

**WebCenter
EMPLOYEE'S QUICK REFERENCE CARD**

JERICHO UFSD

http://sems.jerichoschools.org

User ID: _____

PIN: _____

Log on: Open your Internet Browser and access the SEMS WebCenter site. Login information includes two identifiers that must be entered. When you have entered info in both fields, press the **LogOn** button.

Log off: To end the session and disconnect from WebCenter, press the **LogOff** link.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Create Absences** tab to enter an absence.

Select the **Location, Classification, and Reason** that applies to this absence from the drop down menus.

Select the Month/Day/Year for the **Start** and **End** Dates for your absence.

If this is a multiple day recurring absence, remove the checkmark(s) from the **Work Days** boxes that **do not** apply to this absence.

Indicate if a substitute is required for this absence.

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the data is corrected, press the **Submit** button again.

The confirmation screen allows you to verify that the information is correct before the job is created.

Press the **Create Job** button to create the job and receive the job number *OR* press the **Cancel** button to return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along with the Job Number.

Press the ***Continue*** button to return to the **Create Absence** tab.

Press the **Review Absences** tab to:

- ◆ Review past, present and future absences
 - ◆ Cancel an absence
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Select the date range for your search by pressing the down arrows for Month/Day/Year and press the ***Search*** button *OR* press the ***Search All*** button to get a list of all of your absences.

Use the ***Next*** and ***Previous*** buttons to navigate through the records on the list.

Press the ***Details*** link to see the cancellation confirmation screen.

Place a checkmark in the box if a substitute has been assigned to this absence and you want the system to notify the substitute and notify them of the cancellation.

To confirm that you do want to cancel the absence, press the ***Cancel Job*** button.

You have **not** cancelled the absence until you press the ***Cancel Job*** button. A successful action will display to confirm the cancellation.