

Using Frontline 2021-2022 QuickGuide

for CISD Substitutes

CONROE ISD SUBSTITUTE OFFICE

Frontline Procedures

SSO for Conroe ISD Frontline Access

Conroe ISD uses a single sign-on (SSO) login for access.

This is a secure connection – use with caution and protect yourself!

- **Substitutes:** For security, access Frontline ONLY through a secure connection and only via the SSO.



Frontline Procedures

Web Alerts will pop-up with important information for you to review.

The screenshot shows a web alert interface. At the top, a dark blue header bar contains the text 'Absence Management' and 'CONROE ISD'. Below this, a blue notification box with a close button (x) in the top right corner is titled 'Important Notifications'. Inside this box, a white alert card is displayed. The card has a red 'High' status tag and 'CONROE ISD' as the sender. The date 'posted on Wednesday, May 12, 2021' is shown in the top right of the card. The main heading of the alert is 'Substitute LRAs must be signed before May 26th'. The body text states: 'Substitute Letters of Reasonable Assurance will be sent to your personal email on 5-12-21. Failure to sign electronically the Letter of Reasonable Assurance by May 26, 2021 will be viewed as a resignation and will prohibit you from reapplying to substitute during the 2021-2022 school year. Should you wish to substitute in Conroe ISD after a resignation, you will be required to re-apply during the 2022-2023 school year.' A yellow highlighted section titled 'To Sign the 2021-2022 Letter of Reasonable Assurance:' follows. It contains two numbered steps: 1. 'Please click on this link, or copy and paste the link into your internet browser. <https://apps.conroeisd.net/assurance/login.aspx>' and 2. 'Review the letter and click whether you want to accept or decline the 2021-2022 Letter of Reasonable Assurance'.

Absence Management CONROE ISD

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Important Notifications x

High CONROE ISD posted on Wednesday, May 12, 2021

Substitute LRAs must be signed before May 26th

Substitute Letters of Reasonable Assurance will be sent to your personal email on 5-12-21. Failure to sign electronically the Letter of Reasonable Assurance by May 26, 2021 will be viewed as a resignation and will prohibit you from reapplying to substitute during the 2021-2022 school year. Should you wish to substitute in Conroe ISD after a resignation, you will be required to re-apply during the 2022-2023 school year.

To Sign the 2021-2022 Letter of Reasonable Assurance:

1. Please click on this link, or copy and paste the link into your internet browser. <https://apps.conroeisd.net/assurance/login.aspx>
2. Review the letter and click whether you want to accept or decline the 2021-2022 Letter of Reasonable Assurance

Frontline Procedures

The Substitute dashboard shows the three month calendar, navigation bar and the **JOBS** tabs.

The screenshot displays the Substitute dashboard interface. On the left, a navigation bar is circled in yellow, containing the following links: Home, Available Jobs, History, Feedback, and Preferences. The main area features a three-month calendar for May, June, and July 2021. A banner at the top right promotes a new, free way to find jobs on a phone, with a 'Learn More' link. At the bottom, there are four tabs: '0 Available Jobs' (circled in yellow), '0 Scheduled Jobs', '3 Past Jobs', and '0 Non Work Days'. Below the tabs, a table header is visible with columns: Date, Time, Duration, and Location.

May 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

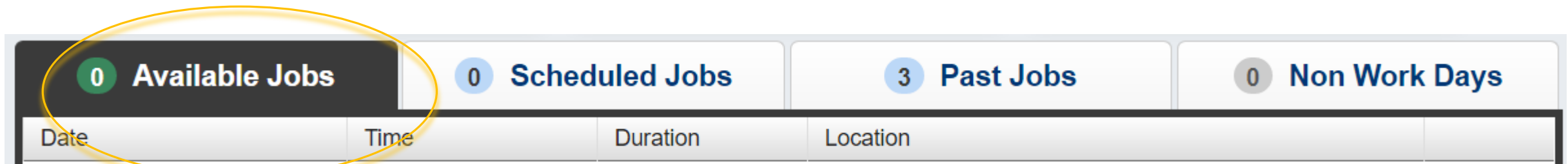
0 Available Jobs 0 Scheduled Jobs 3 Past Jobs 0 Non Work Days

Date	Time	Duration	Location
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Frontline Procedures

AVAILABLE JOBS

- You can select from available assignments on the **Available Jobs** tab.
 - Paraprofessional subs will only see para jobs; certified substitutes will only see teacher jobs.
 - Non-Certified Substitutes will see both teaching and paraprofessional jobs; you are paid by the job TYPE that you choose.
 - You only need to ACCEPT jobs – you do not need to reject jobs UNLESS you have been assigned to a job you do not want to work. Be careful – once you reject a job you CANNOT go back and accept later.



