



**Substitute Teacher
On-line Application Guide
For School Administrators**

07-01-2020



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Automated Email of Pending Application

You will receive an automated email from eHR indicating that you have a substitute teacher application pending. The automated email will say...

DO NOT RESPOND TO THIS EMAIL AS IT IS SENT FROM AN UNATTENDED INBOX AND YOU WILL NOT RECEIVE A REPLY

Aloha _____,

You have received the 'Manage Substitute Teacher Sponsor Approval' for _____,
Process Case Step Key XXXXXXXX.

This e-mail was auto-generated to notify you that you have a pending substitute teacher application to review. Click here to [Login to eHR](#) and click on the *Pending Cases* button to work on this process case.

Please refer to the attached QuickSheet for additional instructions.

If you have any questions, please contact T-SEAS at (808) 441-8400.

Mahalo!
Hawai'i Department of Education
T-SEAS
help_tseas@notes.k12.hi.us



Logging Into eHR

Access the CHAP Portal

Description: The CHAP Portal page is the main directory for information pertaining to eHR and PDE3. It provides an overview of eHR, Introduction and Training Documentation, Login Help, and access to Launch eHR.

1. Open up an internet connection (i.e. Internet Explorer, Mozilla Firefox, or Safari).
2. Type in the URL address: <http://ehr.k12.hi.us>
3. CHAP Portal page will appear

- A** eHR Overview: provides an overview of what eHR is about.
- B** Introduction and Training Documentation: contains Quick Sheets and Video Demonstrations
- C** Launch eHR: connects directly to the eHR Log In page.

CHAP Portal

Welcome to the Collaborative Human Resources Automation Project (CHAP).
Click here for an overview of CHAP ([CHAP overview](#))

eHR

- A** [eHR Overview](#)
- B** [Introduction and Training Documentation](#)
- C** [Launch eHR](#)
- [Login Help](#)

eHR Components

- School List Reports
- Financial Plan Template
- Projected School List
- Teacher Assignment and Transfer Program (TATP)
- Teacher Recruitment
- School List full functionality

PDE³ Components

- [PDE³ Overview](#)
- [Launch PDE³](#)
- Highly Qualified Teacher Status
- NHQT Principals Report



Access the Application

The application will be in your Pending Cases.

1. On your home page, click **Go to Pending Cases** on right-hand side.

OR

Using the **Module** drop-down menu at the top, select *Processes*.

2. A list of your pending substitute teacher applications will have a Task Description of **Manage Substitute Teacher Sponsor Approval**.
3. Select the application you would like to view and click **Go to Case**.

Instance: HRTEST1
System Date/Time: 04/18/2018 16:01:09

Module: Processes

Home Help Logout

Pending Cases Start Process Current Employee List Current Position List

Pending Cases

Filter By: Process Case Label [] Go Advanced Search

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	Show	Manage Substitute Sponsor Approval	3038453	Sub EA Sponsor - L. Smith (451)	Pending Submittal	Eleele Elem (451)		04/18/2018
<input type="radio"/>	Show	Maintain Projected School List	3047171	PSL 2018 - Eleele Elem (451)	Pending Submittal	Eleele Elem (451)		01/17/2018
<input type="radio"/>	Show	Maintain School Financial Plan (Salaried)	3046070	FP Sch 2019 - Eleele Elem (451)	Pending Submittal	Eleele Elem (451)		10/30/2017
<input type="radio"/>	Show	Update Position Subject Areas	2622955	update position detail 601960	Pending Input	Eleele Elem (451)		02/02/2017



Review the Application

Information about the applicant can be reviewed to determine if you would like to interview the applicant.

1. **Application Fact Sheet** provides contact information and a summary of education, certificates, work experience, preferences, and references.
 - a. On the **Application Openings** tab, click *Application Fact Sheet* link.
2. **Eligibility Recommendation** indicates if the applicant has answered a suitability question unfavorably. The eligibility recommendation description is located on the bottom right of the **Application Opening** tab. To review the answers, click on the *Application Questions* button near top left corner.
3. **Evaluations** and **Service Credit** tab will have information if the applicant was or currently is a teacher.
4. **Substitute Classifications** tab will show the classification level of the applicant.

