# VENTURA UNIFIED SCHOOL DISTRICT EMPLOYEE TELEPHONE ACCESS

System Phone Number	<u>653-7868</u>	Help Desk Phone Number	641-5000 Ext 1156
ID		PIN	

**System Calling Times to Substitutes:** 

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Week Day	Today's Jobs	Future Jobs			
Weekdays	Starts at 5:30 a.m.	5:00 - 9:00 p.m.			
	Continues until jobs are 50% completed				
Saturday	None	None			
Sunday	None	5:00 - 9:00 p.m.			
Holidays	None	5:00 - 9:00 p.m.			

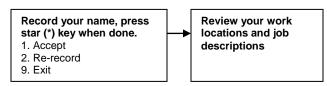
Absence Reasons						
Number	Description	Number	Description	Number	Description	
01	Illness Self	07	Industrial Accident Leave	21	*PNL- Family Illness	
03	Unpaid Personal Leave	80	Military Leave	22	*PNL- Wedding/Graduation	
04	Workshop/Conference	10	Jury Duty	23	*PNL- Funeral other than	
05	District/School Site Meeting	13	<b>Emergency Leave/Natural Disaste</b>	er	Immediate Family	
	or School Business	14	Field Trip	24	*PNL- Court Appearance	
06	Bereavement Leave	20	*PNL- Personel Business	25	*PNL- Religious Holiday	
				26	*PNL- Transportation Problem	

<sup>\*</sup>Personal Necessity Leave (PNL) is limited to 7 days a year with deduction from Sick Leave

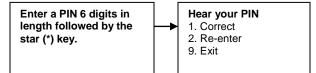
# **Employee Registration**

Enter your Access ID (PSL# found on check stub – do not use leading 00s), followed by the star (\*) key Enter your 6-digit PIN, followed by the star (\*) key

### Name does not exist



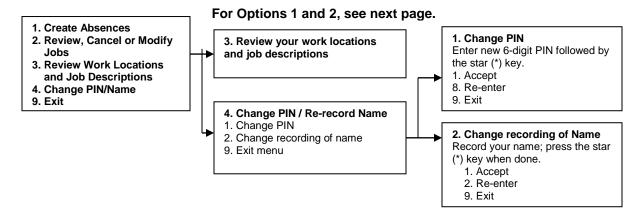
### PIN does not exist



#### **Employee Menu**

Enter your Access ID (PSL# found on check stub – do not use leading 00s), followed by star (\*) key Enter your 6-digit PIN, followed by star (\*) key, listen to announcements

# Menu



# VENTURA UNIFIED SCHOOL DISTRICT EMPLOYEE TELEPHONE ACCESS

#### **Employee Menu** 1. Create an Absence **Have Multiple Work locations? Confirm Location** Choose from the list, or enter 1. Accept location code, followed by the 2. Re enter Location star (\*) key 9. Exit **Date/Times of Absence Enter Start time** 3. Enter Start Date & Times 1. One day absence for today **Enter End Date & Times Enter End time** 1. Accept time offered 2. One day absence for tomorrow 1. Accept date offered 3. Enter dates and times 2. Enter date MMDD 2. Enter time HHMM 1=am 2=pm 9. Exit to menu 9. Exit to Menu 9. Exit to menu **Confirm Reason** Enter Absence Reason, 1. Accept followed by the star (\*) key. 2. Re-enter A list of reasons is played 9. Exit to menu Enter budget code, followed by the star (\*) key. Is Budget code is required? 1. Accept 2. Re-enter 9. Exit to menu 1. Yes. Record; press the star (\*) key when done **Record Special Instructions** 1. Accept 1. Yes 2. Bypass 2. Re-enter 9. Exit to menu 1. Accept Substitute Is a substitute required? 1. Not Prearranged 1. Yes Request a Substitute? 2. Prearranged 1. Yes, Enter Substitute's 7-digit Access 2. No 9. Exit ID, followed by the star (\*) key. 9. Exit to menu 1. Accept 2. Re-enter 9. Exit – to menu 2. No 1. Receive a job number Complete 1. Receive a job number Hear the job number 2. Review job information 1. Hear job number again 9. Exit to menu 9. Exit to menu 2. Modify Special Instructions -2. Review, Cancel or Modify record, followed by the star (\*) 2. Re record **Absences** key. 1. Accept 1. Delete Hear absences in date order 2. Re-record 1. Repeat absence 2. Re-record 9. Exit 2. Modify Special Instructions Record, followed by the star 3. Cancel absence (\*) key 8. Hear another absence 9. Exit menu 1. Confirm 9. Exit to menu Is a substitute assigned? 1. Call the substitute 3. Cancel absence 2. Do not call the substitute 1. Confirm 9. Exit 9. Exit without canceling **Receive Cancellation**

Confirmation

# VENTURA UNIFIED SCHOOL DISTRICT EMPLOYEE BROWSER ACCESS

Browser URL www.venturausd.org Help Desk Phone Number 641-5000 Ext 1156

## Log on

Open your browser and access the SmartFind *Express* sign in page. Review the messages above the Sign In. Enter your 6-digit Access ID (PLS# found on check stub – do not use leading 00s) and PIN. Review announcements.

### **Create Absence**

Choose the Create an Absence link.

Note: Items in Bold are required to complete an Absence and receive a Job Number.

- Select the Location and Classification
  - Choose from the drop down menu, if not, continue with next step.
- Select the Reason that applies to this absence from the drop down menu.
- Enter Budget Code, if applicable.
- Indicate if a substitute is required for this absence.

**Choose Yes or No** 

- Select Start and End Dates for your absence
  - Enter the dates (MMDDYYY) or use the Calendar icon.
- Select Start and End Times for you absence. Default times are listed.

To change defaults, enter time (hh:mm am or pm). Ensure that the correct time is entered.

If the timings for the Substitute are different than the absence times, please enter the adjusted times.

• Multiple Day recurring Absence

Click Modify Schedule button

Your default work schedule is shown.

Remove the checkmark(s) from the Work Days boxes that do not apply to this absence.

Modify daily schedule and /or times for absence and Substitute.

Click the Continue button.

- Request a particular substitute,
  - Enter the Substitute's 7-digit Access ID (telephone number) or use the Search feature to find the Substitute by name.
- Indicate if the requested substitute has accepted this job. If
  - Yes = Substitute is prearranged and will not be called and offered the job.
  - No = a call will be placed and the Substitute will be offered the job.
- Enter special instructions for the substitute to view.
- Press the Continue button.
- Press the Create Absence button to receive a job number. Please record this job number.

### **Review/ Cancel Absences**

Choose the Review Absences link to review past, present and future absences or to cancel an absence.

Follow these steps:

- Choose format for absence display. List or Calendar view.
- Search for Jobs: Enter specific date range (MMDDYYY) or Calendar icon or

Enter Job Number or Leave Blank (will return all your absences).

- Press the Search Button.
- Press the Job number link to view job details on future jobs.

From the Job Details screen:

- Special Instructions can be updated on future jobs. Modify the special instructions and press the **Save** button.
- To cancel your job. Press the **Cancel Job** button.
  - If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark after the question "Does the substitute need to be notified of your cancellation.
- Press Return to List button to return to the job listing.