

Please Review to Request Your Favorite Sub

1. When you click on **To Create an Absence** tab, your information will populate.
2. Choose the correct absence reason.
3. When choosing a sub, click on **Name Lookup**. If you have prearranged a sub be sure **to click YES or the job will go out to the sub pool**.

Substitute

Specify a Substitute? ID: **Name Lookup**

PRE-ARRANGED?
If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?: Yes No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: **Browse...** (Maximum file size=512K)

4. A specific substitute may be requested at this time.
5. Please attach any file the sub may need to utilize under Fill attachments or leave instructions.
6. Please review the videos under **Help** for additional assistance.

7. Contact information for PESG:

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