

Certificated Personnel Newsletter

November, 2011

Payroll

If you notified Certificated Personnel of additional units (earned by August 30) to move on the salary schedule **and** recently submitted official transcripts by November 1, that increase was also included in your November paycheck. **Coaches of Fall sports:** The December paycheck will include your coaching stipend if all of your coaching requirements have been cleared. Department chair and other stipends will be paid in the January paycheck.

Planning to Take Additional Courses?

Please ask your principal's secretary for the "Notice of Intention to Improve Professional Training" form. Submit form to your principal or district administrator. This ensures that you will receive salary credit for your **upper division or graduate-level** course units. Questions? Call Debbie Rowe, x5506.

Absence/Substitutes

Please remember to call the absence/sub calling system **as soon as you know that you will be absent**. As most subs are booked in advance, an early call will ensure that a substitute will be available for your class. This is especially important in the case of School Business absences (meetings, conferences), which are usually scheduled well in advance. **School Business may not be used on Fridays or days before/after holidays**, unless it is to attend a scheduled conference.

Leave Reminders:

Personal Business – You may use up to six days per year of accumulated sick leave for **Personal Business**, for any reason - not on the first or last days of instruction or on a state-funded Staff Development day, and not attached to any other type of leave. A **maximum of four days may be taken consecutively**. Give your principal **at least 24 hours' notice** (there is a maximum allowed at each site on a given day) and report your absence on SEMS.

Personal Necessity – You may use accumulated sick leave for **Personal Necessity**, for religious holidays, or for circumstances that are serious in nature, necessitate immediate action and cannot be handled after work hours. **Please note:** this does not include social obligations, weddings, vacations, reunions or shopping. Obtain approval from your principal in advance, unless it is an emergency.

School Business leaves include conferences and district meetings. These all require advance approval from your principal or district administrator. **It is essential to call for a sub as soon as you are notified of a meeting**. In cases of last-minute calls, it may not be possible to provide subs for School Business purposes.

***** Please refer to important attached SEMS information – the reporting process has been modified *****



RECORDING ABSENCES AT WORK

All employees must recorded their absences in SEMS. You must do this either the **day of or prior to** your absence. You cannot enter after the fact. In addition to recording your absence in SEMS, you are also required to notify your immediate supervisor when you are going to be absent. Forgetting to call the system is not acceptable.

To get started you must register on the phone. The system will ask you for your Access ID then your Pin Number. Use your social security number for both numbers. Then record your name and verify work location and job classification. After that, you will then be prompted to create a personalized six-digit PIN number. This PIN number is now your password that ensures security for your own individual account.

After you register, you can use the phone or computer to enter your absences. **Do this right away!** For an easy link to SEMS, click on **“All Staff Resources”** on your **Start Page** screen. For more detailed information click on the **“Help”** button in the right hand upper corner in SEMS and print out the employee user’s guide. You can also call the **Help Desk** at 760-753-6491, ext. **5560 or 5501**.

TELEPHONE INSTRUCTIONS

760-452-8763

1. Enter your **Access ID** (followed by the star (*) key)
2. Enter your **PIN Number** followed by the star (*) key
3. Listen to the voice prompts and select from the menu options provided.
4. Press **1** to **Create an Absence**.
5. Enter the date, start and end times and then your Reason for Absence. You do not need to listen to all options. Use the reference numbers below to move quickly through the system.
6. Is a substitute required? *This question is only asked if you are approved to get a substitute.* If you are approved for a sub, you may add any special instructions.
7. Press **1** to complete the absence.
8. You will receive a **Job Number** that is your confirmation.

COMPUTER INSTRUCTIONS

sandieguito.eschoolsolutions.com

1. Login to web system and enter your **User ID** number.
2. Enter your **Password** from the bottom right corner.
3. Click on the **Create an Absence** button.
4. Select the **Reason for Absence**.
5. Is a substitute required? *This question is only asked if you are approved to get a substitute.*
 - Answer **Yes**
4. Enter the Start and End Date(s) and Times.
5. If you are approved for a sub, you may add any special instructions and/or File Attachments if desired. (3 files can be added.)
6. Select the **Continue** button.
7. Select the **Create Absence** button to receive a Job Number. This is your confirmation.
8. Click on the **Sign Out** button in the top right corner.

APPROVED REASONS FOR ABSENCE

- | | |
|---|--|
| 01 Sick Leave | 30 Bereavement Father |
| 02 Personal Business | 31 Bereavement Mother |
| 03 School Business | 32 Bereavement Brother |
| 04 Industrial Accident | 33 Bereavement Sister |
| 05 Unpaid Leave | 34 Bereavement Spouse |
| 06 Jury Duty | 35 Bereavement Registered Domestic Partner |
| 07 Subpoenaed: Non-Party | 36 Bereavement Child/Step Child |
| 08 Government Official | 37 Bereavement Grandfather |
| 09 CTO, Comp Time | 38 Bereavement Grandmother |
| 10 Vacation (Certificated Management Only) | 39 Bereavement Granddaughter |
| 12 Non-Work Day (Certificated Management Only) | 40 Bereavement Grandson |
| 20 Personal Necessity Car Repair | 41 Bereavement Father-in-Law |
| 21 Personal Necessity Graduation | 42 Bereavement Mother-in-Law |
| 22 Personal Necessity Home Repair | 43 Bereavement Brother-in-Law |
| 23 Personal Necessity Immediate Family Illness/Dr. Appt | 44 Bereavement Sister-in-law |
| 24 Personal Necessity Moving | 45 Bereavement Son-in-Law |
| 25 Personal Necessity Pet care/Illness | 46 Bereavement Daughter-in-law |
| 26 Personal Necessity Funeral: non-immediate family | 47 Bereavement Grandfather-in-law |
| 27 Personal Necessity Child Care | 48 Bereavement Grandmother-in-law |
| 28 Personal Necessity IEP | 49 Bereavement Permanent Resident of Household |



Create Job

Note - The selected reason requires approval. The system will submit the request for approval when you confirm this absence.

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Location: [dropdown]
Classification: [dropdown]
Reason: [dropdown]

Approval Comment:

List where you are going and who is paying for your sub.

(Maximum Characters=256)

Is a Substitute required?: Yes No

Dates: Start (MM/DD/YYYY) [calendar icon] End (MM/DD/YYYY) [calendar icon]

Absence

Weekly Schedule Start Time End Time (hh:mm am) (hh:mm am)

- Monday
Tuesday
Wednesday
Thursday
Friday

Enter the time you are absent, NOT the Substitute Time Needed

Substitute

Specify a Substitute? ID: [input field]

To request a specific sub, search here for their name.

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?: Yes No

Substitute Instructions:

Instruct Sub if full day or half day.

(Maximum Characters=1000)

File Attachments:

no file selected

(Maximum file size=2048K)

Attach flyer, meeting notice or conference registration.