2 Application Questions

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input type="radio"/>	Show	683922	05/21/2019	Appoint Type Not Found	Online	Applicant	Available	External Substitute Teacher Application

Person Actions

Filter By: Request to Fill Key

Show Highest Sequence Reset Sort | Add Row

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	Referral List Key ID	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	05/21/2019	3	Data Change (Openings)	Sub Teacher Classification	05/21/2019	64201		Approved	-13	
<input type="radio"/>	05/21/2019	2	Pass Initial Screening (Openings)	Initial Screening - Passed	05/21/2019	64201		Approved	3749084	
<input type="radio"/>	05/21/2019	1	Apply for Job (Details)	Apply for Job - External	05/21/2019			Approved	3749084	
<input type="radio"/>	02/21/2012	0	Register Applicant	Register Applicant				Approved	-433510	

Comment: System Generated Sub Teacher Classification

3
4

<p>Application Openings Application Details Person Qualifications Contact Info Preferences Evaluations Service Credits Substitute Classifications</p> <p>Effective Date: 05/21/2019 00:00:02 App Start Date: 05/21/2019 Position Number: Job Class ID: 55100 Substitute Teacher I Qual Score No Vet Pref Score: Application Opening Status: Eligible Hire Priority Code: Referral List Key ID:</p> <p><input type="button" value="Show Audit Info"/></p>	<p>Posting Key ID: External Substitute Teacher Vacancies (Finite) * Request to Fill Key: 64201 Application Fact Sheet 1 Job Group Code: Recruitment * Job Category ID: TCH Teaching Vet Pref Exp Date: * Administrative Location: 70 Kauai District Comment: <input type="text" value="Sub Teacher Automatic Screening Decision"/> Eligibility Recommendation: Eligible for Substitute Teacher</p> <p style="text-align: center;">2</p>
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Would like to Interview the Applicant?

- **Yes!** Contact the applicant via phone or email. Contact information can be found on the **Application Fact Sheet** or on the **Contact Info** tab.
- **Not Interested.** Based on review of the application, the applicant does not meet the needs of the school as a substitute teacher. Skip to “Not Selecting the Applicant” instructions.

Application Openings	Application Details	Person Qualifications	Contact Info	Preferences	Evaluations	Service Credits	Substitute Classifications
Effective Date: 04/29/2019 00:00:02 App Start Date: 04/29/2019 Position Number: Job Class ID: 55100 Substitute Teacher I Qual Score No Vet Pref Score: Application Opening Status: Eligible Hire Priority Code: Referral List Key ID:		Posting Key ID: External Substitute Teacher Vacancies (Finite) * Request to Fill Key: 64201 Application Fact Sheet Job Group Code: Recruitment * Job Category ID: TCH Teaching Vet Pref Exp Date: * Administrative Location: 70 Kauai District Comment: Sub Teacher Automatic Screening Decision Eligibility Recommendation: Eligible for Substitute Teacher					
<input type="button" value="Show Audit Info"/>							

