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## THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

| Today's Jobs | | Future Jobs |
|---|---|---|
| Weekdays | 05:30 – 11:30 a.m. | 06:00 - 09:00 p.m. |
| Saturday | None | None |
| Sunday | None | 6:00 - 09:00 pm |
| Holidays | None | 6:00 - 09:00 pm |

## REASONS FOR ABSENCE/VACANCY:

1. **SICK LEAVE**

2. **PERSONAL NECESSITY/EMERGENCY**

3. **PERSONAL LEAVE**

4. **PERSONAL BUSINESS**

5. **SCHOOL BUSINESS** *(SEMS OPERATOR ONLY)*

6. **BEREAVEMENT**

7. **JURY DUTY**

8. **SUPEONA**

9. **VACANCY** *(SEMS OPERATOR ONLY)*

10. **ADMINISTRATIVE LEAVE** *(SEMS OPERATOR ONLY)*

11. **MATERNITY LEAVE**

12. **MILITARY LEAVE**

**\*NOTE:**

**PLEASE DO NOT ENTER AN ABSENCE FOR**

**LESS THAN ONE DAY. SUBSTITUTE**

**TEACHERS ARE PAID ON A DAILY BASIS**

**ONLY.**

**PLEASE REPORT ABSENCES**

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# COMPTON UNIFIED SCHOOL DISTRICT SECRETARY'S QUICK REFERENCE

System Phone Numbers **(310) 898-6106 or 898-6107**

Help Desk Phone Number **(310) 639-4321   ext. 55185**

Write your *location's* PIN number here:   _ _ _ _ _ _

**\*\*\* CALL SYSTEM, ENTER LOCATION PIN \*\*\***

**MAIN MENU**
  **1 - to Enter Absence - One Employee**
  **2 - to Enter Absence - Multiple Employees**
  **3 - to Review, Cancel or Modify an Absence**
  **4 - to Record / Erase Announcements**
  **5 - to Review Priority Lists**
  **7 - to Report a Vacancy**
  **9 - to Exit**

## REPORT AN ABSENCE FOR ONE EMPLOYEE

1. **PRESS 1** to *ENTER AN ABSENCE*.

2. Enter the Absentee's **SOCIAL SECURITY NUMBER**, then **PRESS** the **STAR KEY.**

3. **PRESS 1** for a one-day absence for the CURRENT day, OR
   **PRESS 5** for a one-day absence for the NEXT work day, OR
   **PRESS 7** to *ENTER THE DATES AND TIMES*.

4. **IF YOU PRESSED 1 OR 5 to enter a one-day absence . .**
   **PRESS 1** to ACCEPT times, SKIP TO Step 5, OR
   **PRESS 5** to manually enter times.
   **(NOT ALLOWED)**
   -- To accept times, PRESS the **STAR KEY** OR,
   Enter START Time (HHMM).
   Repeat procedure for END time, SKIP TO Step 5.

   **IF YOU PRESSED 7 to enter the dates and times . . .**
   4a. **PRESS** the **STAR KEY** to accept date offered, OR
       Enter Date the Absence Starts (MMDD).

   4b. **PRESS** the **STAR KEY** to accept the time offered, OR
       Enter Time the Absence Starts (HHMM).

   4c. Repeat procedures in 4a/4b for *DATE/TIME ABSENCE ENDS*.

5. Enter the *ABSENCE REASON NUMBER*, then the **STAR KEY.**

6. **PRESS 1** to *RECORD SPECIAL INSTRUCTIONS*, OR
   **PRESS 5** to *BYPASS THIS STEP*

7. **PRESS 1** if a *SUBSTITUTE IS REQUIRED*, OR
   **PRESS 3** if *NO SUBSTITUTE IS REQUIRED*, SKIP TO STEP 9.

8. **PRESS 1** to *REQUEST A PARTICULAR SUBSTITUTE*, OR
   **PRESS 3** to *BYPASS THIS STEP*.
   To *REQUEST A PARTICULAR SUBSTITUTE*, enter their **Telephone Number (WITHOUT AREA CODE)**, then press the **STAR KEY.**
   **PRESS 1** if *NO PRIOR ARRANGEMENT WITH SUBSTITUTE*, OR
   **PRESS 3** to *AUTOMATICALLY ASSIGN THE SUBSTITUTE* then
   **PRESS 1** to CONFIRM the Substitute has **ALREADY AGREED** to cover THIS absence.

9. **PRESS 1** to *RECEIVE THE JOB NUMBER*.
   **Necessary to complete absence entry!**

**PLEASE REPORT ABSENCES**
Revised: 9/08

## REPORT MULTIPLE ABSENCES FOR THE SAME TIME PERIOD

1. **PRESS 2** to *ENTER MULTIPLE ABSENCES, FOR SAME TIME PERIOD*.

2. **PRESS 1** for a one-day absence for the CURRENT day, <u>OR</u>
   **PRESS 5** for a one-day absence for the NEXT work day, <u>OR</u>
   **PRESS 7** to *ENTER THE DATES AND TIMES*.

3. **IF YOU PRESSED 1 OR 5 to enter a one-day absence . .**
   **PRESS 1** to ACCEPT times, SKIP TO Step 4, <u>OR</u>
   **PRESS 5** to manually enter times.
      -- To accept times, PRESS the **STAR KEY**, <u>OR</u>
      Enter START Time (HHMM).
      Repeat procedure for END time, SKIP TO Step 4.

   **IF YOU PRESSED 7 to enter the dates and times . . .**
   3a. **PRESS** the **STAR KEY** to accept date offered, <u>OR</u>
       Enter Date the Absence Starts (MMDD).

   3b. **PRESS** the **STAR KEY** to accept the time offered, <u>OR</u>
       Enter Time the Absence Starts (HHMM).

   3c. Repeat procedures in 3a/3b for *DATE/TIME ABSENCE ENDS*.

4. Enter the *ABSENCE REASON NUMBER*, and then **PRESS** the **STAR KEY.**

5. Enter the Absentee's **SOCIAL SECURITY NUMBER**, then **PRESS** the **STAR KEY**.

6. **FOLLOW STEPS ON PAGE 1 (ONE) BEGINNING WITH STEP 6 (SIX), THEN FOLLOW STEPS BELOW:**
      **PRESS 1** To create an absence for another employee with SAME information, THEN RETURN TO STEP 5, <u>OR</u>
      **PRESS 5** To create an absence for another employee same dates and times and a DIFFERENT reason, THEN RETURN TO STEP 4, <u>OR</u>
      **PRESS 9** if you are finished entering absences.

## REVIEW, CANCEL, OR MODIFY JOBS

1. **PRESS 3** to *REVIEW, CANCEL OR MODIFY JOBS*.

2. **TO HEAR A SUMMARY OF JOBS FOR THE DESIGNATED DAY.**
   **PRESS 5** to *HEAR A SUMMARY OF TODAY'S JOBS*, OR
   **PRESS 7** to *HEAR A SUMMARY OF TOMORROW'S JOBS*, OR
   **PRESS 8** to *HEAR SUMMARY OF JOBS ON SPECIFIC DATE*, (MMDD)
   The System reads all absences which have been reported for the designated day.

   If the job has ended you have these options:
      **PRESS 1** to *VERIFY THE JOB*, <u>OR</u>
      **PRESS 3** to *HEAR ANOTHER JOB*, <u>OR</u>
      **PRESS 5** to *MODIFY THE* Job. You may modify the following: Start Time, End Time, Substitute, Absentee, Reason, etc.

