

EZ Substitute Management

EZ Substitute Management is an easy-to-use, cloud-based application that facilitates the substitute placement process for teachers and other employees. The system tracks personal/sick/vacation/professional days, sends alerts to substitutes of vacancies, speeds the approval process and has robust reporting capabilities. EZ Substitute Management is the lowest cost solution on the market. There is no contract to sign, no commitment, and no setup cost to try EZ Substitute Management today.

Absence Request

Employees login and request time off via a simple form that includes length of absence, reason for absence, and a preferred substitute option. Additional information for the absence can be shared using the file upload option on this page. Employees can also easily view current and historical absences.

Benefits:

- Eliminates early morning calls to request an absence
- Pre-populated dropdowns provide quick and easy absence requests
- Shortens substitute placement times as substitutes can instantly view available jobs
- Office staff has full visibility into record all absences

Create Employee Absence Request

Date of Absence:

Absence Length Type:

Absence Reason Type:

Absence Comment:

Preferred Substitute:

File Upload:

Date	Reason	Description	Amount	Status	Delete
Employee does not have any absence history records					

Substitute Jobs

Substitutes are able to login at any time to view available jobs and can select the teacher the classroom they would like to work. Available and scheduled jobs can be viewed at any time in an easy to understand calendar format. Text messages or emails can also be sent to accelerate the substitute placement process.

Benefits:

- Real time viewing of available substitute jobs
- Instant notifications of new jobs
- Eliminates calls to fill substitution jobs
- Job opportunities posted on a timely basis

School:

February		March 2016					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	1 Available(34) Scheduled(0)	2 Available(0) Scheduled(1)	3 Available(0) Scheduled(0)	4 Available(0) Scheduled(0)	5 Available(0) Scheduled(0)	
6 Available(0) Scheduled(0)	7 Available(0) Scheduled(0)	8 Available(1) Scheduled(0)	9 Available(0) Scheduled(0)	10 Available(0) Scheduled(0)	11 Available(0) Scheduled(0)	12 Available(0) Scheduled(0)	
13 Available(0) Scheduled(0)	14 Available(0) Scheduled(0)	15 Available(0) Scheduled(0)	16 Available(0) Scheduled(0)	17 Available(0) Scheduled(0)	18 Available(0) Scheduled(0)	19 Available(0) Scheduled(0)	
20 Available(0) Scheduled(0)	21 Available(1) Scheduled(1)	22 Available(0) Scheduled(0)	23 Available(0) Scheduled(0)	24 Available(0) Scheduled(0)	25 Available(0) Scheduled(0)	26 Available(0) Scheduled(0)	
27 Available(0) Scheduled(0)	28 Available(0) Scheduled(0)	29 Available(0) Scheduled(0)	30 Available(0) Scheduled(0)	31 Available(0) Scheduled(0)	1	2	
3	4	5	6	7	8	9	

Available Substitute Jobs

Employee Name	Position	Absence Type	Arrival/Departure	Edit
Kimberly Christy		Sick-Full Day - 7 hours	Full	

Scheduled Substitute Jobs

Employee Name	Position	Absence Type	Arrival/Departure	Edit
No Record Found				





EZ Substitute Management

From EZ School Apps

Absence Calendar

Office staff can view requested and approved absences for each day. Any absences can be approved with a single click. The absence calendar also displays assigned substitutes and times for partial day absences.

Benefits:

- Speedy approval of absences and substitutes
- Ability to quickly determine need for additional substitutes
- Visibility into employee absences at district and school level

Employee Absence Calendar

School:

February		March 2016					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28 Requests(0) Approved(0)	29 Requests(0) Approved(0)	1 Requests(0) Approved(1)	2 Requests(0) Approved(1)	3 Requests(0) Approved(0)	4 Requests(0) Approved(0)	5 Requests(0) Approved(0)	
6 Requests(0) Approved(0)	7 Requests(0) Approved(0)	8 Requests(0) Approved(1)	9 Requests(0) Approved(0)	10 Requests(0) Approved(1)	11 Requests(0) Approved(1)	12 Requests(0) Approved(0)	
13 Requests(0) Approved(0)	14 Requests(0) Approved(1)	15 Requests(0) Approved(0)	16 Requests(0) Approved(0)	17 Requests(0) Approved(1)	18 Requests(0) Approved(0)	19 Requests(0) Approved(0)	
20 Requests(0) Approved(0)	21 Requests(1) Approved(2)	22 Requests(0) Approved(0)	23 Requests(0) Approved(0)	24 Requests(0) Approved(0)	25 Requests(0) Approved(0)	26 Requests(0) Approved(0)	
27 Requests(0) Approved(0)	28 Requests(0) Approved(0)	29 Requests(0) Approved(0)	30 Requests(0) Approved(0)	31 Requests(0) Approved(0)	1	2	
3	4	5	6	7	8	9	

Requests

Name	Absence Type	Arrival/Departure	Substitute	Edit
Adiletto, Michael	Sick-Full Day - 7 hours		Assignment Pending	Edit

Approved

Name	Absence Type	Arrival/Departure	Substitute	Edit
Benedict, Louis	Sick-8 hours		Thomas MacDonald	Edit
Alberts, Stephan	Personal-Full Day - 7 hours		Belinda Barnett	Edit
Coleson, Sheri	Sick-Full Day - 7 hours		Jackson Beausoleil	Edit
Fuller, Carl	Sick-Full Day - 7 hours		Deborah Carson	Edit

Absence Approval

Office staff are able to enter absence requests on behalf of teachers for both single and multiple days. Professional days requiring substitutes are also managed through this page. Multiple absence approvers at the school or district level can be designated with the ability to assign a single substitute for an extended employee absence if needed.

