

Administrator Guide

**Note: Districts may configure some screens and omit some features and display fields.
This document shows all available fields and features.**

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Overview

WebCenter expands SEMS (Substitute Employee Management System) capabilities to include Internet/Intranet access for administrators and supervisors. WebCenter is configured to work with SEMS and cannot be configured without SEMS.

WebCenter is accessible from Macintosh or PC compatible computers and uses an Internet browser such as Netscape or Internet Explorer. The WebCenter site operates in a secured environment for Internet access using a security certificate for encryption. Access to WebCenter requires the use of an Identification Number and Personal Identification Number to gain access to the system.

Current rules and parameter settings that are used by SEMS also apply to WebCenter and control how WebCenter works. (E.g. WebCenter will not allow employees to specify a substitute unless the SEMS parameter for this feature is enabled.)

System Requirements The minimum Internet Web Browser versions supported are:
Microsoft Internet Explorer version 5.0 or later
Netscape Communicator version 6.0 or later

Administrator Access require Adobe Acrobat Reader version 4.0 or later. (Note: Macintosh OS 9.x, IE 5.x, requires Adobe 5.x)

Internet Security

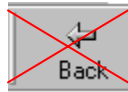
Your security is important. Security certificates ensure the data is encrypted over the Internet as denoted by the URL showing "https" in your browser's address window.

Screen format

Screen displays in this document may look different from those on your computer screen, depending on your screen resolution, default browser fonts or browser version. Making the window size of the browser smaller may cause some fields to wrap.

Important Note

Do NOT use the browser's BACK button to navigate to screens, unless specified in this document.



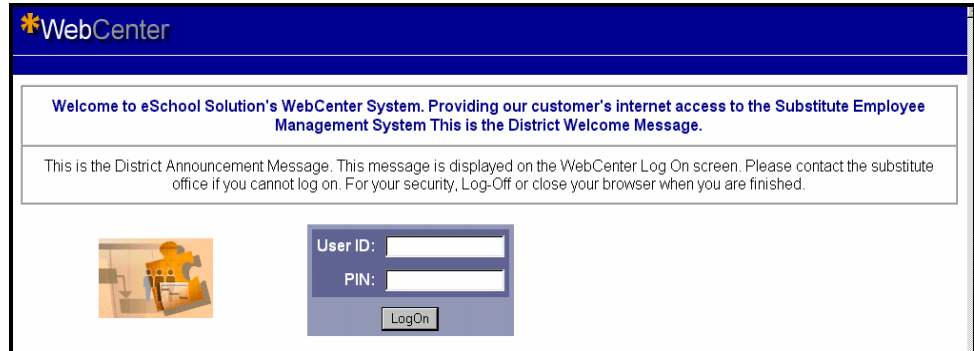
Navigation buttons are on bottom of WebCenter screens, such as

Return to List

Continue

Home Page

SEMS WebCenter is accessed from an Internet browser. The district welcome message, announcements and logo are displayed.



LogOn

Logon information includes 2 identifiers that must be entered. Only numeric information is allowed (no dashes). Once both fields are entered, the *LogOn* button should be pressed.

User ID

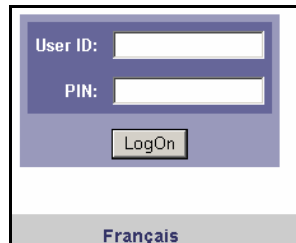
To access WebCenter, enter the ID that was assigned by the SEMS System Operator when your profile was created.

PIN

The administrator PIN is assigned by the system operator. All personnel that use SEMS for telephone access currently know this 6-digit number.

Language Choice

If multiple languages are present, the language choice is offered on the home page and once selected will be used until the "log off" button is selected. The language choice must be selected before the User ID and PIN are entered.



WebCenter™ Getting Started

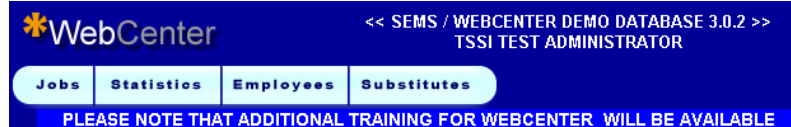
Announcements

Your district can set up messages and announcements. The home page includes a Welcome message and a district announcement. If your district has entered an announcement for administrators only, it will be displayed under the tabs and is visible for the entire WebCenter session.

Menus

Administrator Access has access to *Jobs*, *Statistics*, *Employees*, and *Substitute* tabs. Access is limited to your authorized location.

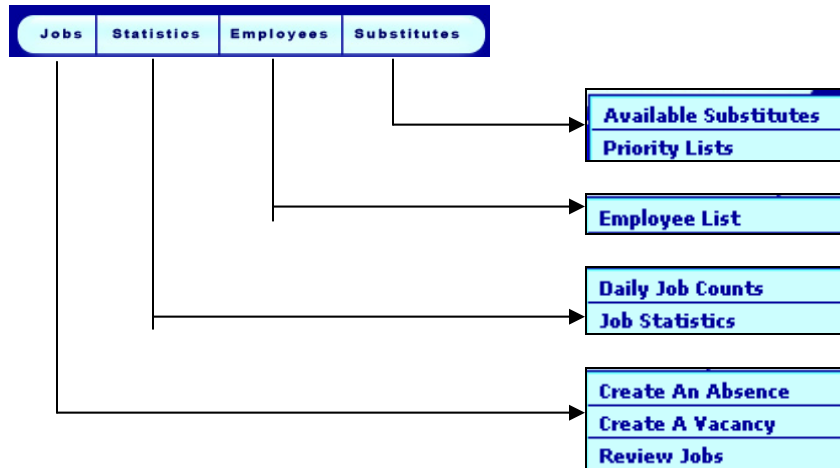
The school district name and administrator name will display in the top right corner of the screen.



