

**JERICHO UFSD  
EMPLOYEE'S QUICK REFERENCE**

System Phone Number **203-3607/203-3608**

Help Desk Phone Number **203-3623**

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, 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**.

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 *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*, 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*.

## **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.

**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.

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

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	Starts at 5:00 am	6:00 - 11:00 pm
Saturday	None	None
Sunday	None	3:00 - 11:00 pm
Holidays	None	3:00 - 11:00 pm

**REASONS FOR ABSENCE**

1. **Sick Time**
2. **Vacation Time**
3. **Jury Time**
4. **Bereavement**
5. **Field Trip**
6. **Conference/Professional**