



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

07-05-2022



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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.
- COVID-19 Vaccination Certification Form with supporting document(s).
- Copy of Tuberculosis (TB) Test
- ERS Form 209 [depending if the applicant indicated if they are a retiree]

Attached is the 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.
- **COVID-19 Vaccination Certification Form:** Check vaccination card or DOE approved exemption. Complete form and attach document in eHR.
- **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. Complete form and attach document in eHR.



Access the Process Case

The application will be in your Pending Cases.

1. In eHR 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**.

**NOTE: If you do not see the process case, click on the box next to "Show All Cases"*

The screenshot shows the eHR interface for Pending Cases. At the top, there is a navigation bar with the eHR logo, the State of Hawaii 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 buttons for Pending Cases, Start Process, Current Employee List, and Current Position List. The main content area is titled 'Pending Cases' and includes a filter section with a dropdown for 'Process Case Label' and a search box. Below the filter is a table 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 in the table is highlighted with a red circle around the 'Task Description' column, which contains the text 'Manage Substitute Sponsor Approval'. Above the table, there are buttons for 'Go To Case', 'Re-Run With Params', 'Edit Process Label', and 'Show All Cases' with a checkbox next to it. A red arrow points from the note above to this checkbox.

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	3008453	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.
NOTE: Do not change the existing row. A row should be added above the existing row Initiate Suitability Clearance (Openings) / Pending Hiring Details.
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	2 <input type="text" value="Initiate Suitability Clearance (Openings)"/>	3 <input type="text" value="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:

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
 - b. In the **COVID-19 Vaccination Certification Form Completed?** Field, select "Yes"

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 | Substitutes

If the employee's name does not match the name given in the Contact Info tab, please contact the appropriate unit based on the employee's type:

- Substitute Teachers: TSEAS at 808-441-8400
- Classified Employees: Classified Employee Transactions at 808-441-8350

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

Effective Date: 07/01/2022 00:00:06
Person Application Key: 843245

6 Social Security Number
Date of Birth

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

Healthcare Details

7 * TB Screening Date 03/03/2021

* COVID-19 Vaccination Certification Form Completed? Yes

I9 Verifying Documents

8 * I-9 Hire Date 02/25/2021

List A: Identity and Employment Authorization

List B: Employment Authorization

List C: Establishing Identity

Delete Hiring Details | Show Audit Info



Saving/Uploading Documents in eHR

For the **COVID-19 Vaccination Certification Form**, you are **REQUIRED** to upload a copy 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 documents 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 'Documents' tab selected in the top navigation bar, indicated by a circled '1'. Below the navigation bar is a 'Details' section containing a table with the following columns: 'Select', '* Document Type ID', '* Document Label', '* OS File Extension / Type', and 'Eff Dt Date Display'. The table contains one row with the following data: a radio button, 'OLA Auto Gen Applicant Fact Sheet', 'Applicant Fact Sheet 10017753 - 612859', 'Adobe PDF', and '04/24/2018'. Below the table is a 'New Documents' button, which is highlighted with a circled '2'.

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' (circled '9'). The form contains four main input areas: a dropdown menu for '* Document Type ID' (circled '3'), a text box for '* Document Label' (circled '4'), a dropdown menu for '* OS File Extension / Type' (circled '5'), and a 'Browse...' button (circled '6') next to the 'Document Image: Document' label.



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 application interface for a substitute teacher application. The status is currently 'In Progress'. A red circle highlights the 'Approve' option in the status dropdown menu. Below the status menu, there is a 'Go' button. The interface also shows a table of application details.

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input type="radio"/>	Show	774582	07/01/2020	Appoint Type Not Found	Online	Applicant	On Hold	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.
- **COVID-19 Vaccination Certification Form:** Destroy document.
- **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 scanned into eHR.



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.** TSEAS will be notified to process. Once the Form 5 has been generated, 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. The substitute teacher will not be available to be placed into a job in SmartFindExpress until the next day.



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
COVID-19 Vaccination Form	Check all supporting document (vaccination card or DOE approved exemption). Complete form.	Scan into eHR
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