Use the browser's print icon to print the screen you are currently viewing.




The tabs allow for the expansion and future development of WebCenter. Point to a tab to view and select the menu items.

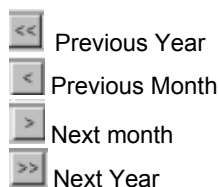


Selecting a menu item will navigate to that page. The default screen is the Review Jobs screen.

Calendar

All dates have a pop up calendar to select the date.

Pressing the date icon will display the calendar.  Calendar button (arrows) allow scrolling to next and previous months and years.



Selecting a day will close the calendar and place the date in form.



Options

On the bottom of each page, options are displayed.

[LogOff](#) [Help About](#) [On-Line Help](#)

Log Off

At any time during the session, the *Log Off* link can be pressed to end the session and disconnect from WebCenter. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from WebCenter.

To ensure security and privacy of information, all users of WebCenter should use the *LogOff* link to disconnect from WebCenter or close the browser when finished with their session.

Help About

Pressing *Help About* will display the installed version number of WebCenter

On-Line Help

This guide is displayed in a separate browser window. Pressing a link from the table of contents will advance the screen to the section selected. Links are indicated in blue and are underlined.

Note: On-Line Help is available in English only

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Introduction	Overview
Getting Started	Home Page Menus

To exit on-line help, close the browser window.

Create an Absence

From the Jobs tab select *Create an absence*.
The administrator first enters an employee ID, or searches by name.

Create an Absence for an Employee

Enter the Employee ID or Search by name, then press Continue

Employee ID:

Pressing *Continue* will display the absence form.

If the employee ID is known, the employee ID can be entered. The employee ID is the same ID number used when entering an absence over the telephone. The person must also be an employee at your location.

If the employee ID cannot be found an error message displays and you can re-enter the employee ID.

Name Lookup

Pressing the Name lookup button will display the name search screen. A partial name search can be entered. This can be the first name, last name, partial name or % for all names. Any names that match the search criteria are displayed, with the employee ID and the primary location and classification.

Employee Name Lookup

Enter Name (or partial name), then press Search

Employee Name: Records Per Page:

Employee Name Lookup Results

Name	ID	Location	Classification
Select ATWOOD, JULIE	112233445	HILLSIDE MIDDLE SCHOOL	ENGLISH 44

Selecting a value for the records per page, will display the specified number of employees. *Next* and *Previous* buttons will be available to navigate through all the employees.

Pressing *Search* will display the list of employees.

The list of employees displays alphabetically and includes only employees that work at your location.

Pressing *Select* will close the name lookup window and enter the ID and name of the employee on the previous screen.

Pressing *Exit* will close the name lookup window without selecting an employee.

Pressing *Continue* will display the absence form. Validation of the form occurs when the *Submit* button is pressed. The *Reset* button will reset the form to the default information that is displayed when entering the form.

Enter Absence Information and press Submit

Employee: ZZZZ TEST EMPLOYEE

Location:

Classification:

Reason:

Budget Code:

	Month	Day	Year	Time	AM	PM
Start:	<input type="text" value="August"/>	<input type="text" value="26"/>	<input type="text" value="2003"/>	<input type="text" value="08:00"/>	<input checked="" type="radio"/>	<input type="radio"/>
End:	<input type="text" value="August"/>	<input type="text" value="26"/>	<input type="text" value="2003"/>	<input type="text" value="03:00"/>	<input type="radio"/>	<input checked="" type="radio"/>

Note: The employees weekly work schedule is shown. The work schedule days should be modified ONLY when reporting an absence for non-consecutive workdays.

Sun Mon Tue Wed Thu Fri Sat

Work Schedule:

Is a substitute required?: Yes No

Specify a Substitute ID:

Has the substitute accepted this job?: Yes No
(If Yes, the substitute will not be called)

Substitute Instructions:

Administrator Comments:

Location The primary location of the employee will display. If the employee has multiple locations, they can be selected from the pull down list if you have access to these locations.

Classification The primary classification code of the employee's selected location will display. If the employee profile indicates that they have multiple primary classifications, they can be selected from the pull down list.

Reason You must enter the reason for the absence by selecting a reason from the pull down list.

Budget Code You must enter a budget code for an absence only when the reason code requires a budget code. If you enter a budget code when no budget code is required, you will receive an error message immediately when you attempt to enter data in the field.

Start Date/Time The default date is "today." The default time is the employee's start time for the selected location. The date can be changed by

WebCenter™ Administrator Access

the pull down selection or the calendar icon. The time can be entered in the format of HH:MM. AM/PM is selectable. Dates can be entered in the past.

End Date/Time The default date is "today." The default time is the employee's end time for the selected location. The date can be changed by the pull down selection or the calendar icon. The time can be entered in the format of HH:MM. AM/PM is selectable.

Work Schedule The employee work schedule is displayed and can be modified. The workdays must correspond to the days of the absence being reported. Workdays need to be changed ONLY when reporting an absence for non-consecutive workdays. E.g. An employee that usually works Monday - Friday and is reporting an absence every Monday, March 1 thru March 30, should ensure that only Monday is checked. Absences cannot be extended later to include days are not selected in the work schedule.

Is a substitute required? You can choose if a substitute is required for this absence.

Specify a Substitute ID You can request a particular substitute for this absence. If the ID of the substitute is known, it can be entered in the substitute ID field.

The substitute can be searched by name. After pressing the *Name Lookup* button, a partial name search can be entered. After pressing Search, all available substitutes that match the search criteria are displayed. Selecting a substitute will close the window and enter the substitute ID in the absence creation form.

