



WOOD COUNTY SCHOOLS SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM
SEMS EMPLOYEE INTERNET ACCESS - QUICK REFERENCE CARD



Log on

Open your Internet browser and access the SEMS support page at: <http://boe.wood.k12.wv.us/sems>
Click the URL on that page to access the SEMS logon page from any Internet location.

Enter your **USER (ACCESS) ID: 9 9 6 0 0** and **PASSWORD (PIN):** _____
Click **SUBMIT**. Check the home page for announcements, then follow the directions below: **To Create An Absence**.

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

To Create an Absence

Choose the **Create an Absence** link.

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

- Review your **Location and Classification**. If incorrect, call the SEMS Help Desk for corrections.
- Select the Reason that applies to this absence from the drop down menu.
- Click **Yes** or **No** to indicate if a substitute is required for this absence.
- Select **Start and End Dates** for your absence.
Enter the dates in the format **MM/DD/YYYY**, or use the calendar icons to select dates.
- Select **Start and End Times** for your absence. Default times are listed.
To change defaults, enter the time (hh:mm am or pm). Ensure that the correct time is entered.

IMPORTANT NOTE: If reporting a half day, the total absence time must not exceed 4 hours, or you may be charged a for full day.

- Multiple Day recurring Absence – Only required for reporting non-consecutive, multi-day absences, OR multi-day absences with varied start/end times.
Click the **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 Employee and Substitute.
Click the **Continue** button.
- Enter any special instructions for the substitute. These typed instructions are “read” to the substitute when the system calls to offer a job, provided the spelling is correct.
- Click the **Continue** button.
- Review the information carefully. If you need to make corrections, click your browser’s back button or click **Cancel** to start again. When the data is correct, click the **Create Absence** button to receive a job number.
- Please record this job number for reference.

To Review, Modify or Cancel Absences

Choose **Review Absences** to view details of past absences, and to modify/cancel present and future absences.

Follow these steps:

- Click **List** or **Calendar** to select the desired format for screen display.
- Enter the specific date range (MM/DD/YYYY) or use the Calendar icons.
OR enter the specific Job Number if known.
- Click the **Search** Button. From the list **OR** calendar, click on the JOB NUMBER that you are searching.
- Special Instructions can be updated on future jobs. **Modify** the special instructions and click the **SAVE** button.
- To cancel your job. Click the **Cancel Job** button.
If a substitute is already assigned to this absence, a checkmark will in the checkbox by the prompt:
Notify the substitute of a cancellation? Remove the checkmark **ONLY** if you have personally notified the substitute of the cancellation. If in doubt, leave the checkmark in place.
YOU MUST CLICK THE SAVE BUTTON OR YOUR CHANGES/CANCELLATIONS ARE IGNORED.
- Press **Return to List** button to return to the job listing.

WHEN YOU ARE READY TO EXIT SEMS, CLICK SIGN OUT TO LOGOFF.

Revised: July 2011