The screenshot shows a web interface with four tabs: 'Available Jobs', 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. The 'Available Jobs' tab is highlighted with a yellow circle. Below the tabs is a table with columns: Date, Time, Duration, Location, and an empty column.

0 Available Jobs					0 Scheduled Jobs					3 Past Jobs					0 Non Work Days				
Date	Time	Duration	Location		Date	Time	Duration	Location		Date	Time	Duration	Location		Date	Time	Duration	Location	

Frontline Procedures

- **Scheduled Jobs** shows the jobs you have committed to working.
- **Past Jobs** shows jobs you have worked recently but which have NOT yet been processed by payroll.
- **Non Work Days** shows days you have scheduled off.
 - You can schedule non-work days for a single day, or blocks of time as needed.

0 Available Jobs

0 Scheduled Jobs

0 Past Jobs

0 Non Work Days

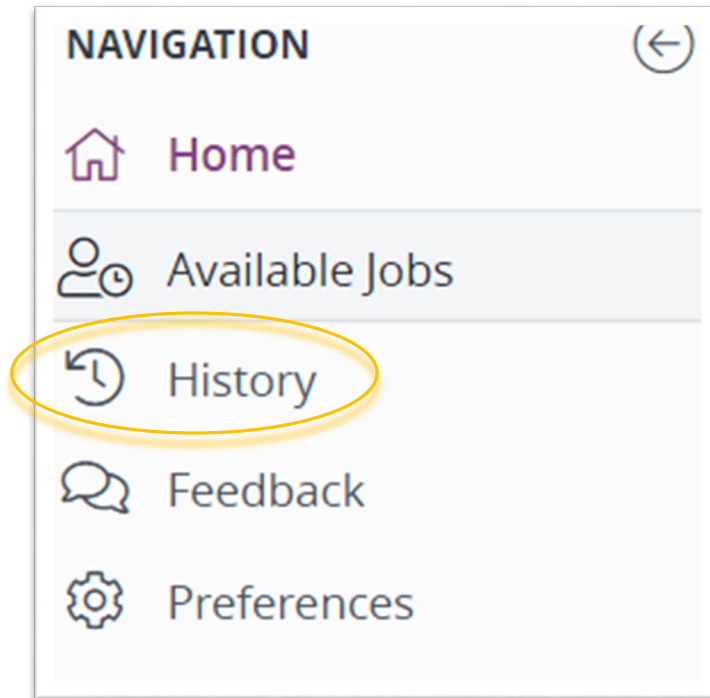
This list shows non-work days for the past 30 days. View more by clicking the History tab

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Add Non-Work Day

Date	Time	Reason
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Frontline Procedures

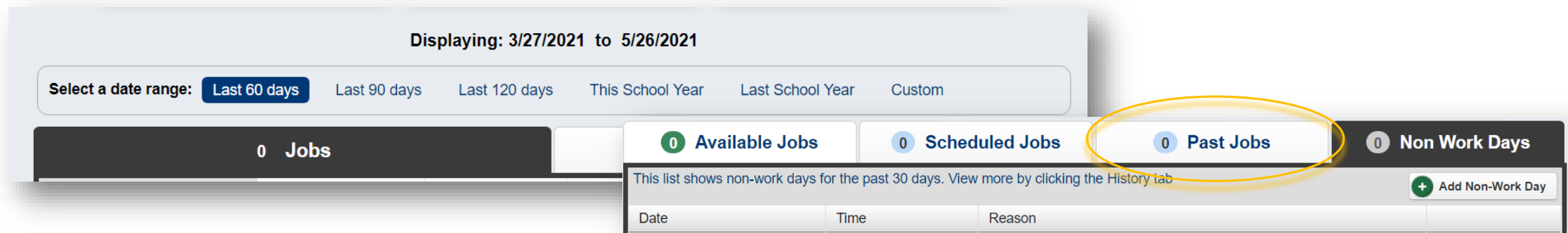


The **NAVIGATION** bar gives you tools to track your jobs worked history.

- You can view jobs worked that have been processed by Payroll.
- See the payroll schedule to see when pay dates are for pay periods.

Jobs not in “History” have not yet been processed, and should be under your “Past Jobs” tab on the main dashboard.

- If a job is missing from these lists, please contact the campus where you worked FIRST. They need to verify that you worked, and can contact us to correct the issue if they cannot.



