

Talent Ed Records – Long Term Sub. Request Form – *Instructions*

When hiring a **long term sub** to fill a position, please complete steps below:

- ❖ Log on to your Talent Ed Records account
- ❖ Click on Blank Docs Tab
- ❖ Locate the document – **Long Term Sub Request Form**
(This form is only visible to Principals/Supervisors)
- ❖ Click - Add Document for another staff member
- ❖ Type name of the employee that will be on leave
- ❖ Add as an E-Form
- ❖ Complete the form
- ❖ Save Final

Personnel Office will receive your form electronically.