



Substitute Teacher Online Renewal Guide

For School Administrators

03-20-2024



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Automated Email of Pending Process Case

You will receive an automated email from eHR indicating that you have a substitute teacher renewal process case. The automated email will say...

This is an automated email message. Please Do Not Reply to this unattended email bow as you will not receive a reply.

Aloha _____,

You are the owner of “Manage Substitute Teacher Re-Hiring”
Process Case Step Key *XXXXXXXX*.

This case was auto-generated for your conveyance. Please [Login to eHR](#) and click on the *Pending Cases* button to work on this process case to select the substitute teachers you would like to rehire for next school year.

This process case is due before midnight on _____. [Click here](#) for step-by-step instructions on how to review the applications. If you have any questions, please contact TSEAS by e-mail at help.tseas@k12.hi.us or phone at 808-441-8400.

Mahalo!
Hawai`i Department of Education
T-SEAS



How to Log Into eHR

1. Click the link on the email or go to <https://ehr.k12.hi.us>.
2. Enter your **User Name** and **Password** on the *DOE Employee Login*.
 - a. Your **User Name** is your Employee ID Number.
 - b. Your **Password** is your DOE Internet Password.
 - i. If you do not remember your DOE Internet Password, you can contact the IT Help Desk at (808)564-6000.




Hawai'i State
Department
of Education

System Availability
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)
*Please check System Messages after logging in for additional information on planned system outages.

Non-DOE Employee Login

* Username

* Password

Reminder: Passwords are case sensitive.

* Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Registered users (non-employees):
Username is the Email Address you registered with.
Password is the password you registered with.

FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

DOE Employee Login

Current Employees:

Username is your employee ID plus "@k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250



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 process case of your pending substitute teacher renewals will have a Task Description of **Manage Substitute Teacher Re-Hiring**.
3. Select the application you would like to view and click **Go to Case**.

The screenshot shows the eHR interface for Pending Cases. At the top, there is a navigation bar with the eHR logo, the Hawaii State Department of Education logo, and the text "Hawaii State Department of Education". To the right, there is a "Module" dropdown menu set to "Processes", and buttons for "Home", "Help", and "Logout". Below the navigation bar, there are tabs for "Pending Cases", "Start Process", "Current Employee List", and "Current P". The main content area is titled "Pending Cases" and includes a "Filter By" dropdown set to "Process Case Label", a search input field, and "Go" and "Advanced Search" buttons. Below the search area, there is a table with columns: "Select", "Details", "Task Description", "Process Case Step Key", "Process Case Label", "Process Step Status", and "Location Description". The first row of the table has a radio button selected in the "Select" column, a "+ Show" link in the "Details" column, and the text "Manage Substitute Teacher Re-Hiring" in the "Task Description" column. This row is highlighted in yellow, and the "Task Description" cell is circled in red. The other columns for this row are: "4146805" for Process Case Step Key, "SubTch Rhr 2020 - Waimea Canyon Middle (464)" for Process Case Label, "Pending Submittal" for Process Step Status, and "Waimea Canyon Middle (464)" for Location Description.

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description
<input checked="" type="radio"/>	+ Show	Manage Substitute Teacher Re-Hiring	4146805	SubTch Rhr 2020 - Waimea Canyon Middle (464)	Pending Submittal	Waimea Canyon Middle (464)



Review the Renewal Applications

Information about each applicant can be reviewed to determine if you would like to select the employee to be renewed as a substitute teacher for the next school year. You will need to make a decision to select or not select each substitute teacher listed in your process case.

1. **Application Fact Sheet** provides contact information and a summary of education, certificates, work experience, preferences, and references. To review, click on the *Fact Sheet* link.
2. **Person Qualifications, Documents, and Classification** provides more details regarding the substitute teacher. To review, click on the *Applicant Action* link on the far right column.

