



NEW SEMS OPERATIONAL DATE – FEBRUARY 19, 2010

SEMS Phone Number: **304-699-0278**

Help Desk Phone Number: **304-420-9510 x111**

SUBSTITUTE ACCESS ID 9 9 6 0 0 _____ PIN _____

IMPORTANT NOTICE – At 10:00 AM on Friday, February 19th, SEMS will be unavailable while the system is transferred to a new server. SEMS will be back online sometime later that afternoon. After the transfer, you must use the new toll-free number above to access SEMS by phone. Substitute employees will also be given access to limited SEMS features on the Internet. See the Internet instructions for details.

Current Substitutes: The only changes are the new Toll-Free phone number above and SEMS Internet access has been added for substitutes. Skip to **ALL SUBS** section below.

New Substitutes: New subs **must** pre-register by calling the SEMS Help Desk. Once pre-registered, complete your initial registration by phone as outlined in the **NEW SUBS** section that follows. After completing initial registration, continue with the **ALL SUBS** section that follows.

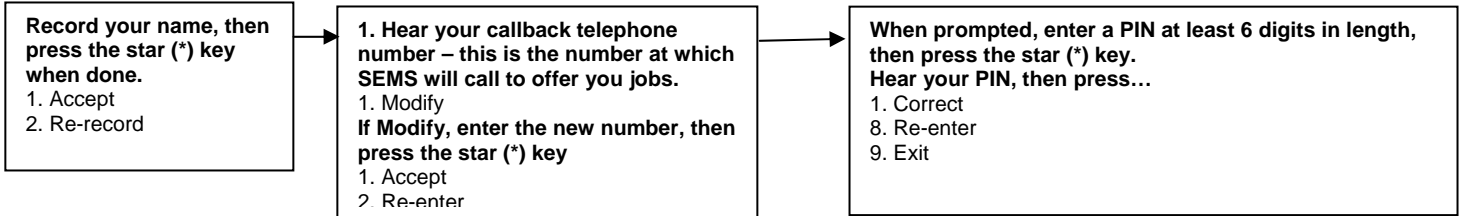
NEW SUBS: Only new substitutes who have never registered with SEMS need complete this initial registration step. Check with Brenda at the Help Desk to make sure you have been properly pre-registered before completing this step.

Substitute Registration (First call to SEMS)

When prompted, enter your Access ID (9 Digit Employee Number), followed by the star (*) key

When prompted to enter your PIN, re-enter your Access ID for this initial call. