

**PRESS 5** to Change The Level of a Substitute OR  
**PRESS 8** to Remove a Substitute From This List.

To **ADD, CHANGE LEVEL OR REMOVE** a Sub-  
Statute enter their **EMPLOYEE ID Number**,  
Followed by the **STAR Key**.

### REPORT A VACANCY

1. **PRESS 7** to **REPORT A VACANCY**
  2. Enter the **THREE DIGIT** classification (LAUSD Title Code without the leading 4) for the position the substitute will fill.
  3. **PRESS 1** for one-day vacancy for the **CURRENT** day, OR  
**PRESS 5** for one-day vacancy for the **NEXT** work day, OR  
**PRESS 7** to **ENTER THE DATES AND TIMES**
  4. **IF YOU PRESS 1 OR 5 to enter a one-day vacancy..**  
**PRESS 1** to **ACCEPT** times, **SKIP TO** step 5, 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 5
- IF YOU PRESSED 7** to enter the dates and times...
- 4a. **PRESS** the **STAR KEY** to accept date offered, OR  
Enter Date the Vacancy Starts (MMDD).
  - 4b. **PRESS** the **STAR KEY** to accept time offered, OR  
Enter Time the Vacancy Starts (HHMM).
  - 4c. Repeat procedures in 4a/4b for *Date/Time Vacancy Ends*.
- 5. FOLLOW THE STEPS ON PAGE 1 (ONE) BEGINNING WITH STEP 5 (FIVE).**

### THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

|          | <u>Today's Jobs</u>   | <u>Future Jobs</u> |
|----------|---|--------------------|
| Weekdays | Starts at 5:30 am and continues until 20% of completion of Today's Job. | 7:00 – 9:30 pm     |
| Saturday | None  | None               |
| Sunday   | None  | 7:00 – 9:30 pm     |
| Holidays | None  | 7:00 – 9:30 pm     |

### REASONS FOR ABSENCE/VACANCY

1. **ILLNESS**
  2. **PERSONAL NECESSITY**
  3. **BEREAVEMENT**
  4. **INDUSTRIAL INJURY**
  5. **JURY DUTY**
  6. **STAFF DEVELOPMENT**
  7. **PERSONAL EMERGENCY**
  20. **VACANCY**
- For Substitutes (Sub-for-a Sub):**
30. **ILLNESS**
  31. **PERSONAL NECESSITY**
  32. **BEREAVEMENT**
  33. **INDUSTRIAL INJURY**
  34. **JURY DUTY**
  35. **PERSONAL EMERGENCY**
  90. **RELIEF**

## LOS ANGELES UNIFIED SCHOL DISTRICT CLERICAL ADMINISTRATORS QUICK REFERENCE

System Phone Number **1 – 8 6 6 – 4 7 7 – 3 2 3 3**

Help Desk Phone Number **1 – 2 1 3 – 2 4 1 - 7 8 0 1**

Write your location's PIN number here: \_\_\_\_\_

**\*\*\*CALL SYSTEM, ENTER LOCATION PIN\*\*\***

### MAIN MENU

- 1 - to Enter Absence – One Employee**
- 2 - to Enter Absence – Multiple Employees**
- 3 - to Review, Cancel or Modify an Absence**
- 4 - to Record/Erase Announcements**
- 5 - to Create, Modify and Review Priority Lists**
- 7 – to Report a Vacancy**
- 9 – to Exit**

### REPORT AN ABSENCE FOR ONE EMPLOYEE

1. **PRESS 1** to **ENTER AN ABSENCE**
2. Enter the Absentee's **EMPLOYEE ID NUMBER**, then **PRESS** the **STAR KEY**.
3. **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**
4. **IF YOU PRESSED 1 OR 5 to enter a one-day absence...**  
**PRESS 1** to **ACCEPT** times, **SKIP TO** Step 5, 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 5.

**IF YOU PRESSED 7** to enter the dates and times.....

  - 4a. **PRESS** the **STAR KEY** to accept date offered, OR  
Enter Date the Absence Starts (MMDD).
  - 4b. **PRESS** the **STAR KEY** to accept time offered, OR  
Enter Time the Absence Starts (HHMM).
  - 4c. Repeat procedures in 4a/4b for *Date/Time Absence Ends*
5. Enter the **ABSENCE REASON NUMBER**, then the **STAR KEY**
6. **PRESS 1** to **RECORD SPECIAL INSTRUCTIONS**, OR  
**PRESS 5** to **BYPASS THIS STEP**
7. **PRESS 1** to **REQUEST A PARTICULAR SUBSTITUTE**, OR  
**PRESS 3** to **BYPASS THIS STEP**  
To **REQUEST A PARTICULAR SUBSTITUTE**, enter their **EMPLOYEE ID Number**, then press the **STAR KEY**.  
**PRESS 1** if **NO PRIOR ARRANGEMENT WITH SUBSTITUTE**, OR  
**PRESS 3** to **AUTOMATICALLY ASSIGN THE SUBSTITUTE**, then  
**PRESS 1** to **CONFIRM** the Substitute has **ALREADY AGREED** to cover **THIS** absence.
9. **PRESS 1** to **RECEIVE THE JOB NUMBER**  
Necessary to complete absences entry!

