



Substitute Teacher Online Renewal Guide

For School Administrators

03-22-2021



Table of Contents

Automated Email of Pending Process Case	3
How to Log Into eHR	4
Access the Process Case	5
Review the Renewal Applications.....	6
Selecting the Substitute Teacher for Renewal.....	7
Not Selecting the Substitute Teacher for Renewal	8
Submit the Process Case	9
Next Steps.....	9



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 convenience. 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**.
 - 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.

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

Login Difficulties
Contact the Centralized Service Desk
(808) 377-8320, Monday - Friday, 7:00am - 5:00pm (HST), except on State/Federal holidays.

Sign In

User Name

Password



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 case you would like to view and click **Go to Case**.

*NOTE: If you do not see the process case listed, check 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 Hawaii State Department of Education logo, and a 'Module' dropdown menu set to 'Processes'. Below the navigation bar, there are buttons 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' and a search box. Below the search box, there is a 'Go To Case' button and a 'Show All Cases' checkbox, which is highlighted with a red circle and an arrow pointing to it from the note above. The table below shows a single case with the following details:

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description
<input type="radio"/>	Show	Manage Substitute Teacher Re-Hiring	4146805	SubTch Rhr 2020 - Aloha Elementary (123)	Pending Submittal	Aloha Elementary (123)



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 - Aloha Elementary (123) Case: 4146805 SubTch Rhr 2020 -Aloha Elementary (123)
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 -Aloha Elementary (123)	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 Select Reason 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	1025411	Duck		Daisy	04/28/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	2015821	Rabbit		Roger	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 - Aloha Elementary (123) - Case: 4146805 SubTch Rhr 2020 - Aloha Elementary (123)
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 -Aloha Elementary (123)	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"/>	Show	1035861	Mouse		Minnie	04/28/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	1025411	Duck		Daisy	04/03/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/03/2020	Applicant Action
Total		2												

1

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

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	1035861	Mouse		Minnie	04/28/2020	Selected	Hired / Rehired / Transferred	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	1025411	Duck		Daisy	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.

Manage Substitute Teacher Re-Hiring - Aloha Elementary (123) - Case: 4146805 SubTch Rhr 2020 - Aloha Elementary (123)
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 -Aloha Elementary (123)	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** **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	1025411	Duck		Daisy	04/28/2020	Referral Mode	Available	Applicant	Fact Sheet		Substitute Teacher III	04/29/2020	Applicant Action
<input type="checkbox"/>	Show	2015821	Rabbit		Roger	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

Applicant Not Selected (Openings) Not Selected for C/S Pool

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	1035861	Mouse		Minnie	03/24/2021	Selected	Available	Applicant	Fact Sheet		Substitute Teacher III	03/24/2021	Applicant Action
<input type="checkbox"/>	Show	1025411	Duck		Daisy	03/24/2021	Referral Mode	Available	Other	Fact Sheet		Substitute Teacher II	03/24/2021	Applicant Action
<input type="checkbox"/>	Show	2015821	Rabbit		Roger	03/24/2021	Not Selected	Available	Applicant	Fact Sheet		Substitute Teacher III	03/24/2021	Applicant Action
Total		3												



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

The screenshot shows a web interface for 'Aloha Elementary (123)'. The status is 'Pending Submittal'. A dropdown menu is open, showing 'Submit' as the selected option. A red circle highlights the 'Submit' option and the 'Go' button. Below the status bar is a 'Comments' section with a table containing one row of data.

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.