

IV. Substitute / Employee Management System

	For Current Day Jobs	For Future Jobs
Weekdays (Monday - Thursday)	Starts at 5:30 a.m.	6:00 p.m. – 10:00 p.m.
Friday	Starts at 5:30 a.m.	None
Saturday	None	None
Sunday	None	6:00 p.m. – 10:00 p.m.
Holidays	None	6:00 p.m. – 10:00 p.m.



WHEN THE SYSTEM CALLS YOU (Call blocker must be disconnected)

You cannot accept a job assignment when it is a voice-mail message.

To Offer a Job

- To hear the unassigned job information Enter your PIN and PRESS 1
- To accept a job PRESS 1
 WAIT TO HEAR THE JOB NUMBER after accepting a job or the job will not be assigned to you
- To hear the job again PRESS 5
- To decline the job PRESS 9

To Notify of Job Cancellation

- Enter your PIN
- The system will play information regarding job that has been canceled
 - To hear the cancellation again PRESS 1
 - To hear if there are unassigned jobs to accept PRESS 5
 - To exit PRESS 9

To Make the System Wait for PIN

PRESS the STAR KEY, then PRESS 1

To set the “Do Not Disturb” option

PRESS the STAR KEY, then PRESS 3

This will stop the system from calling for a 7 hour time period only! At the end of the 7 hour time period, the phone will start calling you again.

WHEN YOU CALL THE SYSTEM



Menu Options:

- 1 to Change phone number
- 2 to Review or modify do not disturb time setting
- 3 to Listen to unassigned jobs you are entitled to hear
- 5 to Review your assignments
- 7 to Review temporary unavailability period
- 8 to Review daily availability
- 9 to Exit
- * to Retrieve your PIN

To Change the phone number the system calls

To change the phone number the system calls

The system plays the number it currently calls

To change the phone number PRESS 1

To keep the current phone number..... PRESS 9

The system repeats the new number

To accept the number you entered PRESS 1

To re-enter the number PRESS 5

To review or modify Do Not Disturb time settings

To set times..... PRESS 2

To hear current do not disturb time setting..... PRESS 1

To stop calls for up to 7 hours (from current time) PRESS *

OR

To stop calls for fewer than 7 hours,

enter the time to resume calling hhmm

(two digits for hour and two digits for minute)

For AM PRESS 3

For PM PRESS 7

To hear jobs available for you to accept

To hear jobs PRESS 3

To accept the job PRESS 1

To listen to the job again PRESS 5

To decline the job PRESS 5

To hear another job..... PRESS 7

To review or cancel an assignment

To review or cancel jobs assigned to you PRESS 5

To hear the information again PRESS 1

To hear another job PRESS 3

To cancel the job just played for you PRESS 5

NOTE: *The substitute can cancel a job in the system prior to the job start time only*

To review or modify temporary unavailability

- To modify a dates when you are unavailable to work PRESS 7
- To keep these dates PRESS 1
- To change these dates (MMDD) PRESS 5
- To erase these dates PRESS 7



To review or modify your daily availability (regular schedule)

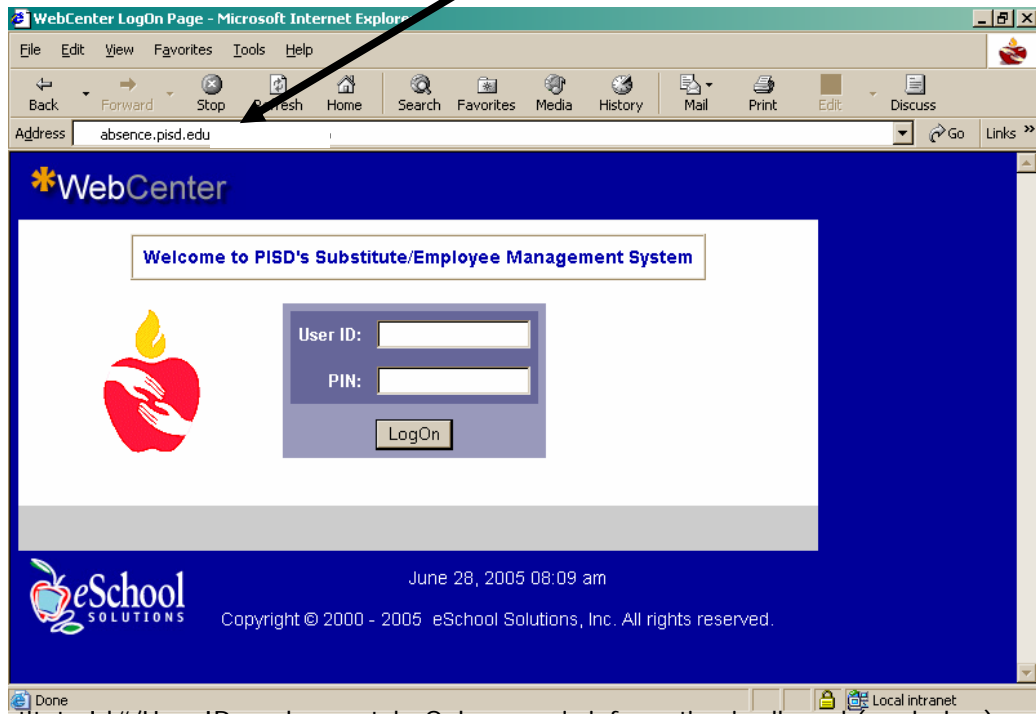
- To review or modify your daily availability PRESS 8
- To keep this day's setting PRESS 1
 - if available both AM and PM PRESS 3
 - if available only in the AM PRESS 5
 - if available only in the PM PRESS 7
 - if not available on this day PRESS 8
- To indicate that you are finished PRESS 9