Benefits:

- Eliminates paper or spreadsheet tallying of absences
- Multiple approvers speeds up the approval process
- Office staff has final determination of approved absences and confirms assigned substitutes

Employee Absence Approval

School:

Role:

Employee Name:

Date of Absence: Multiple Dates

Absence Length Type:

Absence Reason Type:

Bucket Type:

Absence Comment:

Substitute:

File Upload:

Status: Approved Declined Not decided

Bucket Adjustments

Bucket adjustments allows days granted by contract to be added at the beginning of each school year. Sick, personal, vacation, and other types of days off can be designated by the school. At the end of a school year the days allotted can carry over or be removed. Additional adjustments can be added or subtracted as needed.

Benefits:

- Easily add days granted by contract
- Office staff time reduced through mass updates for multiple employees

Absence Bucket Adjustment

School:

Role: Select All

Adiletto, Michael Donaldson, Lori Levine, James

Alberts, Stephan Fuller, Carl McNeal, Lawrence

Carson, Deborah Haneford, Deb Pitman, Karl

Christy, Kimberly Kelley, Victoria Riccio, Lawrence

Current Bucket: *

Change: Type:

Adjustment Comment:

Date: *



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Current Absence Bucket

The current absence bucket keeps an up-to-date tally of all absence types whether they are used and unused. This is a useful tool for determining if absence days should be approved. The current bucket can be viewed by office staff and designated absence approvers.

Benefits:

- Eliminates paperwork and spreadsheets
- Ensures tally of absence days is always current and accurate
- Enables office staff and absence approvers to monitor employee absences

Absence Reports

These reports provide key absence information on a daily, weekly, or monthly basis. The absence transactions give all the necessary information that office staff requires. There is also a report that displays all employees and the available days they have remaining for each bucket.

Benefits:

- Automated reports reduce manual errors and speeds up the administrative process
- Auto-calculation of days worked by substitutes facilitates the management and payment of these employees
- All reports can be exported to pdf, excel, and word

System Requirements

EZ Substitute Management is a cloud-based point of sale solution that only requires an internet connection and is accessible through any web browser. The application can run on any desktop, laptop, phone, or tablet device.

Current Absence Bucket

School :

Role :

Employee :

Bucket Name	Full Days Remaining	Total Hours
Bereavement	0.00	0.00
Personal	2.00	14.00
Professional	0.00	0.00
Sick	12.00	84.00
Vacation	0.00	0.00

Bereavement

Date	Reason	Description	Length	Hours	Prev. Amount
No absences found					

Personal

Date	Reason	Description	Length	Hours	Prev. Amount
03/14/2016	Personal	Description	1 x Full Day - 7 hours	-7.00	21.00
03/01/2016	Adjustment	Description	3 x Full Day - 7 hours	21.00	0.00

Professional

Date	Reason	Description	Length	Hours	Prev. Amount
03/08/2016	Professional	Description	1 x Full Day - 7 hours	0.00	0.00

Sick

Date	Reason	Description	Length	Hours	Prev. Amount
03/21/2016	Sick	Description	1 x Full Day - 7 hours	-7.00	91.00
03/10/2016	Sick	Description	1 x Full Day - 7 hours	-7.00	98.00
03/01/2016	Sick	Description	1 x Full Day - 7 hours	-7.00	105.00
03/01/2016	Adjustment	Description	15 x Full Day - 7 hours	105.00	0.00

Vacation

Date	Reason	Description	Length	Hours	Prev. Amount
No absences found					

1 of 1 Find | Next

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Employee Absences Report

Employee Name	Substitute	Transaction Date	Reason Type Name	Length Type Name
Carl Fuller	Deborah Carson	3/21/2016 12:00:00 AM	Sick	Full Day - 7 hours
Deb Haneford	Christopher Jones	3/21/2016 12:00:00 AM	Sick	Full Day - 7 hours
Karl Pitman	James Levine	3/21/2016 12:00:00 AM	Personal	Full Day - 7 hours
Kimberly Christy	Austin Minish	3/21/2016 12:00:00 AM	Sick	Full Day - 7 hours
Lawrence McNeal	Victor Klenk	3/21/2016 12:00:00 AM	Personal	Full Day - 7 hours
Lori Donaldson	James Rush	3/21/2016 12:00:00 AM	Professional	Full Day - 7 hours
Louis Benedict	Thomas MacDonald	3/21/2016 12:00:00 AM	Sick	8 hours
Michael Adiletto	Shelby Baglino	3/21/2016 12:00:00 AM	Sick	Full Day - 7 hours
Rob Donnelly	Kevin Rushmore	3/21/2016 12:00:00 AM	Personal	8 hours
Stephan Alberts	Belinda Barnett	3/21/2016 12:00:00 AM	Personal	Full Day - 7 hours



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Setup and Pricing

There is no contract to sign, no commitment, and no setup cost to begin using EZ Substitute Management today. Once registered, access to the environment is available within 24 hours and the full setup (including upload of employees) is usually completed within 72 hours.

	<i>EZ Substitute Management</i>	<i>EZ Substitute Agency</i>
Online employee attendance submission		
Track personal, sick, vacation, professional days, etc.		
Attendance request approval process		
Text messages, email alerts, phone app notifications for substitutes		
Online substitute acceptance submission		
No contract, no commitment, and no setup cost		
Compatible with IE, Safari, Firefox, and Chrome		
Compatible with computer, laptop, tablet, and smartphones		
<i>Cost per school</i>	\$500 Per year*	\$2.00 Per Filled Job

** \$4.00 per employee/substitute if more than 50 total employees at the school
Competitors also have a \$2000-\$3000 setup charge that we do not have*



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