



PLEASE NOTE: Newly hired administrators MUST complete the initial registration procedure as an employee for the first time they call SEMS. See page 1 of the Employee Quick reference Guide. Your employee ACCESS ID and PIN will grant you access to both Employee and Administrator functions. Principals may request SEMS administrator access for other employees (Assistants, Secretaries) by calling Brenda Ferguson at the SEMS Help Desk: 420-9510 x111.

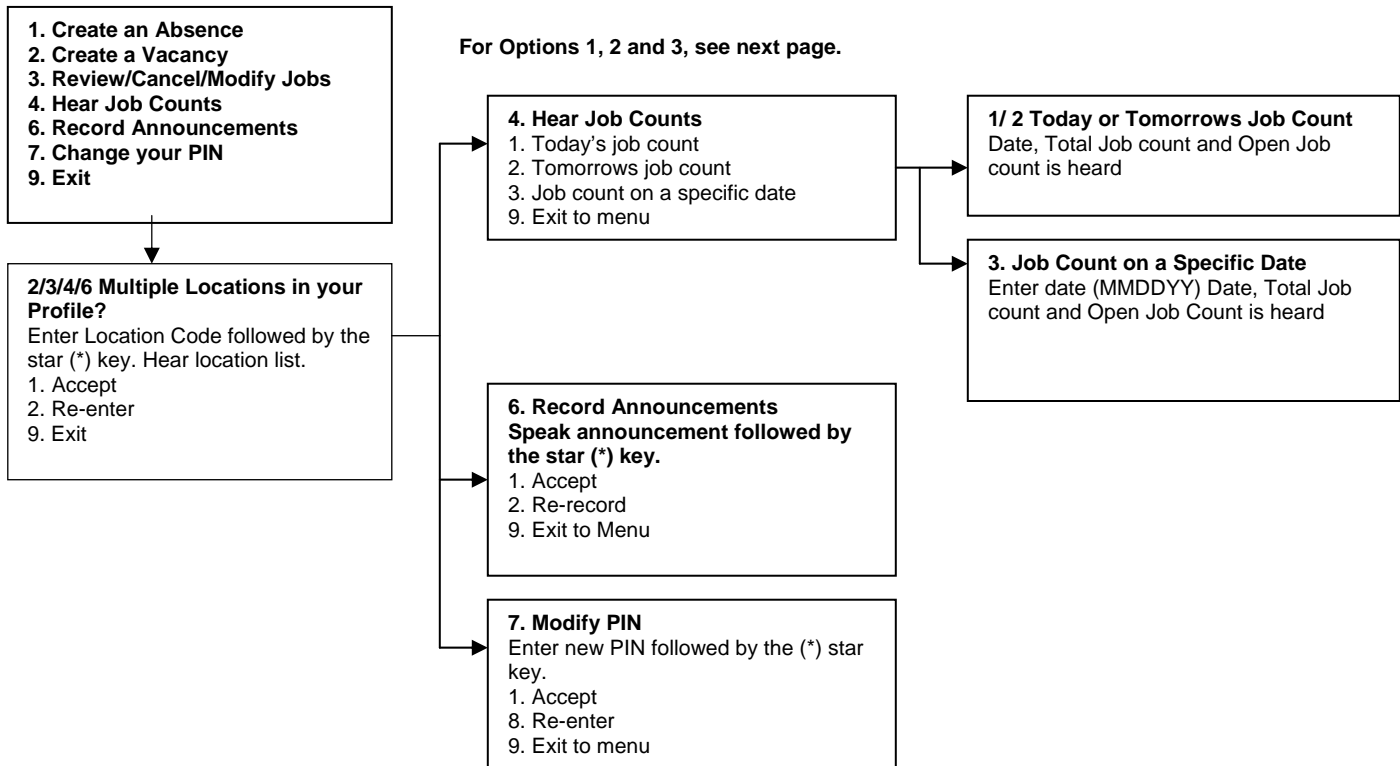
**System Calling Times to Substitutes:**

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 AM for most classifications Continues until jobs are 100% completed	7:30 – 10:30 PM
Weekends, Holidays	7:00 AM	7:30 – 10:30 PM

**SEMS TELEPHONE ACCESS NUMBER: 304-699-0278**

**Administrator Menu**

Call SEMS: 304-699-0278 Enter Access ID, followed by the star (\*) key.  
Enter PIN, followed by the star (\*) key. (If your PIN is not valid, you will be asked to enter a new PIN.)  
Listen to announcements.





**WOOD COUNTY SCHOOLS – SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEMS (SEMS)  
ADMINISTRATOR TELEPHONE ACCESS – QUICK REFERENCE GUIDE**



**Administrator Menu - continued**