D. SYSTEM - ONLINE ACCESS

A Personal Identification Number (PIN) is required to access the system online. To obtain a PIN, substitutes must register on the Substitute/ Employee Management System using the **phone**. For detailed information refer to the "how to register" section of this handbook

LOG ON

Open an Internet Browser, type absence.pisd.edu on the address bar and click on the GO button. ** do not type www **



User ID

Key in your Substitute Id#/User ID and press tab. Only numeric information is allowed (no dashes).

PIN

Key in your PIN#, and then click on the *LogOn* button.

Refer to the "how to register" section in this handbook for detailed information on how to obtain a PIN.

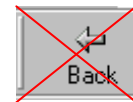
Log Off

At any time during the session, the *Log Off* button can be pressed to end the session and disconnect from the Substitute/Absence System.

To ensure security and privacy of information, all Users should use the *LogOff* button to disconnect from the Substitute/Absence Management System.

IMPORTANT NOTE:

Do NOT use the browser's BACK button to navigate to screens



Return to List

Continue

Instead, use the Navigation buttons on the bottom of each screen such as:

MODIFY PROFILE



Current information is displayed on the Profile screen

The screenshot shows the 'Review / Modify Profile' form. It contains the following fields and callouts:

- (1)** Points to the 'Phone' field, which is currently set to '(972) 000-0000'.
- (2)** Points to the 'Daily Availability' section, which includes checkboxes for AM and PM availability for each day of the week (Mon-Fri checked).
- (3)** Points to the 'Do not call until' section, which includes a time input field and radio buttons for AM and PM.
- (4)** Points to the 'Temporary Unavailable Period' section, which includes 'Start Date' and 'End Date' fields with calendar icons and dropdown menus for Month, Day, and Year.
- (5)** Points to the 'Update' button at the bottom of the form.
- (6)** Points to the 'Reset' button at the bottom of the form.

(1) Callback number

Must be entered as all numbers (no dashes or brackets) and should include the long distance indicator (if required) and area code.

(2) Daily Availability Schedule

It should be your normal schedule. If you are normally available everyday, check Monday to Friday, AM and PM.

(3) Do Not Call Until

Can be set if you want to block calls from the calling system until a certain time. Time can only be set up to 7 hours in advance.

(4) Only one temporary **Unavailability** period is stored on your profile, you may change to another date after the current unavailability dates have passed. The Month/Day/Year fields are selected by clicking on the pull down menu or pressing the Calendar Icon.

(5) Pressing the **Update** button will make the changes. Errors are displayed on the screen below the tabs. If your profile is updated, the following message will display:

Your profile has been updated successfully.

(6) Pressing the **Reset** button returns the form to the current values stored in the database, so none of the changes will take effect.

CALENDAR



All date fields have a Calendar Icon that will display a pop up calendar window
Press the calendar icon to display the monthly calendar



Calendar buttons (arrows) allow scrolling to future or previous months and years

Click on the desired date to make selection

- << Previous Year
- < Previous Month
- > Next month
- >> Next Year



You can use the browser's print icon to print any screens that you are currently viewing.



AVAILABLE JOBS

(To search for a new job)

Substitutes are allowed to view and accept open jobs under the following conditions:

- Must be available to work all days and times of the job
- Substitute was specified for the job
- Classification and location of the job are valid selections on the current profile

Available Jobs

Enter a date range and then press Search

Month Day Year

Search from:

Search to:

Action	Start End	Location Classification	Employee In For S M T W Th F Sa	Instructions Requested
Details	2009/02/12 08:00am 2009/02/13 04:00pm	ARMSTRONG MIDDLE SCHOOL MUSIC INSTRUMENTAL	MITCHELL, ANNETTE L. Th F	None No
Details	2009/02/12 08:00am 2009/02/13 04:00pm	CARPENTER MIDDLE SCHOOL MUSIC INSTRUMENTAL	ALEXANDER, ALICIA A. Th F	None No

[LogOff](#) [Help About](#) [On-Line Help](#)

Available Jobs

The list of jobs may change at any time as other substitutes are accepting assignments or new jobs are being created.

