# 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 **employee ID 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 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. 5511 or 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
### (From the Start Page under "Employee Resources")

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

| | |
|---|---|
| 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 |
| 19 Personal Necessity | 40 Bereavement Grandson |
| | 41 Bereavement Father-in-Law |
| | 42 Bereavement Mother-in-Law |
| | 43 Bereavement Brother-in-Law |
| | 44 Bereavement Sister-in-law |
| | 45 Bereavement Son-in-Law |
| | 46 Bereavement Daughter-in-law |
| | 47 Bereavement Grandfather-in-law |
| | 48 Bereavement Grandmother-in-law |
| | 49 Bereavement Permanent Resident of Household |

*When selecting Personal Necessity, the employee understands that this leave is limited to circumstances that are serious (emergency) in nature and/or that the employee cannot reasonably be expected to disregard; and/or that necessitate immediate action; and/or that cannot be taken care of after work hours or on weekends.* (CSEA Contract: Article 19.E.2)