Frontline Procedures

Paycheck and Tax Information

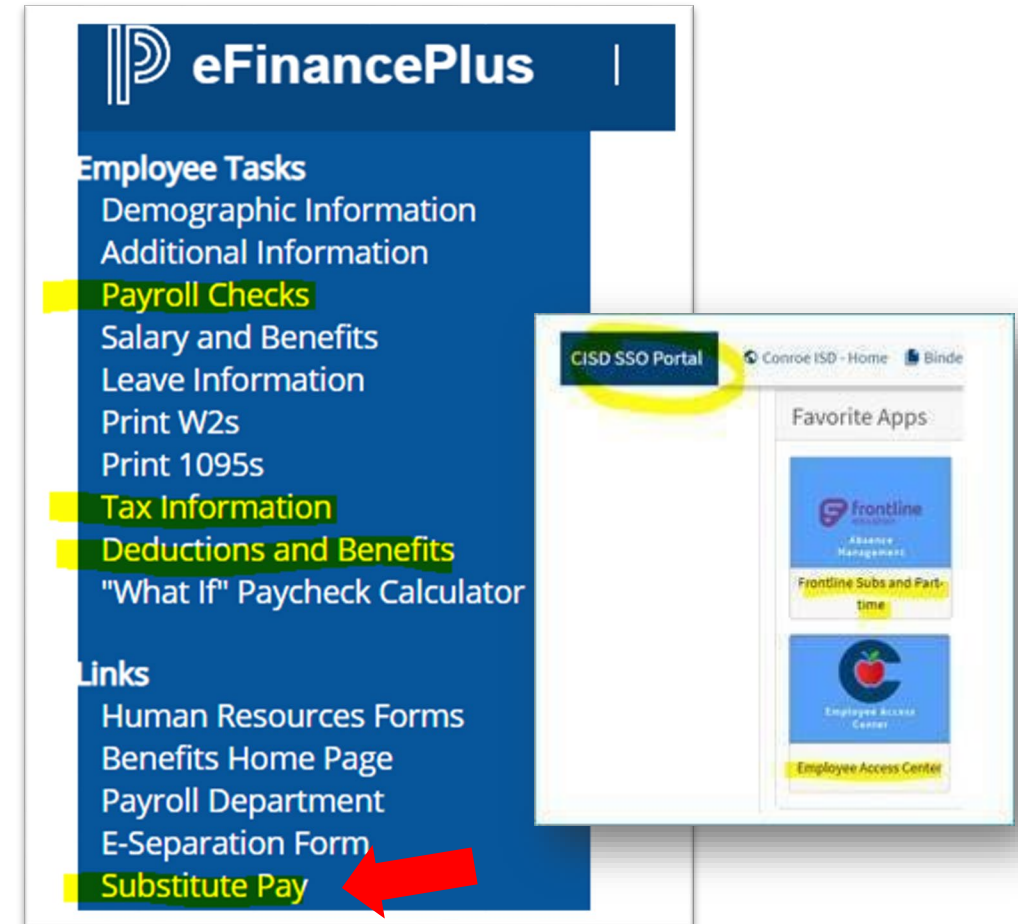
You can also access the **Employee Access Center** via the Conroe ISD SSO portal to see paycheck and tax information – use the same username/password combination that you use for email and District computer access. Access the SSO through the CISD website, or directly through: sso.conroeisd.net.

View the Employee Tasks and Links, including the "Substitute Pay" tab for specific sub pay related information. This shows the specific rate paid for the days you worked.

Sub Pay History

EIN #####

Sub Begin	Sub End	Payroll Date	Sub For	Days	Daily Rate	Amount
4/22/2021	4/22/2021	5/14/2021	Doe, Jane	1.000	95.00	95.00
4/23/2021	4/23/2021	5/14/2021	Doe, Jane	1.000	105.00	105.00
Total:						200



Closure & Weather Days

Closure or Weather Days

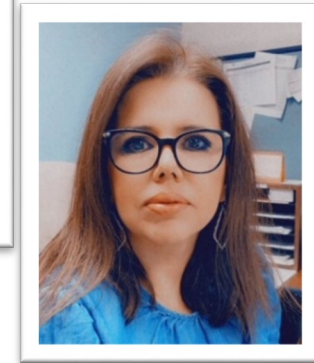
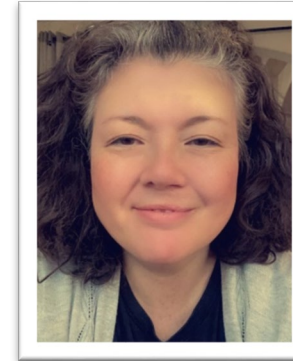
- If Conroe ISD cancels for the day due to inclement weather or other events, the day will be closed in the system at the DISTRICT level.
 - Please **do not delete** any assignments you have picked up. When the District closes the day on the calendar, all assignments will close and subs will automatically be removed from those assignments.
 - For approved **long-term** substitutes, the absence should remain in the system.
 - If approved by the board, long-term positions will be paid for closure days.



Thank you from the Substitute Office

Laurene Wistner, Substitute Supervisor

Elia Gonzalez, Substitute Specialist



Monday – Friday: 8:00 a.m. – 4:30 p.m.

substitutes@conroeisd.net