## REPORT MULTIPLE ABSENCES FOR THE SAME TIME PERIOD

### 1. PRESS 2 to ENTER MULTIPLE ABSENCES, FOR SAME TIME PERIOD

**PRESS 1** for one-day absence for the CURRENT day, OR  
**PRESS 5** for one-day absence for the NEXT work day, OR  
**PRESS 7** to ENTER THE DATES AND TIMES

### 2. 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 procedures for END Time, SKIP TO step 4

### 3. 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 ABSENCE REASON NUMBER, then **PRESS** the **STAR KEY**

5. Enter the Absentee's **EMPLOYEE ID NUMBER**, then **PRESS** the **STAR KEY**.

### 6. FOLLOW STEPS ON PAGE 1 (ONE) BEGINNING WITH STEP 6 (SIX), THEN FOLLOW STEPS BELOW:

**PRESS 1** to create an absence for another employee with SAME information, THEN RETURN TO STEP 5, OR

**PRESS 5** to create an absence for another employee same Dates and times and a DIFFERENT reason, THEN RETURN TO STEP 4, OR

**PRESS 9** if you are finished entering absences.

## REVIEW, CANCEL, OR MODIFY JOBS

1. **PRESS 3** to REVIEW, CANCEL OR MODIFY JOBS

### 2. TO HEAR A SUMMARY OF JOBS FOR THE DESIGNATED DAY.

**PRESS 5** to HEAR A SUMMARY OF TODAY'S JOBS, OR  
**PRESS 7** to HEAR A SUMMARY OF TOMORROW'S JOBS, OR  
**PRESS 8** to HEAR SUMMARY OF JOBS ON SPECIFIC DATE (MMDD)

The system reads all absences, which have been reported for the designated day

If the job has ended you have these options:

**PRESS 1** to VERIFY THE JOB, OR

**PRESS 3** to HEAR ANOTHER JOB, OR

**PRESS 5** to HEAR MODIFY THE JOB. You may modify The following: Start Time, End Time, Substitute Absentee, Reason, etc

### 3. TO REVIEW, CANCEL OR MODIFY A SPECIFIC JOB.....

**PRESS 1** if you ALREADY KNOW THE JOB NUMBER, then enter

The job number followed by the **STAR KEY**, OR  
**PRESS 3** to HEAR A LIST OF JOB NUMBERS

The system says the job number  
**PRESS 1** to HEAR THE JOB INFORMATION, OR  
**PRESS 5** to HEAR ANOTHER JOB.

If you select Hear the Job Information.

**PRESS 1** to HEAR THE INFORMATION AGAIN, OR

**PRESS 3** to HEAR ANOTHER JOB, OR

**PRESS 5** to CANCEL THE JOB, OR

**PRESS 7** to MODIFY THE JOB INFORMATION, OR

**PRESS 8** to OPEN A NO SUBSTITUTED REQUIRED JOB TO SUBS.

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 cancelled 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 cancelled."

If you select MODIFY JOB INFORMATION, you may modify The following: Start Date/Time. End Date/Time, etc...

## RECORD/ERASE ANNOUNCEMENTS

1. **PRESS 4** to RECORD AN ANNOUNCEMENT

2. **PRESS 1** to RECORD A NEW ANNOUNCEMENT, OR  
**PRESS 5** to ERASE THE EXISTING ANNOUNCEMENT.

## CREATE, MODIFY, REVIEW PRIORITY LISTS

1. Call the System Phone Number, enter your location PIN, then **PRESS 5** to select the REVIEW PRIORITY LISTS option.

2. Select the choice from the Priority List Maintenance menu:

To CREATE OR ADD A NEW LIST, **PRESS 1**, OR

To REVIEW OR MODIFY A PRIORITY LIST, **PRESS 3**, OR

To HEAR ALL LISTS FOR A PARTICULAR SUBSTITUTE, **PRESS 5**

If you CREATE OR ADD A NEW LIST, enter:

- The **EMPLOYEE ID** Number of a Substitute you want On the list, followed by the **STAR KEY**.
- The three-digit Priority List Number
- The level (from 1 – 8,999) where you wish to place the Substitute on the list, followed by the **STAR KEY**

If you REVIEW OR MODIFY PRIORITY LISTS,

**PRESS 1** if you ALREADY KNOW THE PRIORITY LIST NUMBER, then enter the three-digit number when prompted.

**PRESS 5** to HEAR A LIST OF PRIORITY LIST NUMBERS.

The System says the name and number of the list.

**PRESS 1** if THIS IS THE DESIRED LIST, OR

**PRESS 5** to HEAR A DIFFERENT LIST.

Once you select a list, the System offers these options:

**PRESS 1** to REVIEW THIS PRIORITY LIST, OR

**PRESS 3** to ADD A SUBSTITUTE TO THIS LIST, OR