



### 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 phone number without the area code 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 contact your school site secretary for assistance.

#### 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](http://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:

Classification:

Reason:

Three vertical dropdown menus for Location, Classification, and Reason.

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)

End (MM/DD/YYYY)

Enter time you will be absent.

Absence

Substitute

Weekly Schedule Start Time End Time Start Time End Time

- Monday
Tuesday
Wednesday
Thursday
Friday

Enter the time you want the sub to report to work.

Substitute

Specify a Substitute? ID:

Search input field for substitute ID

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:

(Maximum Characters=1000)

File Attachments:

no file selected

(Maximum file size=2048K)

File attachment upload buttons

Attach flyer, meeting notice or conference registration.