



**Substitute Teacher
On-line Application Guide
for SASAs**

07-01-2020



Table of Contents

| | |
|---|----|
| Automated Email Notification of Applicant Selection | 3 |
| Check Pre-Employment Forms..... | 4 |
| How to Log Into eHR | 5 |
| Access the Process Case..... | 6 |
| Enter in Hiring Details for Applicant..... | 7 |
| Create an Action Row | 7 |
| Enter Hiring Details | 8 |
| Saving/Uploading Documents in eHR | 9 |
| Ready to submit..... | 10 |
| Distribution of the Documents..... | 10 |
| Next Steps | 11 |
| Substitute Teacher Pre-Hire Document Checklist | 12 |



Automated Email Notification of Applicant Selection

You will receive an automated email from eHR indicating that your administrator has conditionally sponsored an applicant as a substitute teacher for your school. The applicant will be contacting you to submit their pre-employment forms. You will have a pending process case to input the hiring detail information. 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.

The applicant will be contacting you to arrange a time to drop off documents. The applicant will need to provide you with the following documents:

- I-9 Form with supporting documents
- Form 600-001 – Employment Suitability Check for DOE Employees and Institute of Higher Education Trainees. This form must be signed by an Administrator and returned to the applicant.
- Copy of Tuberculosis (TB) Test
- ERS Form 209 [depending if the applicant indicated if they are a retiree]

[Click here](#) to find step-by-step instructions on how to enter in the applicant data.

Mahalo!



Check Pre-Employment Forms

Check the pre-employment forms for completion.

- **I-9 Form:** Check all supporting documents and confirm that Social Security Number (SSN) and Date of Birth (DOB) are correct. Sign/complete I-9 Form.
- **Form 600-001:** Administrator must review and sign. Completed form is returned to applicant.
- **Copy of Tuberculosis (TB) Test:** Test results must be clear
- **ERS 209 Form (Retirees Only):** Complete Part II. The email notification will list if this form is needed.



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.



Access the Process Case

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**.

The screenshot shows the eHR system interface. At the top, there is a navigation bar with the eHR logo, the Department of Education logo, and system information including 'Instance: HRTEST1', 'System Date/Time: 04/18/2018 16:01:09', and a 'Module' dropdown menu set to 'Processes'. There are also links for Home, Help, and Logout. Below the navigation bar, there are tabs for 'Pending Cases', 'Start Process', 'Current Employee List', and 'Current Position List'. The 'Pending Cases' section is active, showing a filter by 'Process Case Label' and a search bar. Below the search bar, there are buttons for 'Go To Case', 'Re-Run With Params', 'Edit Process Label', and 'Show All Cases'. A table of pending cases is displayed with columns for Select, Details, Task Description, Process Case Step Key, Process Case Label, Process Step Status, Location Description, Last Updated By, and Last Update Date. The first row, 'Manage Substitute Teacher Sponsor Approval', is circled in red.

| 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 |



Enter in Hiring Details for Applicant

Based on the Pre-Employment documents gathered, you can enter in the Hiring Details for the applicant.

Create an Action Row

1. Click **Add Row** button.
2. In the **Action** drop-down menu, select *Initiate Suitability Clearance (Openings)*
3. In the **Reason** drop-down menu, select *Work Eligibility Verified*
4. Click on **Hiring Details** tab
5. Click on **Edit Hiring Details** button

Person Actions

Filter By: Request to Fill Key

1

| 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"/> | 04/20/2018 | 0 | Initiate Suitability Clearance (Openings) | Work Eligibility Verified | 04/18/2018 | 54865 | <input type="text"/> | In Progress | 3048453 | |
| <input type="radio"/> | 04/18/2018 | 3 | Initiate Suitability Clearance (Openings) | Pending Hiring Details | 04/18/2018 | 54865 | | In Progress | 3048453 | |
| <input type="radio"/> | 04/18/2018 | 2 | Pass Initial Screening (Openings) | Initial Screening - Passed | 04/18/2018 | 54865 | | Approved | 3048452 | |
| <input type="radio"/> | 04/18/2018 | 1 | Apply for Job (Details) | Apply for Job - External | 04/18/2018 | | | Approved | 3048452 | |

Comment:

2

3

4

5

No rows found

Status: In Progress [Comments](#)



Enter Hiring Details

6. Using the verified I-9 Form...
 - a. Type in **SSN**
 - b. Type in **Date of Birth**
 - c. Indicate whether or not the applicant's **Name** at the top of the screen matches the I-9 Form

7. In the Healthcare Details Section...
 - a. In the **TB Screening Date** field, enter in the TB Clearance Date

8. In the I-9 Section...
 - a. In the **I-9 Hire Date** field, input the date the information on the I-9 form was verified
 - b. In the drop down menus, indicate the documents used to verify for the I-9 form in List A **OR** List B and C.

9. Click on **Go** to save

[Application Openings](#) | [Application Details](#) | [Contact Info](#) | [Documents](#) | [Hiring Details](#) | [Substitute Classifications](#)

"Please contact Classified Employee Transactions at 808-441-8350 if the employee's name does not match the name given in the Contact Info tab.

