



Substitute Quick Reference

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www.willsub.com

How to Accept a Job over the Phone

1. Answer call from willSub– say “hello” to activate the system
2. Listen to substitute request information
3. Select option 1, 2, 3, 4, 5, 6, or 9
 1. Accept
 - i. Enter PIN number followed by the # key
 - ii. Record Request Number
 - iii. Present number to office upon arrival
 2. Decline
 - i. Declines Job
 3. Decline All
 - i. Declines all jobs for that day
 4. Call Back
 - i. Have willSub call back later if job is still available
 5. Replay Message
 - i. Replay request Information
 6. Which Substitute called
 - i. willSub will play the ID of the substitute that was called. *This is helpful if 2 or more substitutes share the same phone.*
 7. Report wrong number
 - i. If this is confirmed, this will disable the user from the willSub system.

How to Accept a Job Online

1. When there are jobs available, a link will appear on your homepage- [New Jobs Available \(2\)](#). Clicking the link will bring you to all available jobs.
 - i. Available jobs are also able to be viewed under the Requests tab, by selecting ‘View Available...’
2. To view the details of the available jobs, click the highlighted date for the job.
3. Review the details of the job. After reviewing you have the option of accepting or declining the job. Click ‘Accept Request’ to accept the job.
4. Upon accepting the job, you will receive a notice letting you know that if the submission is accepted, the job will appear on your homepage.

Preferences

To set up your preferences in willSub, please follow the steps as outlined.

1. Select ‘My Preferences’ under the Information tab to set your preferences with regards to the days and times that you would like willSub to call and/or text message you.
 - i. Select ‘Update’ to save changes.
2. Select ‘Worksite Choices’, and ‘District Choices’ to select available districts.
 - i. Listed are all districts available to you. Click into each district that you would like to work in, and check the box for ‘Selected’ to make the buildings in this district available to select. Click ‘Update to save.
3. Select ‘Building Preferences’ to select the specific buildings that you would like to be available for jobs.
 - i. Change the drop down box from ‘Buildings I Work At’, to ‘All Available Buildings’ to view all buildings available for you to work in.
 - ii. Select the link for the name of the building that you would like to work in, which will bring up the specifics of the building.
 - iii. For the position(s) that you would like to be available as a substitute, change the drop-down boxes from No to Yes.
 - iv. Select ‘Update’ to save. **Repeat this process for all buildings that you would like to be available to work in.**

Commitments

Commitments can be added to make you unavailable to work for a period of time. To add a commitment, select ‘New’ under the Commitments tab.

1. Select a date range for the period of time in which you want to unavailable to work.
2. Add a brief note explaining the time off(i.e. Vacation, Dr. Appt., etc...) and click ‘Add Commitment’ to finalize

Select ‘View’ under the Commitments tab to show all commitments in Willsub.

1. To remove a commitment, simply click the highlighted ‘delete’ next to the commitment.
2. If a commitment is shown displaying ‘willSub Committed’, this refers to a day in which you have a job scheduled in willSub, making you unavailable to accept additional jobs.

Viewing Payroll Information

In willSub you are able to access pay information for all jobs that have been performed in willSub. As ESS does not send paper copies of pay stubs, the information accessed through willSub will serve as your pay stub. The following steps will guide you on how to view this information.

1. To access your pay information, select ‘View Payroll Transactions’ in the ‘Payroll’ tab
 - a. Provided will be a link to access your payroll account.
 - i. To set up your account, you will be asked to set up a couple security questions.
 - b. Once you have registered your payroll account, you will now be able to select the link in your willSub account titled, “Click Here to access DynamicHR Account”.
 - i. In your payroll account, you will be able to view pay stubs, view tax withholdings, and access your W-2’s.