

Tech support:
1-800-319-4278

- A. Open your web browser and in address bar type www.willsub.com
- B. Logon with your PIN and ID
- C. Welcome to your home page!
On this page you will find a lot of information in one place:

Your name

The days you have worked, or are scheduled to work, for whom, and any notes for that class

Tip: Use this screen to quickly glance at your schedule and see what jobs are available.

Ref.	Date	Days	Teacher	Building	Duration	Notes	Auth.
31309	07/28/06	1.0	Building Account	WillSub Middle School			
31562	09/06/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31563	09/07/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31565	09/11/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31566	09/12/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31567	09/13/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31568	09/14/06	1.0	Bob Builder	WillSub Middle School		Test Note 1	
31569	09/15/06	1.0	Bob Builder	WillSub Middle School		Test Note 11	
31570	09/18/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31571	09/19/06	1.0	Bob Builder	WillSub Middle School		2 Hour Delay, Test Note 2	
31572	09/20/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31573	09/21/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	
31574	09/22/06	1.0	Bob Builder	WillSub Middle School		Test Note 2	

1. When you first logon, please go directly to **Information, My Information** to double check your name, address, etc. If anything has changed, please make the changes and submit.
2. Next, click into the "Change W4 Information" to enter your tax information. Although you may have completed and sent your paperwork to our office, we still need you to enter this information into the system as well.
3. You are assigned a PIN, but if you would like to change it to something you will remember more easily, click on the "Change PIN" and follow the instructions.

My Information

Use the form below to update your information.

Active1: Unchecking this will deactivate your account.

Address 1:

Address 2:

City, State Zip:

Phone: () -

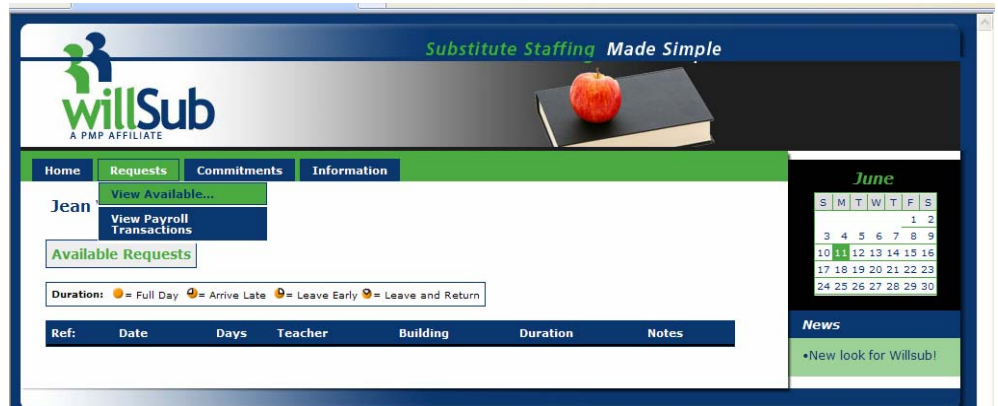
email:

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Now that you've double checked your personal information, let's explore the menu!

Requests: View Available

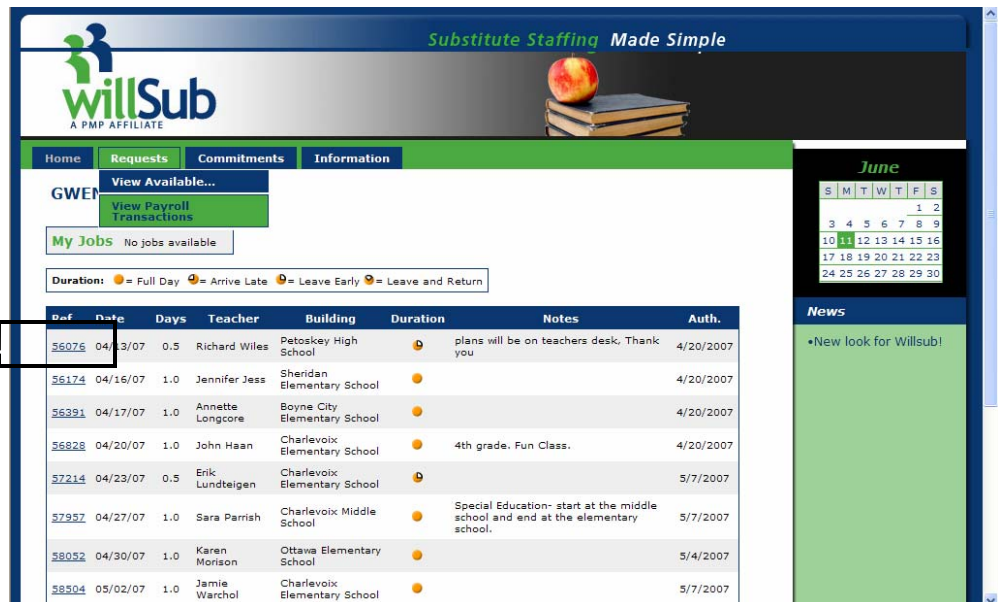
This menu item will allow you to see jobs in detail. As you can see from the empty box, there are no jobs available at this time.



