



## TO ENTER SPECIFIC DATES AND TIMES:

1. Enter the date of the absence using double digits (MMDD) followed by pound sign (#). To begin the absence today, press star (\*). Following entering the time the absence begins you will also be asked if it is an AM or PM time. This same procedure is followed for reporting when the absence ends.
2. SubFinder will repeat the date(s) and times of the absence.

If correct                      Press 1

If incorrect                    Press 2

## **\*\*SubFinder by IntraNet\*\***

1. Go to the district's intranet site. ([www.meridianschools.org](http://www.meridianschools.org), click on "Staff" and log in)
2. Select **Report an Absence** under District Resources.
3. You will log in to the **SubFinder** site using your last name and your social security number as your PIN. Log-In
4. Click the Report an Absence button on the left side
5. Verify the information given and click on CONTINUE.
6. **Absence** page will ask for dates and times for when the absence begins and ends. When all information given click on continue.
7. **Reason** page will have drop down menu of possible reasons to select.
8. **Miscellaneous code** will be needed if you have selected any reason other than illness.
9. **BE SURE TO GET A JOB NUMBER.**