



Log on

Open a browser and access the SEMS support page at: <http://boe.wood.k12.wv.us/sems>

Click the URL to proceed to the SEMS logon page from any Internet location. Review any district-wide messages above the Sign In.

Enter your USER / ACCESS ID: **99600** ___ ___ ___ ___ and PASSWORD / PIN: _____

Click the **SUBMIT** button.

Review announcements. **NOTE:** Items in **Bold** type are required to initiate chosen action.

SEMS HELP DESK: 304-420-9510 x111 (6:00 AM-2:30 PM) **SEMS TELEPHONE ACCESS:** 304-699-0278

Announcements

- Click **New** button
- Choose Location for Announcement (default is your Location)
- Choose Language for your Announcement, default is English (French, Spanish)
- Type in the text of the Announcement
- Click the **Save** button.

Create an Absence

- Choose the Create an Absence Link.
- **Enter the employee's Access ID or use Name lookup.**
Name Lookup: Enter the employees First or Last Name (enter full or partial name).
Click the **Search** button.
Choose the Employee from the list by choosing the Name link.
- Select a location (default is your location).
To select a different location, click the pull-down menu and choose the location.
- Select a classification (default is your locations primary classification).
- **Choose the Reason from the pull-down menu.**
- Enter a Budget Code, if required.
The option will not be seen unless the Absence Reason requires a Budget Code to be entered.
- **Is Substitute Required? Choose the Yes or No radio button.**
- **Start and End Date or Dates of Absence**
The default is today's date for both start and end.
Enter the date manually (mm/dd/yyyy) format or use the Calendar icon to choose date from a calendar view.
Use the arrow buttons on the bottom of the screen to choose correct month.
The single arrow advances one (1) month at a time, the double arrow advances one (1) year at a time.
Click on the date to select.
- Absence Times:
Default is the Employees or Locations start and end times
Enter Times (HH:MM am/pm) format
- Substitute Times:
Default is the Employees or Locations start and end times
Enter times if Substitute Reporting time is different than Absence Times (HH:MM am/pm) format
Multiple Day and non-consecutive workdays and/or absence start and end times that vary.
Click **Modify Schedule** button
Options to Modify:
Default daily schedule by un-checking days of the week that are not in conjunction with this absence
Absence start and end times
Substitute start and end time
Click the **Continue** button, you will be returned to the Absence Creation screen.
- Specify a Substitute: **WARNING – USE THIS FEATURE ONLY FOR PROFESSIONAL POSITIONS. ALL ENTRIES ARE LOGGED. ADMINISTRATORS USING THIS FEATURE FOR SERVICE PERONNEL WILL LOSE THIS PRIVILEGE.**
Enter the Substitutes Access Id or use Name Lookup
Name Lookup: Enter the substitutes First or Last Name (enter full or partial name)
Click the **Search** button
Choose the Substitute from the list by choosing the Name link.
- Prearranged: See WARNING above for SERVICE POSITIONS.
Yes- The Substitute has agreed to accept this assignment and no phone call will be placed to offer the job
No- The Substitute should be contacted and offered the assignment.
- Type Instructions you would like the Substitute to read and hear about the assignment.
The text typed will be read when placing a phone call to the substitute.
- Type comments for Administrator Viewing only.
- **Press the Continue button.**
- Confirm the Absence information.
- **Press the Create Absence button to receive a job number. Please record this job number.**



Create an Absence – Quick Entry

Quick Absence Entry for one (1) day Absence for Today using default times

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

- Enter employee's Access ID or use Name lookup.
- **Select Reason for Absence.**
- Specify a Substitute.
- Prearrange Substitute.
- Enter Instructions for Substitute or Administrator.
- **Press the Continue button.**
- Confirm the Absence information.
- **Press the Create Absence button to receive a job number. Please record this job number.**

Daily Job Counts

The Daily Job Count allows you to search and view a count of jobs at your location for a month. Past, present and future job counts can be viewed.

- **Select Month and Year (defaults to current month and year)**
- Select Reason for Absence.
- Select Location (default will be your location, if assigned to multiple locations, they will appear in the pull-down list.)
- **Click Search Button.**

You may search other months by using the Previous Month or Next Month Buttons. Other search criteria may be entered in the Search Criteria Section. Follow the above instructions.

