

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

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	5:30 – 11:30 a.m.	6:00 - 09:00 pm
Saturday	None	None
Sunday	None	6:00 - 09:00 pm
Holidays	None	6:00 - 09:00 pm

**REASONS FOR ABSENCE:**

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

**\*NOTE:**  
**PLEASE DO NOT ENTER AN ABSENCE FOR LESS THAN ONE DAY. SUBSTITUTE TEACHERS ARE PAID ON A DAILY BASIS ONLY.**

**COMPTON UNIFIED SCHOOL DISTRICT  
TEACHER'S QUICK REFERENCE CARD**

System Phone Number: **(310) 898-6106 or 898-6107**

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

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).**  
**(NOT ALLOWED)**

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*, OR  
**PRESS 5** to *BYPASS THIS STEP*
6. **PRESS 1** if a *SUBSTITUTE IS REQUIRED*, OR  
**PRESS 3** if *NO SUBSTITUTE IS REQUIRED*, SKIP TO  
STEP 8.
7. **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 THE*  
*SUBSTITUTE*, OR  
**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!**

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#### **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*, OR  
**PRESS 3** to *HEAR ANOTHER ABSENCE*, OR  
**PRESS 5** to *CANCEL THE JOB* the System just  
played, OR  
**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, 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 SPECIAL INSTRUCTIONS*, the  
System guides you through the steps of reviewing

**PLEASE REPORT ABSENCES**

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#### **TO REVIEW WORK LOCATION AND JOB DESCRIPTION**

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

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#### **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, OR  
**PRESS 3** if information is NOT CORRECT, OR  
**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.

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#### **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*, OR  
**PRESS 3** to *CHANGE THE RECORDING OF NAME*.

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

**PLEASE REPORT ABSENCES**