Substitute Name Lookup

Enter Name (or partial name), then press Search

Substitute Name: Records Per Page:

Substitute Name Lookup Results

	Name	ID	Telephone No.	Status	Loc	Class
Select	COOPERSMITH, MARY	339955	548-2102	Active	Yes	No
Select	LAMBERT, MARY	335522	877-2235	Active	Yes	Yes

Status If the substitute is not registered, if any of the 3 expiration dates are in the past, or the substitute is not available for new jobs, "Inactive" will display. Otherwise "Active" will display.

Loc If the location of the absence is in the substitute's profile, or the substitute is on the location's priority list, "Yes" will display.

Class If the classification of the absence is in the substitute's profile, "Yes" will display

Has the substitute accepted this job? You can indicate that you have talked with the substitute and the substitute has agreed to accept the assignment. If *yes* is selected, the substitute will be assigned to the absence and SEMS will not call the substitute. This is also known as "Pre-arranging."

Substitute Instructions

A text message can be entered during job creation. The message is not limited by length and the field will scroll as information is entered. Text messages are available for viewing in WebCenter whenever the job detail information is displayed.

The SEMS call processor, when offering a job to a substitute will first play telephone instructions (if they exist) and then inform the substitute "text instructions are available in WebCenter". The substitute will NOT hear the actual instructions that have been entered in WebCenter.

Text special instructions are removed from the system when the job status changes to Finished.

Administrator Comments

Comments can be entered during job creation. The message is a maximum of 255 characters in length and will scroll as information is entered. Text messages are available for viewing in WebCenter whenever the job detail information is displayed. Employees and substitutes cannot view administrator comments.

Error Messages

Once the *Submit* button has been pressed, the form is validated for errors. Errors will appear in red, below the tab buttons. Once the data is corrected, the *Submit* button can be pressed again.

Validation of the absence includes checking that the field values are correct, information is not missing and limitations as set by the district have not been exceeded. If a substitute is specified, the substitute must pass all availability checks for the job.

Create Absence Confirmation

The confirmation screen allows you to verify that the information is correct before the job is created. You can press the *Create Absence* button to create the job and receive a job number or press the *Cancel* button to return to the Absence Creation form without creating the absence.

The absence may display in the job status field as "No Substitute Required," even though you indicated that a substitute was required.

This can be caused by restrictions or limitations that the district has set up. The reason for the *No Substitute Required* status is displayed on the status line and on the message line. A substitute can be automatically assigned if there are substitutes available for automatic assignment.

You usually create the job, even if a substitute will not be assigned.

If the absence includes any No Substitute Required days, then those days are listed on the screen. If the substitute was pre-arranged, they should be notified of the No Substitute Required days.

Job Status: **Open / Specified**
Employee: ATWOOD, JULIE
Location: HILLSIDE MIDDLE SCHOOL
Classification: ENGLISH 44
Reason: 001 - ILLNESS 1
Account Code:
Special Instructions: Text
Day planner is my top drawer. Children are looking forward to Art class.
Specified Substitute: DAVIS, ANN
Start Date/Time: 2003/04/15 08:00 am
End Date/Time: 2003/04/15 03:00 pm
Work Schedule: Mon Tue
Assigned Substitute:

Create Absence Success

The success screen displays the job number for the absence. You can print this screen as your verification and then press the *Continue* button to return to the *Create Absence* screen. If telephone instructions are required, you must call the system and voice these instructions.

The Job was created successfully.
Job Number: **19158**
Job Status: **Open / Specified**
Employee: ATWOOD, JULIE
Location: HILLSIDE MIDDLE SCHOOL
Classification: ENGLISH 44
Reason: 001 - ILLNESS 1
Account Code:
Special Instructions: Text
Day planner is my top drawer. Children are looking forward to Art class.
Specified Substitute: DAVIS, ANN
Start Date/Time: 2003/04/15 08:00 am
End Date/Time: 2003/04/15 03:00 pm
Work Schedule: Mon Tue
Assigned Substitute:

Create a Vacancy

From the Jobs tab select *Create a Vacancy*. Complete this form and then press the *Submit* button. Validation of the form occurs when the *Submit* button is pressed. The *Reset* button will reset the form to the default information that is displayed when entering the form.

Location Any location that you have access to can be selected from the pull down list

Classification Classification codes can be selected from the pull down list.

Work Schedule Absence days defaults to Mon, Tue, Wed, Thu, Fri. Vacancies use the district calendar and cannot be assigned to a track calendar. The workdays must correspond to the days a substitute is required. Workdays need to be changed ONLY when reporting an absence for non-consecutive days. E.g. A Vacancy for every Monday, March 1 thru March 30 should ensure that only Monday is checked. Vacancies cannot be extended later to include days are not selected in the work schedule.

Other fields are entered similar to creating an Absence. There is no limit to the number of vacancies that can be created on the specified day.

Error Messages

Once the *Submit* button has been pressed, the form is validated for errors. Errors will appear in red, below the tab buttons. Once the data is corrected, the *Submit* button can be pressed again.

Validation of the vacancy includes checking that the field values are correct, information is not missing and limitations as set by the district have not been

exceeded. If a substitute is specified, the substitute must pass all availability checks for the job.

Create Vacancy Confirmation

The confirmation screen allows you to verify that the information is correct before the job is created. You can press the *Create Vacancy* button to create the job and receive a job number or press the *Cancel* button to return to the Absence Vacancy form without creating the vacancy.

A substitute can be automatically assigned if there are substitutes available for automatic assignment.

If the vacancy includes any No Substitute Required days, then those days are listed on the screen below the work schedule. If the substitute was pre-arranged, they should be notified of the No Substitute Required days.

Job Status **Open / Open**
Employee: Vacancy
Location: CENTRAL HIGH SCHOOL
Classification COUNSELOR 991
Reason: 008 - REASON 8
Budget Code:
Special Instructions: None
Specified Substitute:
Start Date / Time: 2003/04/21 07:30 am
End Date / Time 2003/04/21 03:00 pm
Work Schedule: Mon Tue Wed Thu Fri
Assigned Substitute:

Create Vacancy Success

The success screen displays the job number for the absence. You can print this screen as your verification and then press the *Continue* button to return to the *Create a Vacancy* screen. If telephone instructions are required, you must call the system and voice these instructions.