Job Inquiry/Reports

Job Inquiry allows you to search, view and print job reports for your location. Past and current absences may be viewed. Future absences may be modified or deleted.

Job Inquiry

- **Enter a Job number OR enter the search criteria for a list of jobs.**
Search Criteria:
Job Types: All (both Absences and Vacancies), Absences or Vacancy
Job Status: All, Open & Filled, Open, Filled, Finished & Verified, Finished, Verified, Cancelled
Sub Status: All, No Sub Required, Filled, Not Filled.
- Date Range:
Defaults to Today. Enter date or use the Calendar icons to select a date or date range.
- Choose Sort Order:
Budget Code, Classification Name, Employee Name, End Date, Job # (default), Location Name, Reason Name, Start Date, Job Status, Job Sub-Status, Substitute Name.
- Choose "Then By" Sort order (Same options as Sort Order)
- Press the **Search** button.
Other options include:
More Search Options – expands search criteria options to create a more defined search
Create Report – Allows you to create a printed report of the selected job Information
Export – Creates a data file of the job information.
- Click the Job number link to view the job details, then modify or cancel the job as needed.
CANCEL a job by clicking the **YES** button. If the job is already filled, the **YES** button will already be marked for: **CALL THE ASSIGNED SUBSTITUTE?** If you already notified the sub of the cancellation, change this option to **NO**.
Modify Job: The details of the job (time, reason, substitute, etc.) can be modified prior to the job ending.
YOU MUST PRESS THE SAVE BUTTON IF YOU MAKE ANY CANCELLATION OR MODIFICATION.
- Depending on the job details, other options may include:
Filling Details – The detailed information regarding how the absence was filled
Reset – Can be used to return the data to it original state prior to clicking save
Return to List button – goes back to the list that was created by the Search.

Priority Lists

View, modify and print priority lists of substitutes for your location. Substitutes are assigned a list number and level, which determines the order they will be called for jobs. The lowest order is called first.

View All Substitute List Assignments

- Click **Search** Button.



Priority Lists – continued...

Priority List Inquiry / Report

Choose any or a combination of the listed options to create the List or Report you need:

- Choose List Type from pull-down menu (Preferred, Auto Assignment, Do Not Use).
- Choose Classification from pull-down menu.
- Choose Location from pull-down menu.
- Enter Employee's Access ID or use Name Lookup button.
- Enter Substitute Access ID or use Name Lookup button.
- Choose Sort by (default Substitute name) and the second sort feature.
- Click the **Search** button or to create a Report click the **Report** button
Report button will bring up a Report setup screen for the data to be included on the report.
- Click the **View Report** button.

Modify the Priority List

- Create list by following the above outlined steps.
- Select substitute to Modify by clicking the Substitutes Name.
- Modify Sub List and/or Level.
- Click **Save** button.

Delete Substitute from Priority List

- Create list by following the above outlined steps.
- Place a checkmark in the delete box.
- Click the **Delete** box.

Profile Inquiry/Reports

View and/or print a list of Employees and/or Substitutes for your location.

Profile Inquiry Tab

- Enter Name, Access ID, External ID or Call back number (substitute only) Information.
- Press the **Search** button.
- Choose Profile by clicking the **Select** link by the persons Name.
- View Basic Profile Information.
- Choose Employee or Substitute Tab and links within the profile for detailed information.

Employee Inquiry Tab

- Enter Search Criteria or Press **Search** button to return all employees at your location(s).
- Choose Profile by clicking the **Name** link.
- View Basic Information.
- Choose the Employee Tab and links within the profile for detailed information.

Employee Report from the Employee Inquiry Tab

- Enter Search Criteria or leave blank and Press **Create Report** button
- Choose Report Type:
 - Employee Detail Report
 - Employee Labels
 - Employee List
- Click **View Report** button.

Substitute Inquiry

- Enter Search Criteria or Press **Search** button to return all employees at your location(s).
- Choose Profile by clicking the **Name** link.
- View Basic Information.
- Choose the Substitute Tab and links within the profile for detailed information.

Substitute Report from the Substitute Inquiry Tab

- Enter Search Criteria or leave blank and Press **Create Report** button.
- Choose Report Type:
 - Substitute Detail Report
 - Substitute List
 - Substitute Labels
 - Substitute Statistics
- Click **View Report** button.