The screenshot shows the willSub website interface. The user is logged in as 'Jean'. Under the 'Requests' tab, the 'View Available...' option is highlighted. Below it, an 'Available Requests' box is empty. A duration filter is set to 'Full Day'. A calendar for June is visible on the right side of the page.

Requests: View Payroll Transactions


This menu item is your "check stub". Each period ending date will be listed as shown.

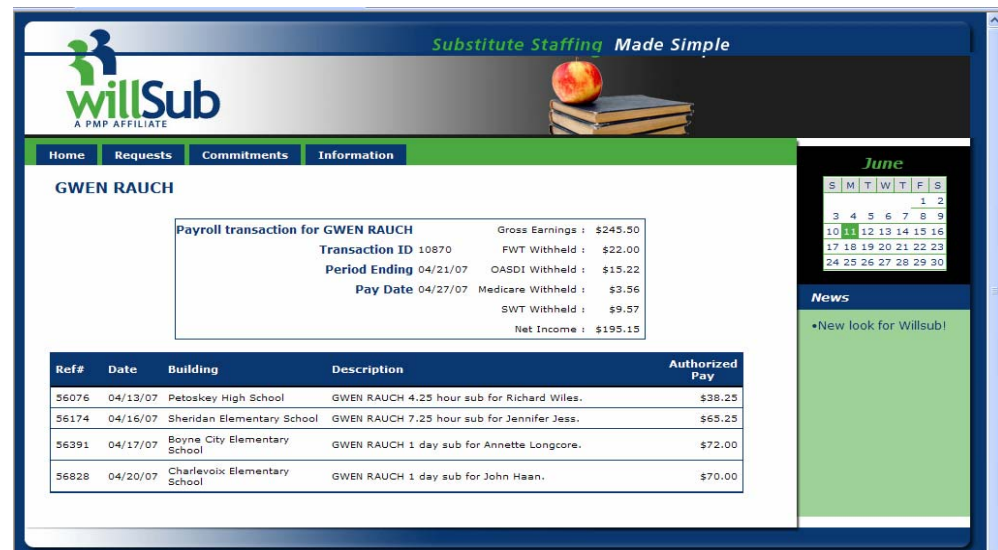


The screenshot shows the willSub website interface for user 'GWEN RAUCH'. Under the 'Requests' tab, the 'View Payroll Transactions' option is highlighted. Below it, a 'My Jobs' box shows 'No jobs available'. A duration filter is set to 'Full Day'. A table of job assignments is displayed below the filter. A calendar for June is visible on the right side of the page.

Ref	Date	Days	Teacher	Building	Duration	Notes	Auth.
56076	04/13/07	0.5	Richard Wiles	Petoskey High School	●	plans will be on teachers desk. Thank you	4/20/2007
56174	04/16/07	1.0	Jennifer Jess	Sheridan Elementary School	●		4/20/2007
56391	04/17/07	1.0	Annette Longcore	Boyne City Elementary School	●		4/20/2007
56828	04/20/07	1.0	John Haan	Charlevoix Elementary School	●	4th grade. Fun Class.	4/20/2007
57214	04/23/07	0.5	Erik Lundteigen	Charlevoix Elementary School	●		5/7/2007
57957	04/27/07	1.0	Sara Parrish	Charlevoix Middle School	●	Special Education- start at the middle school and end at the elementary school.	5/7/2007
58082	04/30/07	1.0	Karen Morison	Ottawa Elementary School	●		5/4/2007
58504	05/02/07	1.0	Jamie Warchol	Charlevoix Elementary School	●		5/7/2007

If you click into the appropriate blue ID number, you will see the detail of that job as shown below.

 **Tip:** If you would like a printed pay stub, print this screen. This information can be accessed at any time and will show your earnings for the year.