The Job was created successfully.

Job Number: **17944**
Job Status **Open / Open**
Employee: Vacancy
Location: CENTRAL HIGH SCHOOL
Classification COUNSELOR 991
Reason: 008 - REASON 8
Budget Code:
Special Instructions: None
Specified Substitute:
Start Date / Time: 2003/04/21 07:30 am
End Date / Time 2003/04/21 03:00 pm
Work Schedule: Mon Tue Wed Thu Fri
Assigned Substitute:

Review Jobs

From the Jobs tab, select *Review Jobs*.

Review Jobs allows you to search, view and print job reports for your authorized location(s). Job information can be modified.

Search Criteria

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The *From* and *To* dates can be selected from the pull down choices or the calendar icon.

The default date is "today" and is displayed as Month/Day/Year. The dates can be dates in the past, present, or future; however, the data is limited to the number of days the data is stored in the database. The job list does not include any previously cancelled jobs.

The date range applies to all optionally selected fields (except for the Job # search)

Optionally:

- Enter a Job number to restrict the search to a specific Job. You are not required to change the date range when you select a job number.
- Select a job type to restrict the report to either absences or vacancies
Select a job status from the pull down menu to restrict the report to a specified job status. E.g. Open, Finished
- Select a job sub status from the pull down menu to restrict the report to a specified job subs status. E.g. Filled, Not Filled, No Substitute Required
- Enter an Employee ID to restrict the report to a specific Employee. The employee ID may be the ID or Special ID depending on the parameter setting "ID for Employee."
The employee ID can be configured in parameters to display or not display on all screens. If the parameter setting "View Employee ID" is checked, screens will display the employee ID.
If the parameter is NOT checked, Employee ID will NOT display and cannot be entered in the search. The name lookup feature must be used.
- Select a Reason to restrict the search to a specific reason
- Select a Location to restrict the search to a specific location
- Select a Sort sequence for the report

The screenshot shows a web form titled "Review Jobs". At the top, it says "Enter Job #: [text box] or Select criteria, then press Search Jobs". Below this are radio buttons for "Job Type": "All" (selected), "Absences", and "Vacancies". There are two dropdown menus for "Status" (set to "All") and "Sub Status" (set to "All"). The "Search from:" section has three dropdowns for "Month" (August), "Day" (26), and "Year" (2003), each with a calendar icon. To the right is a "Reason:" dropdown. The "Search to:" section has similar dropdowns for "Month" (August), "Day" (26), and "Year" (2003), and a "Location:" dropdown set to "WHOLE DISTRICT". Below these is an "ID:" text box and a "Name Lookup" button. At the bottom, there is a "Sort By:" dropdown set to "Start Date, Emp Name", and two buttons: "Search Jobs" and "Reset".

Pressing the *Search Jobs* button will return the job list.

Pressing the *Reset* button will reset the form to the default information that is displayed when entering the form.

Sort by

Sorting will always have a primary sort of the location name, then the selected sort order which contains 2 fields, followed by the job # as the last sort. Start Date and End Date sorts are sorted in descending sequence.

Start Date, Emp Name
Classification, Start Date
Emp Name, Start Date
End Date, Emp Name
Job #, Start Date
Reason, Start Date
Status, Start Date
Sub Name, Start Date

Job List

Jobs that match the search criteria will display in the selected sort order.

Job List Actions

Report Title:

Print Employee ID:

Print Substitute ID: Note: After verifying jobs on this page, press Update

Job #	Status Start Date/Time End Date/Time Classification	Employee Name Substitute Name Reason Budget Code	Emp. ID Sub. ID Reported on	Sp. Instr.	Verify
Location: COLUMBUS MIDDLE SCHOOLS					
218071	Finished / Pre-arranged 2003/11/04 - 08:00am 2003/11/04 - 03:00pm PHYSICAL ED 55	GREEN, JAMES GILROY, JANE PERSONAL ILLNESS 202022	123224444 123880011 2003/10/22 - 03:50pm	None	<input type="checkbox"/>
218071	Finished / Pre-arranged 2003/11/03 - 08:00am 2003/11/03 - 03:00pm PHYSICAL ED 55	GREEN, JAMES GILROY, JANE PERSONAL ILLNESS 202022	123224444 123880011 2003/10/22 - 03:50pm	None	<input type="checkbox"/>

20 jobs will display. To see more jobs, press the *Next* button. To return to the previous list of jobs, press the *Previous* button.

Verify Jobs

Job verification is typically used to indicate that the job information has been checked for accuracy, and is authorized for payroll.

Pressing *Verify Page* will set all check boxes on the displayed page to “checked” . Checkboxes can be removed (unchecked) if the job is not to be verified. The *Update* button must be pressed to update all records that have a checkbox on the page. If there is an error encountered during the update process, a message displays and the page is refreshed re-displaying checkboxes for jobs with a status of finished.

If there are multiple pages of jobs, the *Next* button will be present. Press *Next*, to view the next page of jobs and repeat the verify process.

A Job can also be verified from the job modification and detail screen, by pressing the job # link. Once a job is “Verified”, it can no longer be modified by WebCenter and the SEMS system operator will have to be notified, to make changes to the verified job.

Job Modification

Pressing the Job # link on the list of jobs, will display the job detail and modification screen. The Job # link will **NOT** be available, if the job has been verified (and further job modification is not allowed).

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The job detail and modification screen, displays the fields that can be modified, in data entry boxes.