Application Openings	Application Details	Person Qualifications	Contact Info	Preferences	Evaluations	Service Credits	Substitute Classifications																				
Names Effective Date: 12/30/2014 Name Prefix: Last Name: Aloha First Name: Mister Middle Name: Suffix: Nickname(s): Former Name(s):																											
<input type="button" value="Show Audit Info"/>																											
Phone Numbers																											
<table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>Main</td> <td>(808) 123-0000</td> </tr> </tbody> </table>								Phone Type	Phone Number	Main	(808) 123-0000																
Phone Type	Phone Number																										
Main	(808) 123-0000																										
Email Addresses																											
<table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Main</td> <td>aloha@mail.com</td> </tr> </tbody> </table>								Email Type	Email Address	Main	aloha@mail.com																
Email Type	Email Address																										
Main	aloha@mail.com																										
Addresses																											
<table border="1"> <thead> <tr> <th>Effective Date</th> <th>* Address Type</th> <th>* Address Line 1</th> <th>Address Line 2</th> <th>* City</th> <th>County Text</th> <th>State ID</th> <th>Zip Code</th> <th>Country</th> <th>Delete?</th> </tr> </thead> <tbody> <tr> <td>04/29/2019 00:00:02</td> <td>Mailing / Current</td> <td>1234 Aloha Way</td> <td></td> <td>Kapolei</td> <td></td> <td>HI</td> <td>96707</td> <td>USA</td> <td></td> </tr> </tbody> </table>								Effective Date	* Address Type	* Address Line 1	Address Line 2	* City	County Text	State ID	Zip Code	Country	Delete?	04/29/2019 00:00:02	Mailing / Current	1234 Aloha Way		Kapolei		HI	96707	USA	
Effective Date	* Address Type	* Address Line 1	Address Line 2	* City	County Text	State ID	Zip Code	Country	Delete?																		
04/29/2019 00:00:02	Mailing / Current	1234 Aloha Way		Kapolei		HI	96707	USA																			



Select the Applicant

You have decided to sponsor the applicant to be a substitute teacher based on your review of the application and interview with the applicant.

Did the applicant answer a suitability question unfavorably?

1. **No.** Submit the process case.
 - a. In the **Status** drop-down menu located on right-hand side, select *Submit*.
 - b. Click the **Go** button

The screenshot shows the eHR application interface. At the top, there is a navigation bar with the eHR logo, Hawaii State Department of Education logo, and instance information: Instance: HRPARA1, System Date/Time: 05/09/2019 10:11:11. The module is set to 'Processes'. There are links for Home, Help, and Logout. Below the navigation bar, there are tabs for Pending Cases, Current Case, Start Process, Current Employee List, and Current Position List. The main content area shows 'Applicant Transaction: 12345678 Aloha, Mister' and '- Case: 3748944 Sub Teacher Sponsor'. The status is 'Pending Submittal'. A 'Submit' dropdown menu is circled in red, and a 'Go' button is next to it. There is also a 'Comments' link. Below this, there is a 'Filter By' section with a dropdown for 'Person Application Key' and a 'Go' button.

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	683884	04/29/2019	Appoint Type Not Found	Online	Applicant	Available	External Substitute Teacher Application

2. **Yes,** but I would still like to select the applicant.
 - a. Click **Add Row** button.
 - b. In the **Action** drop-down menu, select *Pass Initial Screening (Openings)*
 - c. In the **Reason** drop-down menu, select *Selected – Eligible*
 - d. In the **Status** drop-down menu located on right-hand side, select *Submit*.
 - e. Click the **Go** button

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	Referral List Key ID	HR Action Status
<input checked="" type="radio"/>	05/16/2019	4	Pass Initial Screening (Openings)	Selected - Eligible	05/16/2019	64201		Pending Submittal
<input type="radio"/>	05/16/2019	3	Data Change (Openings)	Sub Teacher Classification	05/16/2019	64201		Approved
<input type="radio"/>	05/16/2019	2	Pass Initial Screening (Openings)	Principal Review Required	05/16/2019	64201		Approved
<input type="radio"/>	05/16/2019	1	Apply for Job (Details)	Apply for Job - External	05/16/2019			Approved



Not Selecting the Applicant

You have decided that the applicant does not meet the needs of the school as a substitute teacher.

