

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

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	Starts at 6:00 am	4:30 – 9:30 pm
Saturday	None	12:00 – 9:30 pm
Sunday	None	12:00 – 9:30 pm
Holidays	None	12:00 – 9:30 pm

**REASONS FOR ABSENCE**

- 11 - Personal Illness
- 12 - Family Illness
- 13 - Maternity Leave
- 14 - Bereavement Leave
- 15 - Marriage Of Employee
- 30 - Personal Leave
- 40 - Annual Leave
- 51 - Workers Compensation
- 52 - Jury Duty
- 53 - Court Subpoena
- 54 - Civil Leave
- 56 - Dock My Pay
- 60 - Out of Parish Professional Leave
- 62 - In Parish Professional Leave
- 65 - Prof. Leave - GRANT (must have code)
- 66 - School Pays Sub
- 70 - Military Leave

**LAFAYETTE PARISH SCHOOL BOARD  
SEMS QUICK REFERENCE CARD  
FOR EMPLOYEES**

System Phone Number **337-521-7600**

Help Desk Phone Number **337-521-7063**

Write your PIN number here: \_\_\_\_\_

**\*\*\* Call System, Enter PIN \*\*\***

**MAIN MENU**

- 1 - to Report Absence**
- 5 - to Review or Cancel an Absence**
- 7 - to Review Work Locations and Job Description**
- 9 - to Exit**

**TO REGISTER AS A NEW USER AND RECEIVE PIN**

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** and contact the **Help Desk Immediately, 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.

**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.

## TO ENTER AN ABSENCE

1. **PRESS 1** to *ENTER AN ABSENCE*.
2. **PRESS 1** to enter an absence for the **CURRENT** day, OR  
**PRESS 5** to enter an absence for the **NEXT** work day, OR  
**PRESS 7** to enter an absence for **MULTIPLE 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 *REASON NUMBER*, then **PRESS** the **STAR KEY**.  
**PRESS 1** to *ACCEPT* the reason code, OR  
**PRESS 5** to *CANCEL* and *RE-ENTER*, OR  
**PRESS 9** to *CANCEL TRANSACTION*.
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 **Special Identification Number**, 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*  
**PRESS 3** to *REVIEW INFORMATION ENTERED*  
**PRESS 5** to *RE-ENTER ABSENCE INFORMATION*  
**PRESS 9** to *CANCEL ABSENCE INFORMATION*  
**\*\* TO COMPLETE ABSENCE ENTRY,**  
**YOU MUST PRESS 1 TO RECEIVE THE JOB NUMBER!**

## TO REVIEW OR CANCEL ABSENCE

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 and replacing the voice message.

---

## TO REVIEW WORK LOCATION AND JOB DESCRIPTION

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

**IF INCORRECT, PLEASE CONTACT THE HELP DESK IMMEDIATELY!**

---