Job Number: **119293** **Finished** / **Pre-arranged**
Employee: Vacancy
Location: ADMINISTRATION BLDG. 999999
Classification: KINDERGARTEN 4
Reported on: 2003/10/03 09:37am
Substitute Instructions: None
Specified Substitute: HOLISTER, BUD
Reason:
Absence Account Code:
Work Schedule: Mon Tue Wed Thu Fri
Month Day Year Time AM PM
Start: October 02 2003
End: October 02 2003
Note: To Assign/Re-assign this Job, Enter the Assigned Substitute ID or press Name Lookup. To Cancel the substitute assignment, remove the Assigned Substitute ID. Please notify the substitute your action.
Assigned Substitute: HOLISTER, BUD
Substitute Accepted: 2003/10/03 09:37am
Pay Rate:
Time Worked:
Administrator Comments:

Assignment Cancellation Reason:
 Cancel Job
 Verify Job

Options that change the job status will display depending on the current status of the job: Cancel Job, Verify Job, Stop Job Callout, and Re-open Job.

Cancel Job is visible regardless of the jobs status. If the job status is Active, determine if the system will call the Substitute.

Cancel Job The system will call the Substitute? Yes No

Verify Job is visible if the job status is *Finished*

Stop Job Callout is visible if the job status is *Open*

Re-open Job is visible is the job status is *Open / Unfilled or Stopped*

After modifying the job information fields, pressing *Update* validates the data and update updates the job record if there are no errors.

Pressing the *Reset* button will reset all of the job information to the original job information that was displayed when entering the screen.

Pressing the *Return to List* button will NOT update the job record, and will return to the job search list.

Substitute Instructions

Values for the special instructions field are Text, Telephone, Text & Telephone or None.

A text message can be entered or modified during job modification if the job status is *Open*. The message is not limited by length and the field will scroll as information is entered. Text messages are available for viewing in WebCenter whenever the job detail information is displayed.

The SEMS call processor, when offering a job to a substitute will first play telephone instructions (if they exist) and then inform the substitute "text instructions are available in WebCenter". The substitute will NOT hear the actual instructions that have been entered in WebCenter. Text special instructions are removed from the system when the job status changes to Finished.

Reason

When selecting a new absence reason, the setup values for that reason are applied to the job.

NOTE: If the new absence reason cannot be applied to the job, an error message will be displayed, describing the error condition.

Budget Code

The administrator can modify a Budget Code at any time.

Start and End Date / Time

Times can be changed on any job record.

Dates entered can be in the past. These finished jobs CAN be automatically created with a "No Substitute Required" status of SAU (Substitute allocation units) if the job will exceed the limit.

A job can start in the past and end in the future. This will cause WebCenter to create multiple day finished segments (for each day in the past) and an Open/Active segment (for the present and future dates). The same job number is used when creating finished segments and the open/active segment of the job.

When WebCenter creates finished day segments, track calendars and job workdays determine the day(s) that are created. If there is no Pre-arranged substitute, the sub status is "Not Filled."

NOTE: employee and substitutes cannot have another job during the same date and time period of the modified job.

Assigned Substitute

To assign a substitute to the job, or to re-assign a different substitute to the job, enter the new substitute ID or search by name to identify the substitute. Pressing *Update* will validate that the substitute is available for the job.

A substitute cannot be assigned to a job, if the SEMS Call Processor is currently offering the job to another substitute. You are notified of this condition when you press the *Update* button. In this case, you would request that the SEMS Call Processor stop calling substitutes for the job, by selecting the *Stop Callout on Job* button, and pressing *Update*. The SEMS Call Processor will change the status of the Job to “Stopped”, to indicate that it is no longer calling substitutes for the job. Once the job status is “Stopped” the job can be assigned to an available substitute. You will need to perform a new job search, in order to check the current status of the job. The status of the job will not change to “Stopped”, until the SEMS Call Processor finishes offering the job to the substitute. It is possible for the SEMS Call Processor to assign the job to the substitute that was currently being offered the job.

To cancel the substitute that is currently assigned to the job, remove the substitute ID, and then press *Update*. A substitute assignment cancellation reason can be selected from the pull down list.

NOTE: You must manually notify the substitute of any changes made to the job by assigning, re-assigning or canceling the substitute. The system will not call the substitute, to inform them of any changes made to the job.

Pay Rate

Pay rate will be automatically inserted in a job record from the substitute profile when the job is assigned or re-assigned to a substitute during job creation, job modification, substitute call-out or substitute call-in. Pay rate is visible and can be updated once there is an assigned substitute in the job and regardless of the job status. Pay rate is a 10-digit alphanumeric field.

Time Worked

The time worked value is calculated from the start and end time when real time housekeeping changes the job status to “Finished”, or when finished jobs are created in WebCenter or VIP. Time worked only applies to finished jobs that have an assigned substitute. Time worked is visible and can be updated when the job status is finished.

Administrator Comments

Administrator comments can be modified. The message is a maximum of 255 characters in length and will scroll as information is entered. Text messages are available for viewing in WebCenter whenever the job detail information is displayed. Employees and substitutes cannot view administrator comments.

Verify Job

To “Verify” the Job, select the *Verify Job* button, and press *Update*. Only “Finished” jobs can be verified. The job status will be changed from “Finished” to “Verified” after the *Update* button is pressed. Once a job is “Verified”, it can no longer be modified by WebCenter and the SEMS system operator will have to be notified, to make changes to the verified job.

NOTE: Job verification is typically used to indicate that the job information has been checked for accuracy, and is authorized for payroll.

Cancel Job

To “Cancel” the Job, select the *Cancel Job* button, and press *Update*. Once a job is canceled, it can no longer be viewed in WebCenter.

Select the check box for called “Notify the Substitute of the Job Cancellation” if you want the SEMS Call Processor to attempt to notify the assigned substitute of the job cancellation. Leave this check box unselected, if the assigned substitute has already been informed, that the job will be cancelled.