1. Add an Action/Reason.
 - a. Click **Add Row** button
 - b. Under **Action** drop-down menu, select *Fail Initial Screening (Openings)*
 - c. Under **Reason** drop-down menu, select *Not Selected – Does Not Meet Needs OR Not Selected – Not Eligible*
 - d. Save by clicking the **Go** button on top or bottom right-hand corner

Person Actions

Filter By

Show Highest Sequence | Reset Sort |

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key
<input checked="" type="radio"/>	05/09/2019	0	Fail Initial Screening (Openings)		04/29/2019	64201
<input type="radio"/>	04/29/2019	3	Data Change (Openings)	Sub Teacher Classification	04/29/2019	64201
<input type="radio"/>	04/29/2019	2	Pass Initial Screening (Openings)	Initial Screening - Passed	04/29/2019	64201
<input type="radio"/>	04/29/2019	1	Apply for Job (Details)	Apply for Job - External	04/29/2019	
<input type="radio"/>	12/30/2014	0	Register Applicant	Register Applicant		

Comment:

2. Submit the process case.
 - a. In the **Status** drop-down menu located on right-hand side, select *Submit*.
 - b. Click the **Go** button

eHR Hawaii State Department of Education

Instance: HRPARA1 System Date/Time: 05/09/2019 10:11:11 Module:

Applicant Transaction: 12345678 Aloha, Mister - Case: 3748944 Sub Teacher Sponsor

Status: Pending Submittal

Filter By

Application Questions

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	<input type="button" value="Show"/>	683884	04/29/2019	Appoint Type Not Found	Online	Applicant	Available	External Substitute Teacher Application



Applicant Withdraws Application

The applicant is no longer interested in becoming a substitute teacher and has requested to withdraw their application.

1. Add an Action/Reason.
 - a. Click **Add Row** button
 - b. Under **Action** drop-down menu, select *Withdraw Application (Details)*
 - c. Under **Reason** drop-down menu, select *Withdraw Application*
 - d. Save by clicking the **Go** button on top or bottom right-hand corner

Person Actions

Filter By

Show Highest Sequence | Reset Sort |

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key
<input checked="" type="radio"/>	05/09/2019	0	Fail Initial Screening (Openings)		04/29/2019	64201
<input type="radio"/>	04/29/2019	3	Data Change (Openings)	Sub Teacher Classification	04/29/2019	64201
<input type="radio"/>	04/29/2019	2	Pass Initial Screening (Openings)	Initial Screening - Passed	04/29/2019	64201
<input type="radio"/>	04/29/2019	1	Apply for Job (Details)	Apply for Job - External	04/29/2019	
<input type="radio"/>	12/30/2014	0	Register Applicant	Register Applicant		

Comment:

2. Submit the process case.
 - a. In the **Status** drop-down menu located on right-hand side, select *Submit*.
 - b. Click the **Go** button

eHR Hawaii State Department of Education

Instance: HRPARA1 System Date/Time: 05/09/2019 10:11:11 Module: Processes

Home Help Logout

Pending Cases Current Case Start Process Current Employee List Current Position List

Applicant Transaction: 12345678 Aloha, Mister - Case: 3748944 Sub Teacher Sponsor

Status: Pending Submittal [Comments](#)

Filter By

Application Questions

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	683884	04/29/2019	Appoint Type Not Found	Online	Applicant	Available	External Substitute Teacher Application



Next Steps

Once you have submitted the process case, the applicant will be notified of your decision via email.

- **Not Selected** or **Withdrawn**. The applicant will receive an automated email that they have not been selected.
- **Selected**. The applicant will receive an automated email.

If the substitute teacher was employed as a substitute teacher last school year, the email will include...

- That you have agreed to be their sponsor school and they are renewed as a substitute teacher for new school year.

If this is a new hire substitute teacher, the email will include...

- You have agreed to be their sponsor school and a conditional offer has been made contingent on background and pre-employment checks.
- Instructions to contact the school's office to arrange a time to submit pre-hiring documents.
- Document links to the pre-hire documents that need to be completed.
- Notice that documents need to be complete and submitted within 30 days.

Your SASA will also be receiving an automated email notification of who has been selected and the documents that need to be submitted.