



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



System Phone Number **304-699-0278** Help Desk Phone Number **304-420-9510 x111**

ACCESS (USER) ID (EMP #) **9 9 6 0 0** PIN _____

Absence Reasons

Number	Description	Number	Description
1	Illness	9	Military
2	Death in Immediate Family	10	Jury Duty
3	Administrator Use Only	11	Professional Leave
4	Critical Illness in Immediate Family	12	Leave of Absence
5	SB-6/ Personal Leave w/o Cause	13	Other Approved Assignment
6	Administrator Use Only	14	Operator Use Only
7	Workers Compensation	15	Operator Use Only
8	Vacation	16	Sick-Leave Bank – Only Available During Signup Periods
		22	Non-Contracted Day

NOTE: Employees MUST complete REGISTRATION the FIRST TIME they call SEMS.

Employee Registration (first call to SEMS)

Call SEMS: 304-699-0278 Enter your Access ID (9 digit employee number), followed by the star (*) key. Enter your PIN (9 digit employee number for this first call), followed by the star (*) key. Respond to SEMS prompts to select a new PIN. Do NOT use your SS#. Record the PIN above.

Respond to SEMS prompts to create a new PIN.

Enter a PIN at least 6 digits in length followed by the star (*) key. Avoid using obvious PINs such as birthdates.

Hear your PIN
1. Correct
2. Re-enter
9. Exit

If you haven't recorded your name, follow these steps:

Record your name, press star (*) key when done.
1. Accept
2. Re-record
9. Exit

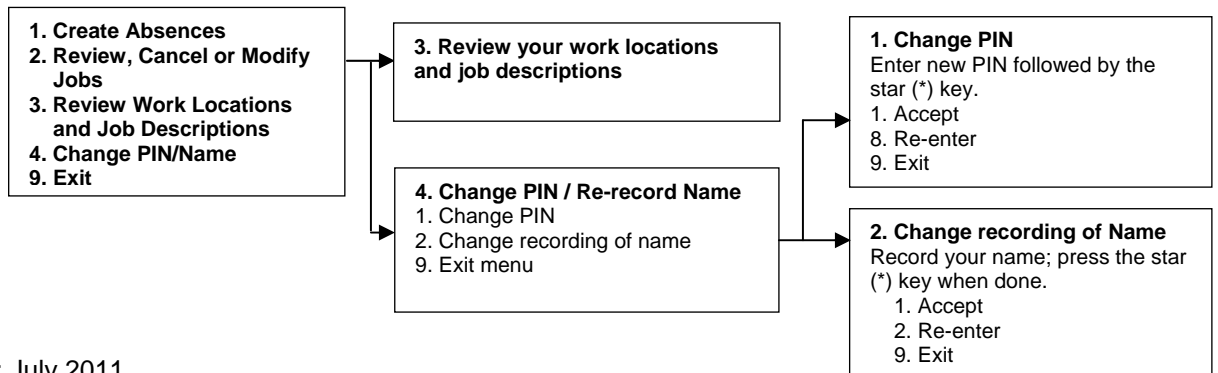
Review your work locations and job descriptions

For subsequent calls, you are required to enter your ACCESS ID (9 Digit Employee #) **AND** the PIN you selected during initial registration. For security reasons, you will **NOT** be able to access SEMS with just your employee number. Record your PIN at the top of this reference sheet. You may change your PIN at any time by choosing Option 4 as indicated below.

Employee Menu – (for subsequent calls after registration)

Call SEMS: 304-699-0278 Enter your Access ID (9 digit employee number), followed by the star (*) key. Enter your PIN, followed by the star (*) key. Listen for any announcements. Follow the voice prompts.

For options 3 and 4, see the flowchart below. For options 1 or 2, see the flowcharts on page 2. To exit, press 9.





Employee Menu – continued

