

## Verification

Before the absences and jobs in SubFinder are submitted to payroll, they may require verification. If your district is using the Verification feature, all absences and jobs must be verified before they can be exported to your payroll system.

Click on **Verification** and the following screen will appear:

Edit	ID	Job Date	Employee	Site	Verify Status/Date	Log
<a href="#">Edit</a>	869	07/11/2011	Abreo, Dalia	Parkade Elementary	U	<a href="#">Log</a>
<a href="#">Edit</a>	868	07/13/2011	Abreo, Dalia	Parkade Elementary	A - 07/01/2011	<a href="#">Log</a>

The Verification screen contains the following components and buttons:

- **Pay Period:** Allows you to select the appropriate pay period for which jobs must be verified. Entries for the selected pay period will appear in the Job List at the bottom of the screen.
- **Current Pay Period Verification Status:** This will display the status of the currently selected pay period. The status will either be listed as Complete or Incomplete.
- **Prior Pay Period Verification Status:** This will display the status of the pay period prior to the currently selected pay period. The status will either be listed as Complete or Verification Required.
- **Job Display:** Allows you to determine what information will be displayed in the Job List at the bottom of the screen. You may choose **Substitute and Employee** (shows both the substitute and employee names), **Employee** (shows the employee name but not the substitute name), or **Substitute** (shows the substitute name but not the employee name).
- **Selection Criteria:** You may use these items to refine the list of jobs that appear in the Job List at the bottom of the screen. To use a selection criteria, place a check in the box to the left of the criteria and then fill in the appropriate information.
  - **ID:** By selecting this option and entering a “first ID” and “last ID”, you can specify the job ID range that will be covered in the Job List display. Note: The display will not include any jobs that fall within the ID range but do not fall within the Pay Period selected at the top of the screen.
  - **Date:** By selecting this option and entering a “first date” and “last date”, you can specify the period that will be covered in the Job List display. You can either enter a specific date or date range manually in a MMDDYY format or use the calendar feature to select the dates. For example: June 30, 2011 would be entered 063011. Note: The date range must fall within the Pay Period selected at the top of the screen.
  - **Site:** If your district has set you up as a site group administrator, you will be able to select

the site for which you would like to verify jobs from the dropdown box provided. If you have been set up as a single site administrator, you will only see the site you have been assigned.

- **Employee:** You may choose to display only those jobs associated with a particular employee.
- **Substitute:** You may choose to display only those jobs filled by a particular substitute.
- **Process Status:** By selecting this option, only those jobs that match the specified status will be displayed.
  - **Not Processed:** All jobs will start with this status. It indicates that the job has not been processed by the Data Exchange export program.
  - **Processed:** This indicates that the job has been exported by the Data Exchange program.
  - **Post-Modified Processed:** This indicates that the job was modified *after* being verified and then exported by the Data Exchange program. Since the information has already been sent to Payroll, these jobs typically require special handling.
- **Verify Status:** By selecting this option, only those jobs that match the specified status will be displayed.
  - **Unverified:** All jobs will start with this status. It indicates that the job has not been verified. In the Job List, this status will be represented by the letter **U**.
  - **Verified, Approved:** This indicates that the job has been reviewed by either the system operator or the site administrator and the information is *correct*. Once approved, the data is available for export by the Data Exchange program. In the Job List, this status will be represented by the letter **A**.
  - **Verified, Disapproved:** This indicates that the job has been reviewed by either the system operator or the site administrator and the information is *incorrect*. Jobs with a status of Verified, Disapproved are *not* available for export by the Data Exchange program. In the Job List, this status will be represented by the letter **D**.
- **Order By:** Use this to select how the jobs will be ordered. Choose either **Date** or **ID**.

Once you have made your selections from the Selection Criteria, click Run Request. SubFinder will display the jobs that match your selected criteria in the Job List display.

## Verifying Jobs

Within the Job List, find the job you wish to verify and click the Edit hyperlink to the right of the job. SubFinder will display the following screen:

The main purpose of this screen is to indicate the verification status of the job. However, this screen can also be used to make changes to the job, including the absence time (employee information), job time (substitute information), site, employee, position, reason, substitute, account code and personal budget code.

- **Employee Information:** If you are verifying a job which is the result of an employee's absence, this field will display the specific date and times of the absence. You may edit the absence start and end times if necessary.