The screenshot shows the willSub website interface for user 'GWEN RAUCH'. The 'View Payroll Transactions' option is highlighted. Below it, a 'Payroll transaction for GWEN RAUCH' box displays the following information:

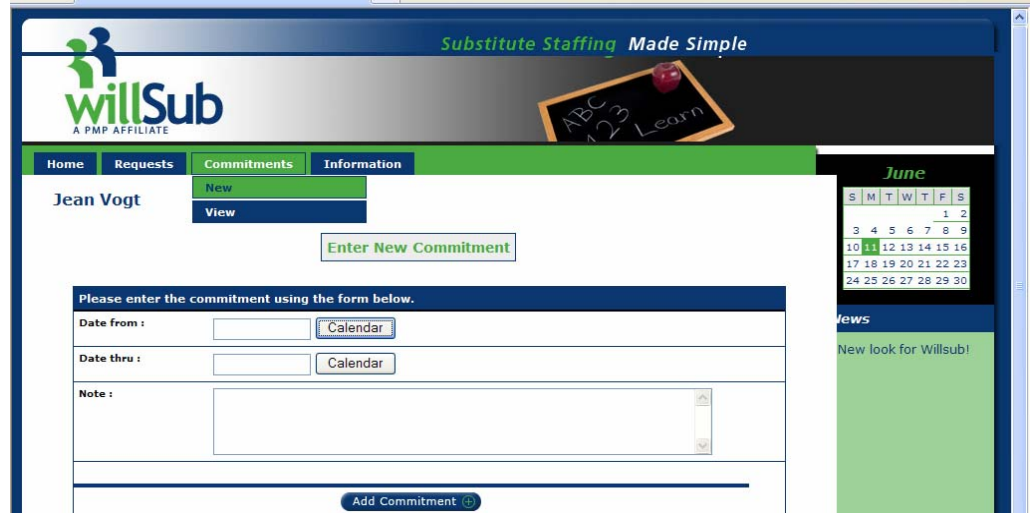
Transaction ID	10870	Gross Earnings	\$245.50
Period Ending	04/21/07	FWT Withheld	\$22.00
Pay Date	04/27/07	OASDI Withheld	\$15.22
		Medicare Withheld	\$3.56
		SWT Withheld	\$9.57
		Net Income	\$195.15

Below the payroll transaction box, a table of job assignments is displayed:

Ref#	Date	Building	Description	Authorized Pay
56076	04/13/07	Petoskey High School	GWEN RAUCH 4.25 hour sub for Richard Wiles.	\$36.25
56174	04/16/07	Sheridan Elementary School	GWEN RAUCH 7.25 hour sub for Jennifer Jess.	\$65.25
56391	04/17/07	Boyne City Elementary School	GWEN RAUCH 1 day sub for Annette Longcore.	\$72.00
56828	04/20/07	Charlevoix Elementary School	GWEN RAUCH 1 day sub for John Haan.	\$70.00

Commitments: New

This menu item will allow you to block out dates you may be out of town, or don't want to substitute teach. Just pull down a date from the calendar, and make any notes if necessary. The notes are for your personal use only, they don't show up anywhere else in the system. When you do this, you will deactivate yourself for that day ONLY, eliminating yourself from the call list. This allows you to customize your own schedule!



Commitments: View

This menu item will show all days you are booked in the system. "Willsub Committed" means that you are teaching in a school. When there is a '-delete-' in the column, this means you have blocked this day out for your own personal schedule.



Tip: If you decide to use this feature, please be sure to adjust your Willsub schedule with your personal schedule! If your situation changes, you can delete the blocked time out, but if you don't, the system will not list you as available!

