

Application Process Through WillSub for

Substitute Teachers, Childcare Lead Teachers & Assistants, Maintenance & Athletics:

If presenting in person give the candidate the Fingerprint Live Scan form and Location List to go get printed.

If the candidate **has not presented in person**, they can obtain the necessary Live Scan form & Location List or FP Release form online during the Willsub sign up process described below.

Regardless, the candidate must either return the original Live Scan form to Central Office, or Laurie must receive a copy of the signed FP Release form from the ISD once the candidate has been printed before she will approve the fingerprint affidavit through Willsub.

New applicants that are to be paid through willSub (aka PCMI) must go to the following website to start the application process:

<https://signup.willsub.com/>

1. Start a new account
2. Review *State School Employment Requirements* – Select Michigan
3. Continue as prompted – click Submit
4. Follow status of application closely as seen below:

Status [REDACTED]

[REDACTED] : Offered Employment

Part 1:

Area	Status	Notes
Personal	Approved	👍
Privacy	Approved	👍
End User Agreement	Approved	👍
Legal	Approved	👍 11 legal questions answered, 11 approved.
Education	Approved	👍 No college attended, no transcripts or certificates to report
Employment	Approved	👍 2 employers entered.
References	Approved	👍 3 references entered, 0 approved.
Background	Approved	👍
Video	Incomplete	8 of 8 videos completed.

Part 2:

Area	Status	Notes
Personal Information	Incomplete	Personal information and ethnicity incomplete.
I9	Incomplete	I9 instructions, I9 form, and documentation uploads incomplete
Direct Deposit	Incomplete	Direct Deposit incomplete
Federal Taxes	Incomplete	Federal tax forms incomplete
State Taxes	Incomplete	State tax forms incomplete
Health Insurance	Incomplete	Health insurance incomplete
Workers Comp.	N/A	Workers Comp. approved
Employees Disclosure	Incomplete	Employee's disclosure incomplete
Arbitration	Incomplete	Arbitration incomplete

Applicant Status Key

Application In Progress	Application started but not completed.
Awaiting Resubmittal	Application was submitted with invalid information requiring correction by applicant.
Ready for Submittal	Application completed but not submitted by applicant.
Application Submitted	Application submitted.
Candidate	Application approved, employment offer pending.
Offered Employment	Applicant has been offered employment, waiting acceptance by applicant.
Pre Hire	Employment offer accepted, pre employment documents in process.
Ready for Hire	All pre employment documents approved.

For questions related to the willSub application process, please contact willSub Customer Service or Nicole Musall, PR/HR Manager at MPS:

Customer Service Contact Information

Email Address hrmidwest@ess.com

Phone (877) 855-7264 ext. 1030

Nicole Musall, Payroll/HR Manager

Mancelona Public Schools

PH.231.587.9764 ext. 219

FX.231.587.9500

Strong Kids, Strong Education