Stop Callout

To “Stop Callout” on the Job, select the *Stop Callout on Job* button and press *Update*. Only jobs that have an "Open" status will offer a choice to "Stop Callout".

If the SEMS Call Processor is currently offering the job to a substitute, the job status will be changed to “Stop Request”. The SEMS Call Processor will change the status of the job to “Stopped”, after it finishes offering the job to the substitute. You will need to perform a new job search, in order to check the current status of the job. The status of the job will not change to “Stopped”, until the SEMS Call Processor finishes offering the job to the substitute. It is possible for the SEMS Call Processor to assign the job to the substitute that was currently being offered the job.

Re-Open Job

To “Re-Open” the Job, select the *Re-Open Job* button, and press *Update*. Only jobs with a status of “Open / Not Filled” or “Open / Stopped” will offer a choice to Re-Open the Job for SEMS callout.

NOTE: A Job status of “Open / Stopped”, indicates that someone has selected to no longer have the SEMS Call Processor offer the job to substitutes. If you are not the person that selected to Stop Callout on the job, then please check with the SEMS operator before Re-Opening the job.

Error Messages

Once the *Submit* button has been pressed, the form is validated for errors. Errors will appear in red, below the tab buttons. The data can be corrected and the *Update* button can be pressed again.

Update Confirmation

Once the update is successful, a confirmation message appears

The Job was updated successfully.

Job Number	17893 Open / Open
Employee	ROBBINSON, SYLVIA
Location	CENTRAL HIGH SCHOOL
Classification	SCIENCE 33
Reported on	2003/03/20 03:58pm
Special Instructions	Text Students have a music and art class today.
Specified Substitute Reason	100 - REASON 100
Budget Code:	
Start Time	2003/04/19 07:30 am
End Time	2003/04/20 05:00 pm
Work Schedule	Sun Mon Tue Wed Thu Fri Sat
Assigned Substitute	Open
Substitute Accepted	

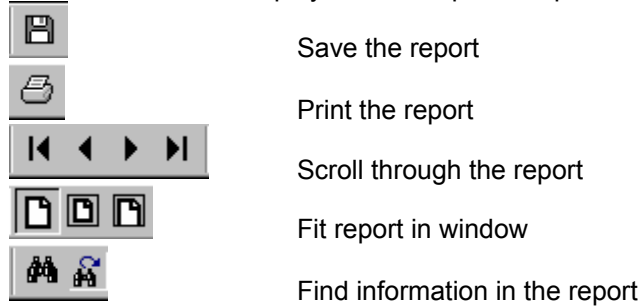
Pressing *Continue* will return to the *Review Jobs* Tab

Create Report

Before pressing the *Create Report* button, you can indicate if the ID of the employee or substitute should print on the report. A report title can display on every page of the report by entering up to 80 characters.

The report will automatically display in the Adobe Acrobat reader. Depending on the browser a second window may appear.

The toolbar includes the following options. Positioning the mouse over an icon without movement, displays the tool tips or help information.



Sample Report

The report is displayed in the same order as viewed on the screen. Each location will display job counts and a final total will display at the end of the report.

2003/04/17	<< 2.9700	TESTBED DATABASE	>>	Page 1
Job Report from 04/11/2003 to 04/30/2003				
Job #	Status/Filled By Start Date/Time End Date/Time Classification	Employee Name Substitute Name Reason Budget Code	Sp.Instr Reported On	
Location: CENTRAL HIGH SCHOOL				
17944	Open / Open 04/21/2003 7:30am 04/21/2003 3:00pm COUNSELOR 991	Vacancy Open REASON 8	None 04/15/2003 12:44pm	
17893	Open / Open 04/19/2003 7:30am 04/20/2003 5:00pm SCIENCE 33	ROBBINSON, SYLVIA Open REASON 100	Text 03/20/2003 3:58pm	
17893	Finished / Not Filled 04/13/2003 7:30am 04/13/2003 5:00pm SCIENCE 33	ROBBINSON, SYLVIA No Substitute Assigned REASON 100	03/20/2003 3:58pm	
CENTRAL HIGH SCHOOL - Job Count: Open / Active: 2 Finished: 1 Total: 3				

Exiting Adobe Acrobat Reader

Acrobat reader may open a second window to display the report. This is dependant on which browser you are using. If you have a separate window that is displaying the report, close this window, and you will be returned to the *Review Jobs* tab.

If the report is displaying within the browser window, press the *Back* button on the browser, to return to the *Review Jobs* tab.



WebCenter™ Administrator Access

Daily Job Counts

From the Statistics tab, select *Daily Jobs Counts*.

Daily job counts display the number of jobs per day for a selected reason. The date can be a date in the past or up to 1 year in the future.

Location Location is a pull down list of locations that are available. The "Whole District" is available as a selection.

Reason The selection of a reason is not mandatory. If the reason code is blank, all reasons are selected for the job count.

Daily job counts can be used to view the district absence total and the selected reason's corresponding district daily job limit. The "Whole District" must be selected as the location, and a reason that has the daily job limit would be selected in order to see the daily job limit.

Daily Job Counts

Enter Search criteria, then press Search

Location: Month: Year:

Reason:

Daily Job counts for Reason: All

April 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 0	2 0	3 0	4 0	5 0
6 0	7 0	8 0	9 0	10 0	11 0	12 0
13 0	14 0	15 0	16 0	17 0	18 0	19 0
20 0	21 0	22 0	23 0	24 0	25 0	26 0
27 0	28 0	29 0	30 0			

The calendar scrolls to the next, previous months.

Job Statistics

From the Statistics tab, select *Job Statistics*.

This option allows for the selection and displaying of job statistics (totals) when job detail information is not required.

Job Records are selected based on the search criteria. The search criteria fields are similar to the *Review jobs* tab.

The *From* and *To* dates can be selected from the pull down choices or the calendar icon.

The default date is "today" and is displayed as Month/Day/Year. The dates can be dates in the past, present, or future; however, the data is limited to the number of days the data is stored in the database. The job statistics does not include any previously cancelled jobs.

Optionally:

- Select a job type to restrict the report to either absences or vacancies
- Select a job status from the pull down menu to restrict the report to a specified job status. E.g. Open, Finished
- Select a job sub status from the pull down menu to restrict the report to a specified job subs status. E.g. Filled, Not Filled, No Substitute Required
- Enter an Employee ID to restrict the report to a specific Employee. The employee ID may be the ID or Special ID depending on the parameter setting "ID for Employee."

The employee ID can be configured in parameters to display or not display on all screens. If the parameter setting "View Employee ID" is checked, screens will display the employee ID.

If the parameter is NOT checked, Employee ID will NOT display and cannot be entered in the search. The name lookup feature must be used.

- Select a Reason to restrict the search to a specific reason
- Select a Location to restrict the search to a specific location

The screenshot shows the 'Job Statistics' search interface. At the top, there are radio buttons for 'All' (selected), 'Absences', and 'Vacancies'. Below this are two dropdown menus for 'Status' (set to 'All') and 'Sub Status' (set to 'All'). The search criteria are organized into two rows. The first row has 'Search from:' followed by a calendar icon, a month dropdown (August), a day dropdown (26), a year dropdown (2003), and a 'Reason:' dropdown. The second row has 'Search to:' followed by a calendar icon, a month dropdown (August), a day dropdown (26), a year dropdown (2003), and a 'Location:' dropdown (WHOLE DISTRICT). At the bottom left is an 'Employee ID:' text box and a 'Name Lookup' button. At the bottom center are 'Search' and 'Reset' buttons.

Pressing the *Search* button will display 3 different job counts. The browser print button can be used to print the job statistics.

When counting job records, Open/Active multiple day jobs count as 1 job; Finished/Verified multiple day jobs are counted for each day of the job.

Note: Open/Active multiple day jobs count as 1 job. Finished/Verified multiple day jobs are counted for each day of the job.

Job Counts by Status			
0	<i>Open</i>	0	<i>Active</i>
15	<i>Finished</i>	0	<i>Verified</i>

Job Counts by Filling Method	
<p>2 <u>Jobs Filled</u></p> <ul style="list-style-type: none"> 1 <i>PreArranged</i> 1 <i>Assigned by Operator</i> 0 <i>Preferred List</i> 0 <i>Classification List</i> 0 <i>General List</i> 0 <i>Automatic Assignment</i> 0 <i>Priority List</i> 0 <i>Specified Substitute Accept</i> 0 <i>Substitute Callin/Web</i> 0 <i>Answering Machine</i> 	<p>8 <u>Jobs Not Filled</u></p> <ul style="list-style-type: none"> 5 <u>No Substitute Required</u> 0 <i>Minimum Job Days</i> 0 <i>In House Filled</i> 0 <i>Substitute Allocation Units</i> 0 <i>Daily Substitute Job Limit</i> 5 <i>Call Pattern 0/User requested</i>

Job Counts by Reason	
<p>6 <i>APPROVED LEAVE 2(2)</i></p> <p>7 <i>JURY DUTY 4(4)</i></p>	<p>2 <i>ILLNESS 1(1)</i></p>

Job Counts by Status Jobs are counted by their job status. Job status is one of 4 values. (Open/Active/Finished/Verified)

Job Counts by Filling Method Jobs that do NOT have a status of Open are counted in these statistics.

Jobs Filled displays counts of how the substitute was assigned.

Job Not Filled displays counts of Finished/Verified jobs where the system could not find or assign a substitute.

No Substitute Required displays counts of those jobs that have a sub status of no substitutes required.

Job Counts by Reason Jobs are counted by reason. The reason name and code are displayed.

Employee List

From the Employee tab, select *Employee List*.

You can view and print a report of employees that work at your location(s).

After entering the Location and records per page, the Search button is pressed.

The list and report is sorted by Location name and then alphabetically and includes their ID, primary classification at that location and work schedule

Selecting a value for the records per page, will display the specified number of employees. *Next* and *Previous* buttons will be available to navigate through the list.

View Employees of a Location

Select criteria, then press Search

Location: Records Per Page:

Report Title:

Print Employee ID:

Employee Name	ID:	Classification	S	M	T	W	Th	F	Sa	Start - End	Track	Telephone No.
Location: EASTBRIDGE MIDDLE SCHOOL												
COOPER, DIANE	226622	HISTORY 66	N	Y	Y	Y	Y	Y	N	07:40am - 02:45pm	0	888-6626
ROGERS, JOHN	226644	HISTORY 66	N	Y	Y	Y	Y	Y	N	07:40am - 02:45pm	1	888-6626
WOLFORD, CLINT	226633	HISTORY 66	Y	Y	Y	Y	Y	Y	Y	07:40am - 02:45pm	1	888-6626

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Employee Name	Classification	S	M	T	W	Th	F	Sa	Start - End	Track	Telephone No.
Location: EASTBRIDGE MIDDLE SCHOOL											
COOPER, DIANE	HISTORY 66	N	Y	Y	Y	Y	Y	N	12:00am - 12:00am	0	888-6626
ROGERS, JOHN	HISTORY 66	N	Y	Y	Y	Y	Y	N	12:00am - 12:00am	1	888-6626
WOLFORD, CLINT	HISTORY 66	Y	Y	Y	Y	Y	Y	Y	12:00am - 12:00am	1	888-6626

The report will automatically display in the Adobe Acrobat reader. Use the Adobe toolbar to print or save the report.

Available Substitutes From the Substitute tab, select *Available Substitutes*.

You can view and print a report of substitute that will work at your location(s). Administrators use the ID to specify the substitute.

After entering the Location and optional fields, the Search button is pressed.

The list and report is sorted alphabetically and includes their ID, daily availability and callback number.

Optionally, the classifications and job key from the substitutes profile can be selected to display. The classifications are sorted alphabetically across the screen.

Only available substitutes will display. Available substitutes are defined as:

- Available for new jobs
- Not expired
- Registered
- Not on the locations do not use list
- Will work at that location

Selecting a value for the records per page, will display the specified number of substitutes. *Next* and *Previous* buttons will be available to navigate through the list.

View Available Substitutes

Select criteria, then press Search

Location: WOOD MEMORIAL ELEMENTARY Records Per Page 50

Include Substitute's Classifications: Yes No Search

Report Title

Print Substitute ID Create Report

Substitute Name Job Key - Classification	ID	Daily Availability AM/PM							Telephone No.
		Mo	Tu	We	Th	Fr	Sa	Su	
Location: WOOD MEMORIAL ELEMENTARY									
ABBOTT, WAYNE	331188	YY	YY	YY	YY	YY	NN	NN	1 (600) 000-0000
10- GENERAL POOL LIST	91- NURSE 911	2- TSSI TEST CLASS							
ALLISON, ROBERT J.	330011	YY	YY	YY	YY	YY	YY	YY	(214) 345-6543
11- ELEMENTARY 11	11- GENERAL POOL LIST	33- NURSE 911							

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Substitute Name Job Key/Level and Classifications	Daily Availability Am/Fm							Telephone Number
	Mo	Tu	We	Th	Fr	Sa	Su	
Location: WOOD MEMORIAL ELEMENTARY								
ABBOTT, WAYNE	YY	YY	YY	YY	YY	NN	NN	1 (600) 000-0000
10 GENERAL POOL LIST	91 NURSE 911	2 TSSI TEST CLASS						
ALLISON, ROBERT J.	YY	YY	YY	YY	YY	YY	YY	(214) 345-6543
11 ELEMENTARY 11	11 GENERAL POOL LIST	33 NURSE 911						

The report will automatically display in the Adobe Acrobat reader. Use the Adobe toolbar to print or save the report.

Priority Lists

From the Substitute tab, select *Priority Lists*.

Priority Lists for a location is defined as a list of substitutes for each classification and Sublist. The Preferred List, Do Not Use List and Automatic Assignment List are all considered part of a Location Priority List.

Review / Modify Priority Lists

Enter Search Criteria, then press Search, or

Location

Classification

Substitute ID

Sort by Substitute Name Sort by Classification

Records Per Page

Add Substitute to Priority List

To *Add a Substitute* to a priority list, all fields must be entered.

Add a Substitute to a Priority List

Location

Classification

Substitute ID

Sublist

Level

Note: The Sublist and Level determines the order in which the substitute will be called. The lowest numbers are called first.

Location Select your location from the pull down list

Classification Select a classification from the pull down list.

Sublist Must be between 1 and 99

Level Must be between 1 and 8,999.

Return to List will return to the Priority List screen without adding a substitute

Reset will set the fields to the default value when first entering the screen

Add will add the substitute to the priority list. If there are validation errors a message will be displayed and the data can be re-entered. If there are no validation errors, a successful confirmation message is displayed.

The Add screen values are retained and the add screen is visible so that additional records can be added with minimal data entry.

Review, Modify, Print Priority Lists

To view, print or modify a priority list, your location must be selected. Optionally, a classification or substitute can be selected. Substitutes can be searched by name by pressing the Name Lookup button or by entering the ID.

The list can be sorted by substitute name or classification.

Selecting to sort by substitute name will sort by substitute name and then classification name.

Selecting to sort by classification will sort by classification name, sublist, level and then substitute name. The Preferred List, Do Not Use List and Automatic Assignment List will appear first in the sort by classification name.

After pressing Search, the list of substitutes that match the search criteria is displayed in the selected sort order.

Review / Modify Priority Lists

Enter Search Criteria, then press Search , or Add a Substitute

Location WOOD MEMORIAL ELEMENTARY ▼

Classification ▼

Substitute ID Name Lookup

Sort by Substitute Name Sort by Classification

Records Per Page 50 ▼ Search Reset

Report Title

Print Substitute ID: Create Report

Substitute Name	ID	Classification	Sublist	Level	Date Entered
Location: WOOD MEMORIAL ELEMENTARY					
Modify EASTON, SALLY	123333333	PREFERRED LIST	1	1	1994/03/15

Use the [Modify](#) link to change the sublist or level on the priority list or delete the record.

Pressing *Create Report* will generate the list in a report format. Optionally a report title can be entered and a selection made to print the substitute ID.

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Location: WOOD MEMORIAL ELEMENTARY			
Substitute Name	Classification	Sublist	Level Date Entered
EASTON, SALLY	PREFERRED LIST	1	1 1994/03/15

The report will automatically display in the Adobe Acrobat reader. Use the Adobe toolbar to print or save the report.

Modify Priority Lists

Pressing the Modify link from the search list will display the priority list record. The sublist and level are the only fields that can be modified.

Sublist and levels determine the order in which the substitute will be called.

Modify Priority List

Substitute: EASTON, SALLY
Location: WOOD MEMORIAL ELEMENTARY
Classification: PREFERRED LIST
Sublist:
Level:
Entered On: 1994/03/15

Note: Changing the Sublist or Level will determine the order in which the substitute will be called. The lowest numbers are called first.

Sublist Must be between 1 and 99

Level Must be between 1 and 8,999.

Delete will remove the priority list record, display a successful confirmation message and then return to the priority search list.

Update will modify the substitute priority list record. If there are validation errors a message will be displayed and the data can be re-entered. If there are no validation errors, a successful confirmation message will display and then return to the priority search list.

Return to List will return to the priority search list without modifying the record

Reset will set the fields to the default value when first entering the screen