubstituteCoordinator@puyallup.k12.wa.us

Last name begins with Q-Z Region3SubstituteCoordinator@puyallup.k12.wa.us

Q: How can I increase the number of calls I get for jobs?

A: The more open your sub profile is, the more job opportunities you will receive. The sub system matches available jobs to your sub profile. The more open your schedule, more locations and classifications listed, will provide matches to available jobs.

Q: I want to accept a job with multiple days in the assignment, but I am not available for one of the days. Can I still accept this job?

A: Most employees prefer a single sub for the duration of the assignment. Your Sub Coordinator can always ask the employee if they are willing to have more than one person sub for the time frame.

Q: When do I get paid?

A: Substitutes are paid at the end of the month following the month in which the job was worked. For example: all assignments worked in June will be paid at the end of July.

Q: What time do I need to arrive on Monday and how does the schedule work for early release?

A: The late start and early release schedule applies to the student schedule only. Substitutes need to begin the assignment at the scheduled start time and stay through the duration of the scheduled end time. If you are unable to work the entire scheduled time, do not accept the job. The only exception would be if arrangements have been made with the Sub office and school for urgent coverage of a position. Each principal has the discretion to release substitutes on early release days IF no further work is needed.

Q: When I try to log in to the sub system online, it asks for my username and password. What are those?

A: To access the sub system online, your Access ID is your username and your PIN is your password. Use this link to log in:

Smart Find online

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

Q: Are there training opportunities besides SafeSchools?

A: Yes, use this link to access the Professional Development website:

<https://staffdev.puyallup.k12.wa.us/StaffDev/index.php>

You will need to create a username and password the first time you use this site.

Q: How can I log into my district email?

A: The link below should bring you to the district email log in for offsite access. If you are unable to access your account, EdTec can assist you with email. The Help Desk can be reached at 253-841-8600. Please have your employee number (E0.....) ready.

<https://mail.puyallup.k12.wa.us/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.puyallup.k12.wa.us%2fowa%2f>

Q: Where can I find the place to log into Employee Online?

A: You should be able to access your timecard through Employee Online. The link is below. The user name and password should be the same as your district email.

<https://employeeonline.puyallup.k12.wa.us/ifa7/login/login.aspx?ReturnUrl=%2fifa7%2fEmpOnline>

Look under the tab "Employee Online"

Under the 3rd category "Pay Information"

4th link is "Check Stub"

Q: Is there a place where I can find more information for substitutes?

A: Yes! We have information on the Puyallup School District website available for substitutes at this link:

https://www.puyallup.k12.wa.us/departments/human_resources/substitutes/