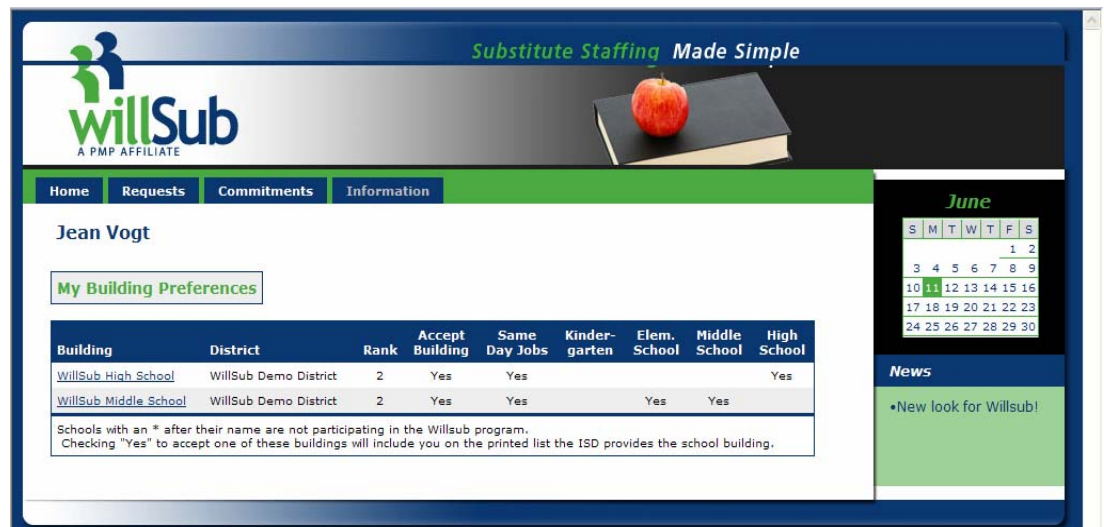
My Information: My Preferences

This menu item will allow you to choose when you would like the system to call you. This is strictly used for the call module part of the system. Use the pull down menus to customize your schedule, and check the days you would like the system to hold off phone calls. If you check all the boxes, you will not receive any phone calls, but you will still see jobs on the website.



Information: School Preferences

This menu item allows you to customize each school within the ISD to your specifications. By clicking into the blue underlined school name, you will come to the next menu.



Building	District	Rank	Accept Building	Same Day Jobs	Kindergarten	Elem. School	Middle School	High School
WillSub High School	WillSub Demo District	2	Yes	Yes				Yes
WillSub Middle School	WillSub Demo District	2	Yes	Yes		Yes	Yes	

Schools with an * after their name are not participating in the Willsub program.
Checking "Yes" to accept one of these buildings will include you on the printed list the ISD provides the school building.

*** Sub Cancellations:



It is the sub's responsibility to call into the school if for some reason they cannot make it to the assignment. Please see individual school policies for their procedures.

For snow days, please watch your local news for schools closings, since schools will not pay for travel time on a snow day that is broadcast on local news channels and radio stations.

This menu utilizes pull downs to give you choices as to whether you'd like to work at that school and how you rank the school.

Tip: the rating system is based upon a 1,2,3 system; 1 is the most desirable, 3 is the least desirable. Subs usually use this for a distance limiter, or maybe they just have favorite schools. If you would like to work at a specific school anytime a job is available, mark that school a 1. For schools you may not want to work at as often, but still want to be included on their list, mark those a 3.

Authorization of Payroll

If you go back to the Home page, you will see a column labeled "Auth." This column lets you know if the school approved the day you worked. As you can see, in this example, none of the transactions are marked "done."
We can only pay you if they say it's ok, so if this column is not marked "done", and it's more than 21 days beyond the pay date, call the school and ask them to approve it!

At any time you may look up your status with the ISD by "Information", then "ISD Status." If you are not listed as "Approved" you cannot see jobs, so please be sure you are "Approved."

At any time you may look up your PMP status to check what documents are missing in order to process payroll. Forms are available online, for you to complete and mail to our office.

Unless your I-9, W-4, and Electronic Deposit information are on file with us, we will not be able to process your payroll. Please give this a check before you begin.

Substitute Staffing Made Simple

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Home Requests Commitments Information

Jean Vogt

My Building Preferences

Preferences for WillSub High School: Use the form below to make any changes.

School building name :	WillSub High School
Address :	1388 Pine Point Dr.
City, St. Zip :	Lewiston MI 49756
Building Rank :	2
Accept jobs at building :	Yes <input type="checkbox"/> If you enter 'No' here, you will receive no job postings for this building.
Do same day jobs :	Yes <input type="checkbox"/> If you don't want to get early morning calls for a job, select 'No' here.
High School jobs?	Yes <input type="checkbox"/>

Update Preferences changes take affect the following day.

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Home Requests Commitments Information

Jean Vogt

My Jobs No jobs available. Please review ISD and PMP Status

Duration: Full Day Arrive Late Leave Early Leave and Return

Ref.	Date	Days	Teacher	Building	Duration	Notes	Auth.
31302	07/28/06	1.0	Building Account	WillSub Middle School	<input type="radio"/>		
31562	09/06/06	1.0	Bob Builder	WillSub Middle School	<input type="radio"/>	Test Note 2	
31563	09/07/06	1.0	Bob Builder	WillSub Middle School	<input type="radio"/>	Test Note 2	
31565	09/11/06	1.0	Bob Builder	WillSub Middle School	<input type="radio"/>	Test Note 2	
31566	09/12/06	1.0	Bob Builder	WillSub Middle School	<input type="radio"/>	Test Note 2	

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Home Requests Commitments Information

Susie Mathewson

ISD Status

ISD	Status	Notes
PMP WillSub (989) 786-4848	Approved	

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Home Requests Commitments Information

Susie Mathewson

PMP Status

I9	W4	Electronic Deposit
I9 not on file	W4 not on file	Electronic Deposit not on file

You may download employment forms here.



