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**BAKERSFIELD CITY SCHOOL DISTRICT  
ADMINISTRATOR'S QUICK REFERENCE**

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**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:**

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	Starts at 5:00 am	4:30 - 9:30 pm
Saturday	None	None
Sunday	None	4:30 - 9:30 pm
Holidays	None	4:30 - 9:30 pm

**REASONS FOR ABSENCE/VACANCY**

1. SICK
2. FAMILY ILLNESS
3. VACATION
4. FUNERAL
5. JURY DUTY
6. PERSONAL NECESSITY (*WITH PRIOR APPROVAL*)
7. PERSONAL LEAVE (*WITH PRIOR APPROVAL*)
8. PERSONAL BUSINESS (*CERTIFICATED ONLY*)
9. OWN TIME
10. STAFF DEVELOPMENT (DEPT. USE ONLY)
11. SPECIALLY FUNDED (DEPT. USE ONLY)
12. CAMP KEEP
13. INTERSESSION
14. VACANCY
15. OTHER (PERSONNEL USE ONLY)
16. SHORT TERM/EXTRA
17. UNION BUSINESS/BETA/CTA/CSEA
18. DISTRICT BUSINESS (PERSONNEL APPROVAL)
19. CHILD CARE LEAVE OF ABSENCE
20. STUDY LEAVE OF ABSENCE
21. NEW TEACHER SUPPORT (DEPT. USE ONLY)

System Phone Number **6 3 1 - 4 6 4 6**

Help Desk Phone Number **6 3 1 - 4 8 6 1**

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
- 9 - to Exit

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**REPORT AN ABSENCE FOR ONE EMPLOYEE**

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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.  
-- 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 **Identification Number**, 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!**

## 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, OR  
**PRESS 5** for a one-day absence for the **NEXT** work day, OR  
**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, OR

**PRESS 5** to manually enter times.

-- To accept times, **PRESS** the **STAR KEY**, OR

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, OR  
Enter Date the Absence Starts (MMDD).

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

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

4. Enter the *ABSENCE REASON NUMBER*, 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, OR

**PRESS 5** To create an absence for another employee same dates and times and a **DIFFERENT** reason, THEN RETURN TO STEP 4, OR

**PRESS 9** if you are finished entering absences.

## RECORD/ERASE ANNOUNCEMENTS

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

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

## 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*, OR

**PRESS 3** to *HEAR ANOTHER JOB*, OR

**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**, OR  
**PRESS 3** to *HEAR A LIST OF JOB NUMBERS.*

The System says the Job Number.

**PRESS 1** to *HEAR THE JOB INFORMATION*, OR

**PRESS 5** to *HEAR ANOTHER JOB.*

If you select Hear The Job Information.

**PRESS 1** to *HEAR THE INFORMATION AGAIN*, OR

**PRESS 3** to *HEAR ANOTHER JOB*, OR

**PRESS 5** to *CANCEL THE JOB*, OR

**PRESS 7** to *MODIFY THE JOB INFORMATION*, OR

**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, OR

**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...