3. **TO REVIEW, CANCEL OR MODIFY A SPECIFIC JOB...**
   **PRESS 1** if you *ALREADY KNOW THE JOB NUMBER*, then enter the Job Number, followed by the **STAR KEY**, <u>OR</u>
   **PRESS 3** to *HEAR A LIST OF JOB NUMBERS*.
   The System says the Job Number.
   **PRESS 1** to *HEAR THE JOB INFORMATION*, <u>OR</u>
   **PRESS 5** to *HEAR ANOTHER JOB*.

**PLEASE REPORT ABSENCES**

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If you select Hear The Job Information.
   **PRESS 1** to *HEAR THE INFORMATION AGAIN*, <u>OR</u>
   **PRESS 3** to *HEAR ANOTHER JOB*, <u>OR</u>
   **PRESS 5** to *CANCEL THE JOB*, <u>OR</u>
   **PRESS 7** to *MODIFY THE JOB INFORMATION*, <u>OR</u>
   **PRESS 8** to *OPEN A NO SUBSTITUTE REQUIRED JOB TO SUBS*.

      If you select *CANCEL THE JOB*, **PRESS 1** to *CONFIRM THE CANCELLATION REQUEST*.
      If a substitute is assigned to the absence --
         **PRESS 1** to have the System call the assigned Substitute, <u>OR</u>
         **PRESS 5** if the Substitute knows Job is canceled and you do NOT want the System to call the substitute.
      Once you confirm a request to cancel the Job, you MUST wait for the System to say *"Job number XXXXXX has been canceled."*

      If you select *MODIFY JOB INFORMATION*, you may modify the following: Start Date/Time, End Date/Time, etc...

## RECORD/ERASE ANNOUNCEMENTS

1. **PRESS 4** to *RECORD AN ANNOUNCEMENT*.

2. **PRESS 1** to *RECORD A NEW ANNOUNCEMENT*, <u>OR</u>.
   **PRESS 5** to *ERASE THE EXISTING ANNOUNCEMENT*.

## CREATE, MODIFY, REVIEW PRIORITY LISTS

1. Call the System Phone Number; enter your *location's* **PIN**, then **PRESS 5** to select the *REVIEW PRIORITY LISTS* option.

2. Select the choice from the Priority List Maintenance menu:
      To *CREATE OR ADD A NEW LIST*, **PRESS 1**, <u>OR</u>
      To *REVIEW OR MODIFY A PRIORITY LIST*, **PRESS 3**, <u>OR</u>
      To *HEAR ALL LISTS FOR A PARTICULAR SUBSTITUTE*, **PRESS 5**.

   If you *CREATE OR ADD A NEW LIST*, enter:
   • The **Telephone Number** of a Substitute you want on the list, followed by the **STAR KEY.**
   • The three-digit Priority List Number.
   • The level (from 1 to 8,999) where you wish to place the Substitute on the list, followed by the **STAR KEY.**

   If you *REVIEW OR MODIFY PRIORITY LISTS*,
      **PRESS 1** if you *ALREADY KNOW THE PRIORITY LIST NUMBER*, then enter the three-digit number when prompted.
      **PRESS 5** to *HEAR A LIST OF PRIORITY LIST NUMBERS*.
      The System says the name and number of the list.
      **PRESS 1** if *THIS IS THE DESIRED LIST*, OR
      **PRESS 5** to *HEAR A DIFFERENT LIST*.

   Once you select a List, the System offers these options:
      **PRESS 1** to *REVIEW THIS PRIORITY LIST*, <u>OR</u>
      **PRESS 3** To *ADD A SUBSTITUTE TO THIS* List, <u>OR</u>
      **PRESS 5** To *CHANGE THE LEVEL OF A SUBSTITUTE*, <u>OR</u>
      **PRESS 8** To *REMOVE A SUBSTITUTE FROM THIS LIST*.

      To ADD, CHANGE LEVEL OF or REMOVE a Substitute enter their **Telephone Number**, followed by the **STAR KEY.**

**PLEASE REPORT ABSENCES**
Revised: 9/08