Manage Substitute Teacher Re-Hiring - Waimea Canyon Middle (464) - Case: 4146805 SubTch Rhr 2020 - Waimea Canyon Middle (464)
Status: Pending Submittal

Select	Details	Referral List Key ID	Location ID	Description	Begin Date	End Date	Referral List Type	Referral List Status	Comment
<input checked="" type="radio"/>	Show	152856	464	Sub Tchr Rehire SY 2020 - Waimea Canyon Middle (46	05/04/2020	05/04/2020	Substitute Teacher	Active	HR_SF_GEN_REFL_SUB_TCH_RHR: System Gene

Referral List Applicants

Filter By: DOE ID

Select Action Effective Date: 05/25/2020 **1**

Select	Details	DOE ID	Last Name	Middle Name	First Name	App Start Date	Application Opening Status	Application Status	Person Type	Fact Sheet	Appoint Type	Job Class Description	Eligible Date	Applicant Action
<input type="checkbox"/>	Show	10075464			Natalia	04/28/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	20303502			Thomas	04/03/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/03/2020	Applicant Action
Total		2												

2



Selecting the Substitute Teacher for Renewal

You have decided to sponsor the substitute teacher(s) for the next school year.

1. Check the box next to the substitute teacher(s) that you would like to rehire as a substitute for the next school year.
2. In the Select Action drop-down menu, select *Select Applicant for Hire (Openings)*.
3. In the Select Reason drop-down menu, select *Selected for C/S Pool*.
4. Click on the **Submit** button.

Manage Substitute Teacher Re-Hiring - Waimea Canyon Middle (464) - Case: 4146805 SubTch Rhr 2020 - Waimea Canyon Middle (464)
Status: Pending Submittal

Select	Details	Referral List Key ID	Location ID	Description	Begin Date	End Date	Referral List Type	Referral List Status	Comment
<input checked="" type="radio"/>	Show	152856	464	Sub Tchr Rehire SY 2020 - Waimea Canyon Middle (46	05/04/2020	05/04/2020	Substitute Teacher	Active	HR_SF_GEN_REFL_SUB_TCH_RHR: System Gene

Referral List Applicants

Filter By: DOE ID

Select Action **2** Select Reason **3** Effective Date: 05/25/2020 **4**

Select	Details	DOE ID	Last Name	Middle Name	First Name	App Start Date	Application Opening Status	Application Status	Person Type	Fact Sheet	Appoint Type	Job Class Description	Eligible Date	Applicant Action
<input type="checkbox"/> 1	Show	10075464			Natalia	04/28/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	20303502			Thomas	04/03/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/03/2020	Applicant Action
Total		2												

Once you have submitted your decision for the substitute teacher, the Applicant Opening Status will show your decision.

Referral List Applicants

Filter By: DOE ID

Select Applicant for Hire (Openings) **2** Selected for C/S Pool **3** Effective Date: 05/25/2020 **4**

Select	Details	DOE ID	Last Name	Middle Name	First Name	App Start Date	Application Opening Status	Application Status	Person Type	Fact Sheet	Appoint Type	Job Class Description	Eligible Date	Applicant Action
<input type="checkbox"/>	Show	10075464			Natalia	04/28/2020	Selected	Hired / Rehired / Transferred	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	20303502			Thomas	04/03/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/03/2020	Applicant Action
Total		2												



Not Selecting the Substitute Teacher for Renewal

You have decided to not sponsor the substitute teacher(s) for the next school year.

1. Check the box next to the substitute teacher(s) that you would like to not rehire as a substitute for the next school year.
2. In the Select Action drop-down menu, select *Applicant Not Selected (Openings)*.
3. In the Select Reason drop-down menu, select *Not Selected for C/S Pool*.
4. Click on the **Submit** button.
5. Click on the **Applicant Action** (This will need to be done for each applicant Not Selected for C/S Pool.
 - a. It will then take you into the Applicant Transaction Screen.
 - i. You will need to type in a comment as shown on the next page.

Manage Substitute Teacher Re-Hiring - Waimea Canyon Middle (464) - Case: 4146805 SubTch Rhr 2020 - Waimea Canyon Middle (464)
 Status: Pending Submittal

Select	Details	Referral List Key ID	Location ID	Description	Begin Date	End Date	Referral List Type	Referral List Status	Comment
<input checked="" type="checkbox"/>	Show	152856	464	Sub Tchr Rehire SY 2020 - Waimea Canyon Middle (46	05/04/2020	05/04/2020	Substitute Teacher	Active	HR_SF_GEN_REFL_SUB_TCH_RHR: System Gene

