



RECORDING ABSENCES AT WORK

All employees must recorded their absences in SEMS. You must to 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 password that ensures your 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 more detailed information click on the "Help" button in the right hand upper corner and print out the user's guide. You can also call the **Help Desk** at 760-753-6491, ext. 5503.

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.*
 - Press **1** if you are an Instructional Assistant, a Campus Supervisor or hold a clerical position at your school site. Subs will be called on the first day for Instructional Assistants, Campus Supervisors and Attendance Secretaries. Subs will be called on the second day of absences for all other clerical staff.
7. Press **1** to complete the absence.
8. You will receive a **Job Number** that is your confirmation.
9. Press **9** to Exit the system and hang up.

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** if you are an Instructional Assistant, a **Campus Supervisor** or hold a clerical position at your school site. Subs will be called on the first day for Instructional Assistants, Campus Supervisors and Attendance Secretaries. Subs will be called on the second day of absences for all other clerical staff.
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

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| 01 Sick Leave | 30 Bereavement Father |
| 03 School Business | 31 Bereavement Mother |
| 04 Industrial Accident | 32 Bereavement Brother |
| 05 Unpaid Leave | 33 Bereavement Sister |
| 06 Jury Duty | 34 Bereavement Spouse |
| 07 Subpoenaed: Non-Party | 35 Bereavement Registered Domestic Partner |
| 08 Government Official | 36 Bereavement Child/Step Child |
| 09 CTO | 37 Bereavement Grandfather |
| 10 Vacation | 38 Bereavement Grandmother |
| 11 Service Recognition Day | 39 Bereavement Granddaughter |
| 20 Personal Necessity Car Repair | 40 Bereavement Grandson |
| 21 Personal Necessity Graduation | 41 Bereavement Father-in-Law |
| 22 Personal Necessity Home Repair | 42 Bereavement Mother-in-Law |
| 23 Personal Necessity Immediate Family Illness/Dr. Appt | 43 Bereavement Brother-in-Law |
| 24 Personal Necessity Moving | 44 Bereavement Sister-in-law |
| 25 Personal Necessity Pet care/Illness | 45 Bereavement Son-in-Law |
| 26 Personal Necessity Funeral: non-immediate family | 46 Bereavement Daughter-in-law |
| 27 Personal Necessity Child Care | 47 Bereavement Grandfather-in-law |
| 28 Personal Necessity IEP | 48 Bereavement Grandmother-in-law |
| 29 Personal Necessity Other (provide explanation) | 49 Bereavement Permanent Resident of Household |