

Division staff have access to the active substitute and casual staff lists by logging into **Employee Self Service**. The reports are available to view and print from the employee **Dashboard**.

Please Note:

- The term **Substitute** refers to teaching or certificated staff.
- The term **Casual** refers to support staff.
(Program Assistants, Administrative Assistants, Library Assistants, Bus Drivers)

Teaching Staff Dashboard Report

- Substitute Teachers Who Will Work at My Location

Support Staff Dashboard Report

- Casual Employees Who Will Work at My Location

Supervisors Dashboard Reports

- Substitute Teachers Who Will Work at My Location
- All Active Sub Teachers (**Division-Wide, Supervisors Only**)
- Casual Employees Who Will Work at My Location
- All Active Casual Employees (**Division-Wide, Supervisors Only**)

If you have any questions regarding access to the above noted reports, please contact Human Resources.