4

Referral List Applicants

Filter By: DOE ID

Select Action Select Reason Effective Date: 05/25/2020

Select	Details	DOE ID	Last Name	Middle Name	First Name	App Start Date	Application Opening Status	Application Status	Person Type	Fact Sheet	Appoint Type	Job Class Description	Eligible Date	Applicant Action
<input type="checkbox"/>	Show	10075464			Natalia	04/28/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	20303502			Thomas	04/03/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/03/2020	Applicant Action
Total		2												

1

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Return to Referral Lists

Applicant Transaction #38048 SubTch Rhr 2024 - Farrington High (106)

Filter By: Person Application Key Go

Select	Details	Person Application Key	* App Start Date	App Submit Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID	Other Application ID
<input checked="" type="radio"/>	Show	1346007	03/20/2024	03/20/2024	Appoint Type Not Found	Online	Applicant	Unavailable / Expired	Substitute Teacher Renewal Application	

Person Actions

Filter By: Request to Fill Key Go

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
<input checked="" type="radio"/>	03/21/2024	0	Applicant Not Selected (Openings)	Not Selected for C/S Pool	03/20/2024	97952	205450	Pending Submittal	6438048
<input type="radio"/>	03/20/2024	6	Add Referral List (Openings)	Referral List Gen	03/20/2024	97952	205450	Approved	6437537
<input type="radio"/>	03/20/2024	5	Pass Initial Screening (Openings)	Eligible for Substitute Renewal	03/20/2024	97952		Approved	-16
<input type="radio"/>	03/20/2024	4	Initiate Suitability Clearance (Openings)	Auto-Passed Person Merge Check	03/20/2024	97952		Approved	-15
<input type="radio"/>	03/20/2024	3	Pass Initial Screening (Openings)	Auto-Passed Employment Review	03/20/2024	97952		Approved	-14
<input type="radio"/>	03/20/2024	2	Pass Initial Screening (Openings)	Initial Screening - Passed	03/20/2024	97952		Approved	6437514
<input type="radio"/>	03/20/2024	1	Apply for Job (Details)	Apply for Job - Internal	03/20/2024			Approved	6437514
<input type="radio"/>	10/07/2022	0	Register Applicant	Register Applicant				Approved	-5958698
<input type="radio"/>	11/04/2011	0	Initials Change	New Person				Approved	-363325
<input type="radio"/>	09/01/2011	0	Applicant	Register Applicant				Approved	-314240

Comment:

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Application Openings

Applicant Details

Person Qualifications

Contact Info

Documents

Preferences

Substitute Classifications

Substitutes

Eff Dt: 03/21/2024 09:00:00

Application Date: 03/20/2024

Position: Internal Substitute Teacher Vacancies (Finite)

Job Class: 55102 Substitute Teacher III

Qual Score No:

Net Score:

* Opening Status: Not Selected

Hire Priority Cd:

Reff Key Id: 205450

* Request: 97952 Application Fact Sheet

* Job Group Cd: Recruitment

* Job Categ Id: TCh Teaching

Vet Score Exp:

* Admin Loc Id: 10 Honouliuli District

Comment Tx:

Elig Score: Eligible for Substitute

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- Type the reasoning for not selecting the renewal applicant in the comment boxes shown through the red arrows above.
- Click on Save Changes.
- Click on Return to Referral Lists and it will take you back to your list of applicants.
- Repeat Process from Step 5 for any applicants that will not be selected for Renewal.



Submit the Process Case

Once a decision has been made for each substitute teacher listed, submit the process case.

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

Comment	Process Case Step Key
HR_SF_GEN_REFL_SUB_TCH_RHR: System Generated Referral List (RTF 70266)	4146755

NOTE: If you receive the following error message, the substitute teacher(s) indicated as a decision is still pending.

(6.2.5.14: RVW_RQD) - You cannot submit this case without selecting or not selecting the applicant(s) _____ (_____). Please review the applicant(s) and use the Add Row button to either enter "Select Applicant for Hire (Openings) / Selected for C/S Pool" or "Applicant Not Selected (Openings) / Not Selected for C/S Pool"

Next Steps

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

- **Not Selected.** The applicant will receive an automated email that they have not been selected.
- **Selected.** The applicant will receive an automated email. The email will include...
 - You have been selected to renew for the new school year.
 - Notification of Personnel Action (SF5A-1) indicating their employment for the school year.