Edit/Verify Job: 869

Employee Information	Substitute Information	Verification Information
Start Date/Time 07/11/2011 08:30 AM	Start Date/Time 07/11/2011 08:30 AM	<input type="radio"/> Verify, Approved
End Date/Time 07/11/2011 03:30 PM	End Date/Time 07/11/2011 03:30 PM	<input type="radio"/> Verify, Disapproved
Total Hours 7.00	Time Adj 0:30	<input checked="" type="radio"/> Unverify
	Total Hours 6.50	Verified Date <input type="text"/>
		Status Not Processed

  

Site: Parkade Elementary

Employee:

Position: Elementary Grade 5

Reason: A116 District Business

Substitute:

Personal Budget Code:

- **Substitute Information:** If a substitute was required for the absence or if you are verifying a no-employee job, this field will display the substitute job date and times. You may edit the job start and end times if necessary. **If your district is** using the time adjustment feature within SubFinder, the correct adjustment time will also display in this field. You may edit this field if necessary.
- **Verification Information:**
  - **Verify, Approved:** This indicates that the job has been reviewed by either the system operator or the site administrator and the information is *correct*. Once approved, the data is available for export by the Data Exchange program.
  - **Verify, Disapproved:** This indicates that the job has been reviewed by either the system operator or the site administrator and the information is *incorrect*. Jobs with a status of Verified, Disapproved are **not** available for export by the Data Exchange or Data Exchange Pro programs.
  - **Unverify:** Indicates that the job has not been verified.
  - **Verified Date:** This field will display the date on which the absence/job was verified by the SubFinder Operator or site/site group administrator.
  - **Status:** Under normal circumstances, this field will display a status of either processed or not processed. If the record has been processed the absence and job data has been exported for payroll using either Data Exchange or Data Exchange Pro. If the status reads not processed, the data has not been exported for payroll.
- **Site:** This field displays the site at which the absence and/or job occurred.
- **Employee:** If there is an employee absence, the employee's name will appear in this field.
- **Position:** This field contains the absent employee's primary job position as indicated in the employee's individual record. If this is a no-employee job, the job position selected in creating the job will appear instead.
- **Reason:** The reason selected for the particular absence or job is listed in this field.
- **Substitute:** If a substitute was required for an employee absence or filled a no-employee job, the substitute's name will appear in this field.
- **No Substitute:** You can use this to remove the substitute from the job, or the particular day of a multiple-day job.
- **Account Code:** If a miscellaneous code was entered at the time the absence/job was created, it will appear in this field. The Account Code field does not accept manually entered miscellaneous codes; one must be chosen from the dropdown list. **NOTE:** This field may not appear on your screen.
- **Personal Budget Code:** If the absent employee has a specific budget code entered in their personal budget code User Defined field, the code will display in this field and will also be included in the Verification Export. **NOTE:** This field may not appear on your screen.

#### To verify the job:

1. Indicate the verification status (Verify, Approved or Verify, Disapproved) by clicking on the appropriate radio button within the Verification Information box. **Verify, Approved** means that the information is correct and can be exported to Payroll by the Data Exchange program. **Verify, Disapproved** means that the information is incorrect and cannot be exported to Payroll by the Data Exchange program.
2. If you have not already done so, and if available, select the appropriate Account Code by clicking on the arrow at the end of the account code field and choosing one from the list presented.
3. Click **Save**. SubFinder will save the record and return you to the Verification screen.

## Viewing the Verification Log

Each time a job record is verified, a Verification Log is created to record the activity that occurs. The Verification Log contains major activity that occurs throughout the verification process.

The Verification Log can be accessed from the Verification Job List display. Within the job list, find the job you wish to verify and click the **Log** hyperlink to the right of the job. SubFinder will display the following screen:

Date	Time	Message	Data
07/01/2011	04:38 PM	Verification status changed	Unverified <a href="#">Details</a>
07/01/2011	04:38 PM	Verification date changed	<a href="#">Details</a>

To see more detail about a particular log entry, click the **Details** hyperlink to the right of the entry. The Job Verification Log Detail screen will appear:

The Job Verification Log Detail screen will give you more specific details on the selected entry. The information may include (if applicable) a message, old and new information, and who completed the transaction.

Job ID: 869 Entered on: 07/01/2011 at 04:38 PM  
Message: Verification date changed  
Old Verify Date:   
New Verify Date: 07/01/2011  
User: ADMINISTRATOR  
How Entered: Web Connect  
Station Name:

When you are finished viewing the information, click **Close** and you will be returned to the previous screen. Then click **Back** located just above the Job Verification Log box and you will return to the initial Job List.

## Log Out

When you are ready to leave SubFinder, click **Log Out**. You will be returned to the SubFinder Log In screen.

subfinder®  
User Name:   
Password:    
For log in problems or questions, please contact ABC School District at 555-555-5555.  
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