(1) Pressing the **Search** button will refresh the list.

(2) Search Criteria

Enter dates in the **From** and **To** fields for the desired search period. The current date will default in both date fields and is displayed as Month/Day/Year. The dates can be the current date or in the future. Press the Search button to display the list of available jobs.

(3) Instructions

If Instructions is marked "TELEPHONE," then after accepting the job, you should call the system to hear the voice message that was recorded by the employee. If it is marked "Text" then you will be able to view the instruction on the job.

(4) Requested

If Requested is marked "Yes," you are the requested substitute.

(5) Pressing the **Details** button displays the Job Detail Confirmation screen.



(6) Accept Job confirmation

You must press the Accept Job button and receive a job number to be assigned to the job.

Pressing the *Accept Job* button will make a final check to verify that the job has not yet been assigned. If the Calling System currently has a substitute on the line or another substitute has accepted the assignment, the job cannot be assigned to you and a message will display.

(7) The **Return to List** button returns to the list of available jobs.

The *Success* screen displays the job number. You can print this screen as verification and then press the *Continue* button to return to the *Review Assignments* screen. If the special instructions state Telephone, you should call the system to hear the instructions.

The Job assignment was successful. Please record the Job Number and have it available for your assignment, then press Continue.

Job assignment was successful. Please record the Job Number and have it available for your assignment, then press Continue.

Job Number: **892563**
 Job Status: **Active / Call-in**
 Employee: MITCHELL, ANNETTE L.
 Location: ARMSTRONG MIDDLE SCHOOL
 Classification: MUSIC INSTRUMENTAL
 Substitute Instructions: None
 Start: 2009/02/12 08:00am - 04:00pm
 End: 2009/02/13 08:00am - 04:00pm
 Work Schedule: Thu Fri
 Assigned Substitute: ADAMS, DELISHA

Document Job# for your records



REVIEW ASSIGNMENTS
 (Jobs you already have – past, present, future)

You can review and print past, present, and future assignments by entering a specific date range. If the assignment has not yet started, these assignments can be canceled from the *Review Assignments* screen.

Review Assignments

Enter a date range and then press Search

Month Day Year

Search from:

Search to:

Job #	Start End	Location Classification	Employee In For S M T W Th F Sa
549214	2004/03/01 07:15am 2004/03/05 03:45pm	WYATT ELEM SPECIAL ED	ZZ TEST TEACHER M T W Th F

(1) Search Criteria

The default date is today's date and is displayed as Month/Day/Year. Select dates in the **From** and **To** fields. Dates may be a date in the present, past or the future. Press the Search button to display the list of jobs. *This may not be an accurate complete list of past jobs

(2) Pressing the **Job #** button displays the job detail screen and then gives you the option to cancel the job if so desired.

The screenshot shows a job assignment details page. At the top, it lists: Job Number: 518166, Job Status: Active / Pre-arranged, Employee: ZZ TEST TEACHER, Location: WYATT ELEM, Classification: SPECIAL ED, and Special Instructions: None. Below this, it shows the start and end times: Start: 2003/10/21 07:15 am, End: 2003/10/21 03:45 pm, and Work Schedule: Tue. The assigned substitute is listed as 7522195 CERISE, TAMMY. At the bottom of the main content area are two buttons: 'Return to List' and 'Cancel Assignment'. Below these buttons are links for 'LogOff' and 'Help'. Callout (*), (4), and (3) point to the Special Instructions, Return to List button, and Cancel Assignment button respectively.

Job Number: 518166
Job Status: **Active / Pre-arranged**
Employee: ZZ TEST TEACHER
Location: WYATT ELEM
Classification: SPECIAL ED
Special Instructions: None
Start: 2003/10/21 07:15 am
End: 2003/10/21 03:45 pm
Work Schedule: Tue
Assigned Substitute: 7522195 CERISE, TAMMY

[LogOff](#) [Help](#)

* Note: Special instructions may be viewed on the web center or via phone.

(3) Pressing the **Cancel Assignment** button will cancel the assignment, if the job has not yet started.

A message will display to confirm the cancellation.

Assignment successfully cancelled.

(4) Pressing the **Return to List** button will return you to the review list of jobs **without** canceling the assignment.

For questions or assistance substitutes may call the **Help Desk Phone Number (469) 752-5166** or send an e-mail to **absencesupport@pisd.edu**.

Notes: