

Employee 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. 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.)

Employees can create absences.

Employee can review and print past, present, and future absences. Absences can be canceled.

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

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.

Document Note

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.



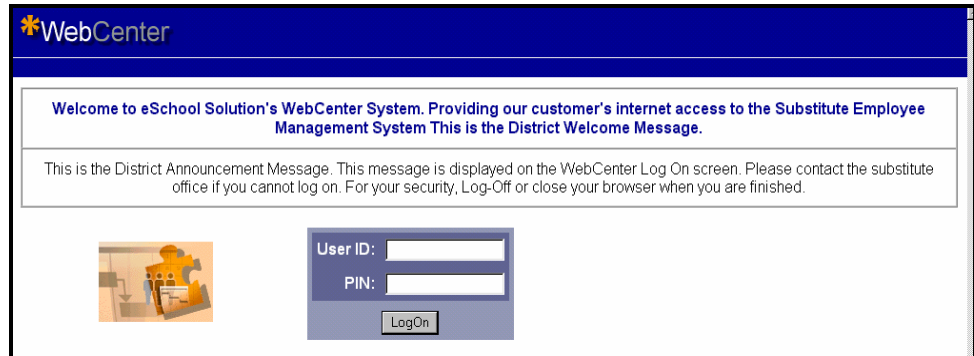
Navigation buttons are on bottom of WebCenter screens, such as

Return to List

Continue

Home Page

Open your Internet Browser and access the SEMS WebCenter site.



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.

Employees must first register with SEMS using the telephone to obtain a PIN before logging on to WebCenter.

User ID

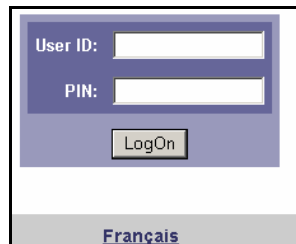
An employee accessing WebCenter should enter their ID number. The SEMS Operator can help identify this number.

PIN

The personal identification number that is randomly assigned by SEMS using the telephone during registration should be entered.

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.



Announcements

Your district can set up messages and announcements. The home page includes a Welcome message that your district can specify and a district announcement.

There can be announcements available for employees and if your district has entered an employee announcement, it will be displayed under the tabs and is visible for the entire WebCenter session.

Menus

Employee Access allows employees to create absences, review, and cancel absences. You use the *Create Absences* and *Review Absences* tabs to navigate to the appropriate screen. The school district name and employee's name will display in the top right corner of the screen. An employee announcement appears under the tabs.



You can use the browser's print icon to print the screen you are viewing.

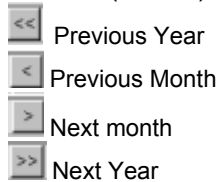


Calendar

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.



Error Messages

Errors will appear in red, below the tab buttons.



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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Create Absences

The employee completes this form and then presses 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.

Enter Absence Information and press Submit

Location:

Classification:

Reason:

Absence Account Code:

	Month	Day	Year	Time	AM	PM
Start:	<input type="text" value="October"/>	<input type="text" value="02"/>	<input type="text" value="2003"/>	<input type="text" value="08:00"/>	<input checked="" type="radio"/>	<input type="radio"/>
End:	<input type="text" value="October"/>	<input type="text" value="02"/>	<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: Sun Mon Tue Wed Thu Fri Sat

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:

Location Your primary location is displayed. If you have multiple locations, the location can be selected from the pull down list.

Classification Your primary classification code will display. If your profile indicates that you have multiple primary classifications, they can be selected from the pull down list.

Reason You must enter the reason for your 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 trying to enter data in the field.

Start Date/Time The default date is "today." The default time is your start 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.

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

Work Days Your 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 when reporting an absence for non-consecutive workdays. E.g. an absence for every Monday, March 1 thru March 30 should ensure that only Monday is checked.

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 you know the substitute's ID number, 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. This can be the first name, last name or partial name. Selecting a substitute will close the window and enter the substitute ID in the absence creation form.

Name Lookup

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	Yes
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

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

Pressing *Search* will display the list of substitutes. The list of substitutes displays alphabetically.

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

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

Has the substitute accepted this job? You can indicate that you have talked with the substitute and they have 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 known as "Prearranging".

Special 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.

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. Error messages are displayed and re-entry of data is allowed.

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

If your absence includes any No Substitute Required days, then those days are listed on the screen. If you have pre-arranged a substitute, you should also notify them of the No Substitute Required days.

This job includes at least 1 day that is defined as No Substitute Required

Job Status: **Open / Open**
Employee: ZZZZ TEST EMPLOYEE
Location: ADMINISTRATION BLDG. 999999
Classification: ZZ TEST CLASS 999
Reason: 001 - ILLNESS 1
Absence Account Code:
Substitute Instructions: None
Specified Substitute:
Start: 2003/10/15 08:00 am
End: 2003/10/17 03:00 pm
Work Schedule: Mon Tue Wed Thu Fri
Note: The following day(s) are NOT work days:
2003/10/15
2003/10/16
Assigned Substitute:

Create Absence Success

The success screen displays the job number. 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: **119284**
Job Status: **Open / Open**
Employee: ZZZZZ TEST EMPLOYEE
Location: ADMINISTRATION BLDG. 999999
Classification: ZZ TEST CLASS 999
Reason: 001 - ILLNESS 1
Absence Account Code:
Substitute Instructions: None
Specified Substitute:
Start: 2003/10/15 08:00 am
End: 2003/10/17 03:00 pm
Work Schedule: Mon Tue Wed Thu Fri
Note: The following day(s) are NOT work days.:
2003/10/15
2003/10/16
Assigned Substitute:

Review Absences

Review Absences allows you to search for absences by a date range. This includes past, present, and future absences. Once the list of absences is displayed, you can print the list or cancel absences that have a *Job #* link.

Search Criteria

The *From* and *To* dates can be selected from the pull down choices or the calendar icon. Pressing *Search All* will list all absences found in the database. If *Search All* is pressed, dates will not be used.

The default date is “today” and is displayed as Month/Day/Year. The dates can be any date 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. Pressing the *Search* button will display the list of jobs.

Enter a date range and then press Search or press

Month Day Year

Search from: January 2003

Search to: April 2003

Job #	Start End	Location Classification	Reason Substitute
19143	2003/04/15 08:00am 2003/04/15 03:00pm	ADMINISTRATION BLDG. 999999 TSSI TEST CLASS 999	PERSONAL BUSINESS 03 ZZ TEST SUBSTITUTE
19051	2003/01/30 08:00am 2003/01/30 03:00pm	ADMINISTRATION BLDG. 999999 TSSI TEST CLASS 999	MILITARY SERVICE 7 No Substitute Required

You can use the browser's print button to print the list.

The list is displayed in descending date order displaying 20 records on the list. To navigate through the records on the list, the *Next* and *Previous* buttons should be pressed.

Review or Cancel Absences

Jobs can be cancelled by pressing the *Job #* link. The *Job #* link will be displayed only if the job has not yet started. If a substitute has already been assigned and your District does not allow the cancellation of assigned Jobs, the *Job #* link will not be available.

The cancellation confirmation screen allows you to confirm that you do want to cancel absences by pressing the *Cancel Job* button.

You must choose whether the substitute needs to be notified before the *Cancel Job* button is pressed.

Job Number	19143
Job Status	Active / Auto Assignment
Employee	
Location	ADMINISTRATION BLDG. 999999
Classification	TSSI TEST CLASS 999
Reason	PERSONAL BUSINESS 03
Special Instructions	Text Please look in my desk for today's lesson plan.
Specified Substitute	
Start Date/Time	2003/04/15 08:00 am
End Date/Time	2003/04/15 03:00 pm
Absence Work Days	Tue
Assigned Substitute	ZZ TEST SUBSTITUTE

Pressing the *Return to List* button will return you to the list of jobs without canceling the job.

A successful action will display to confirm the *Cancel Job* action. You are returned to the *Review Absences* tab.

Job cancelled successfully.