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Substitute How To: FAQ'S

1. What is Willsub?

Willsub is an automated internet/phone based calling system developed by PMP Education Partners that manages teacher requests. Willsub's services are designed to maximize your time in managing your substitute teaching. With Willsub's automated system and user preferences, you will only get the calls you want at the hour that you like. Willsub is 'smart' and knows if you have already accepted a substitute assignment from another school that uses Willsub services, so you will not be called again for an assignment on the same day within an ISD. You will find Willsub offers you a way to customize your substitute teaching experience while allowing you to manage your teaching schedule so you teach where and when you want.

2. Who pays me? How often do I get paid?

PMP Education Partners will be your employer of record, so you will receive a W-2 from us at the end of the year. You will need to fax/mail us a copy of your ID (license and SS card will do), your I-9, W-4 and direct deposit form. This documentation is required as a hard copy in our office, and entered online before you can be paid. Please follow the instructions on the direct deposit form enclosed in this packet.

You will be paid every two weeks, on Friday, through a direct deposit. Let's take an example: If you worked any of the days in yellow, you will be paid for it on the 18th which is in blue. This pattern will continue throughout the school year. Please see in Willsub: Information, Pay periods to see exact dates for this year.

August 2006

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		

3. What if my address or phone number changes?

If your address or phone number changes, all you have to do is login and enter your new information into Willsub under "My Info". If your last name changes, that will require you to call the ISD and bring in proof of that change for security reasons.

4. Why did the schools move to this system?

Managing your own substitute assignments can be challenging enough, but can you imagine juggling hundreds of teachers schedules? This is what the districts were doing before Willsub. We have consolidated all administration and management of substitute teachers, therefore minimizing their administration costs, while providing you with a tool to manage your assignments more effectively.

5. What if I don't want to go online?

Although Willsub is predominantly a web based system, you may utilize only the phone component if you wish. You will not be able to see what jobs are available for the distant future, but you will continue to receive phone calls for jobs on the days you choose. If you choose not to use the web, please go online once to set up your user information, and let the system know where you would like to teach under "My preferences".

6. How much do I get paid?

PMP Education Partners does not determine, nor recommend any pay rates to the districts. You will be paid exactly what the districts determine, minus state and federal taxes.



Substitute How To: *Direct Deposit*

To ensure timely payment, please complete this form (direct deposit), I-9, W-4 and two forms of ID (license and SS card will do), and fax to 231-347-9570, or mail to: 1170 Bay View Rd., Petoskey, MI 49770

Please be sure to complete **accurately**, and submit to our office before the day of your first sub assignment of the year in order to receive your direct deposit on time.

I authorize PMP Education Partners and the financial institution listed below to initiate electronic credit entries to my account listed below. This authority will remain in effect until I have cancelled it in writing.

Checking Account number: _____

- or -

Savings Account number: _____

Financial Institution: _____

Branch: _____

City, State: _____

Routing Number: _____

Name (Please print): _____

Signature: _____

***** PLEASE ATTACH A VOIDED CHECK TO THE BOTTOM OF THIS FORM.
PROCESSING CANNOT TAKE PLACE WITHOUT THIS INFORMATION.
THANK YOU!**

Attach VOIDED check in this box

Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien # A <input type="checkbox"/> An alien authorized to work until ___/___/___ (Alien # or Admission #)	
		Employee's Signature	
			Date (month/day/year)

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		___/___/___		___/___/___
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ___/___/___ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	
		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____	Document #: _____
Expiration Date (if any): ___/___/___	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

Form W-4 (2007)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2007 expires February 16, 2008. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$850 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on

itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax

for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners/Multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

Nonresident alien. If you are a nonresident alien, see the instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2007. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A _____
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less. 	B _____
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C _____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D _____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E _____
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit	F _____
G	Child Tax Credit (including additional child tax credit). See Pub 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$57,000 (\$85,000 if married), enter "2" for each eligible child. • If your total income will be between \$57,000 and \$84,000 (\$85,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children. 	G _____
H	Add lines A through G and enter total here. Note. This may be different from the number of exemptions you claim on your tax return. ▶ H _____	

For accuracy, complete all worksheets that apply.

- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you have **more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married) see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

..... Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="font-size: small; margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2007</div>
1 Type or print your first name and middle initial. Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <i>Note.</i> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 2007, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7 _____		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (Form is not valid unless you sign it.) ▶		Date ▶ _____
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional) 10 Employer identification number (EIN)