THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
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
 1. **SICK**
 2. **FAMILY ILLNESS**
 3. **VACATION**
 4. **FUNERAL**
 5. **JURY DUTY**
 6. **PERSONAL NECESSITY** *(WITH PRIOR PRINCIPAL/DEPARTMENT HEAD APPROVAL)*
 7. **PERSONAL LEAVE** *(WITH PRIOR PRINCIPAL/DEPARTMENT HEAD APPROVAL)*
 8. **PERSONAL BUSINESS** *(CERTIFICATED ONLY)*
 9. **OWN TIME**
10. **STAFF DEVELOPMENT** *(DEPARTMENT USE ONLY)*
11. **SPECIALLY FUNDED** *(DEPARTMENT USE ONLY)*
12. **CAMP KEEP**

BAKERSFIELD CITY SCHOOL DISTRICT
EMPLOYEE'S QUICK REFERENCE

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

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

Write your PIN number here: __ __ __ __ __ __

*** Call System, Enter PIN ***
MAIN MENU
   1 - to Report Absence
   5 - to Review, Cancel or Modify Absence
   7 - to Review Work Locations
   9 - to Exit

TO ENTER AN ABSENCE

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

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, 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 *REASON NUMBER*, then **PRESS** the **STAR KEY.**

5. **PRESS 1** to *RECORD SPECIAL INSTRUCTIONS*, <u>OR</u>

   PRESS 5 to *BYPASS THIS STEP*

6. **PRESS 1** if a *SUBSTITUTE IS REQUIRED*, <u>OR</u>
   PRESS 3 if *NO SUBSTITUTE IS REQUIRED*, SKIP TO STEP 8.

7. **PRESS 1** to *REQUEST A PARTICULAR SUBSTITUTE*, <u>OR</u>
   PRESS 3 to *BYPASS THIS STEP*.
      To *REQUEST A PARTICULAR SUBSTITUTE*, enter their **Telephone Number**, then press the **STAR KEY.**
      PRESS 1 if *NO PRIOR ARRANGEMENT WITH THE SUBSTITUTE*, <u>OR</u>
      PRESS 3 to *AUTOMATICALLY ASSIGN THE SUBSTITUTE* then **PRESS 1** to CONFIRM the Substitute has **ALREADY AGREED** to cover THIS absence.

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

TO REVIEW / CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. **PRESS 5** to *REVIEW OR CANCEL AN ABSENCE*.

2. Listen to the information the System plays.
      PRESS 1 to *HEAR THE INFORMATION AGAIN*, <u>OR</u>
      PRESS 3 to *HEAR ANOTHER ABSENCE*, <u>OR</u>
      PRESS 5 to *CANCEL THE JOB* the System just played, <u>OR</u>
      PRESS 6 to *MODIFY SPECIAL INSTRUCTIONS*.

      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 SPECIAL INSTRUCTIONS*, the System guides you through the steps of reviewing and replacing the voice message.

TO REVIEW WORK LOCATION AND JOB DESCRIPTION

1. **PRESS 7** to *REVIEW YOUR WORK LOCATION AND JOB DESCRIPTION.*

TO REGISTER AS A NEW USER AND RECEIVE P.I.N.

1. **PRESS** the **STAR KEY** when system asks for Personal Identification Number.

2. **PRESS 3** when the System says, "If you are calling as a Substitute PRESS 1. If you are calling as an **employee** PRESS 3".

3. **ENTER YOUR SOCIAL SECURITY NUMBER**, by pressing the telephone keys.

4. **RECORD YOUR NAME**.
      PRESS 1 if you like the recording.
      PRESS 9 if you want to re-record your name.

5. The System reads your WORK LOCATION, then your JOB DESCRIPTION.
      PRESS 1 if information is CORRECT, <u>OR</u>
      PRESS 3 if information is NOT CORRECT, <u>OR</u>
      PRESS 5 to hear the information again.

6. The System tells you your PIN.
      PRESS 9 to review your PIN.
      PRESS 1 if written correctly.

AFTER REGISTERING, YOU MAY REVIEW *PIN* OR RE-RECORD NAME

1. Follow steps 1 through 3 in the previous instructions as a new user.

2. **PRESS 1** to *HEAR YOUR PIN*, <u>OR</u>
   PRESS 3 to *CHANGE THE RECORDING OF NAME*.

      If you select *CHANGE RECORDING OF NAME*,
      PRESS 1 if you like the recording, <u>OR</u>
      PRESS 9 to re-record name.