Also, please enter the person's Social Security Number *without* dashes."

Effective Date: 05/29/2019 00:00:01
Person Application Key: 683922

6 * SSN:

* Birth Date:

* Name on File Matches I-9 Documents? Yes No

Healthcare Details

7 * TB Screening Date:

I9 Verifying Documents

8 * I-9 Hire Date:

List A: Identity and Employment Authorization ▼

List B: Employment Authorization ▼

List C: Establishing Identity ▼



Saving/Uploading Documents in eHR

For the **ACA Form** and **I-9 Form**, you can store an electronic copy in eHR instead of filing the original in your paper files. You will need to scan and save the document as a PDF prior to saving the document in eHR.

1. Select the *Documents* tab
2. Click the **New Documents** button

The screenshot shows the eHR interface with the **Documents** tab selected. A table lists document entries. The first entry is selected, and the **New Documents** button is highlighted.

| Select | * Document Type ID | * Document Label | * OS File Extension / Type | Eff Dt Date Display |
|----------------------------------|-----------------------------------|--|----------------------------|---------------------|
| <input checked="" type="radio"/> | OLA Auto Gen Applicant Fact Sheet | Applicant Fact Sheet 10017753 - 612859 | Adobe PDF | 04/24/2018 |

3. Under the **Document Type ID** drop down menu, select the document type that is being uploaded
4. In the **Document Label** text box, type a label indicating what the document is
5. In the **OS File Extension / Type**, select the document's file version
6. Click the **Browse** button
7. Select the file that will be uploaded
8. Click the **Open** button
9. Click the **Save** button

The screenshot shows the **Documents** form with the following fields and buttons:

- Person Action**: 3265062
- Cancel** and **Save** buttons
- * Document Type ID**: dropdown menu (3)
- * Document Label**: text box (4)
- * OS File Extension / Type**: dropdown menu (5)
- Document Image**: text box and **Browse...** button (6)



Ready to submit

Once you have input all of the hiring details and uploaded all documents, submit the process case.

1. In the **Status** drop-down menu located on right-hand side, select *Approve*.
2. Click the **Go** button

The screenshot shows the eHR interface for a substitute teacher application. The top navigation bar includes the eHR logo, the Department of Education logo, and navigation 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 displays the applicant's information: Applicant Transaction: 12345678 Aloha, Mister - Case: 4338815 SUB Teacher Sponsor. The Status is set to In Progress, and the dropdown menu is set to Approve. A red circle highlights the Approve dropdown menu. Below the status information, there are buttons for Applicant Info, Applicant Addl Info, and a Go button. A filter section shows 'Person Application Key' selected. At the bottom, there is a table with columns for Select, Details, Person Application Key, * App Start Date, Appoint Type, * Correspondence Medium, * Person Type, Application Status, and * Task ID. The table contains one row with the following data: Select (radio button), Details (+ Show), Person Application Key (774582), * App Start Date (07/01/2020), Appoint Type (Appoint Type Not Found), * Correspondence Medium (Online), * Person Type (Applicant), Application Status (On Hold), and * Task ID (External Substitute Teacher Application).

Distribution of the Documents

Once you have submitted the process case, you will need to store/distribute the documents accordingly.

- **I-9 Form:** If scanned into eHR, destroy document. If not, then store document in school's personnel file for the employee.
- **Form 600-001:** Completed form (signed by Administrator) return to applicant.
- **Copy of Tuberculosis (TB) Test:** If scanned into eHR, destroy document. If not, then store document in school's personnel file for the employee.
- **ERS 209 Form (Retirees Only):** Complete Part II and send to ERS. A copy should be either scanned into eHR or stored in employee's personnel file at the school.



Next Steps

Once you have submitted the process case, the applicant will be notified that Employee Background Check Unit will be conducting background checks and contacting the applicant if a fingerprint appointment is needed.

- **Fingerprint Needed.** The applicant will receive an automated email that will be contacted by the district office to set up a fingerprinting appointment. The applicant will need to bring the Form 600-001 to their appointment.
- **No Fingerprint Needed.** The applicant will receive an automated email indicating they have completed the application process and how to register/access SmartFindExpress.

You and your Administration will also be receiving an automated email notification when the applicant has completed the process and is now eligible to substitute teach.



Substitute Teacher Pre-Hire Document Checklist

| | <u>Forms</u> | <u>What to do/check?</u> | <u>Where does it go?</u> |
|--|---------------------------|---|---|
| | Form 600-001 | Administrator must review form and sign. | Return completed form to applicant |
| | Form I-9 | Check all supporting documents. Verify Name, SSN, DOB. Complete form. | Scan into eHR or store in EPF |
| | Copy of TB Clearance | Check for TB clearance. | Scan into eHR or store in EPF |
| | ERS 209 (only if retiree) | Complete Part II | Original to ERS. Scan a copy into eHR or store in EPF |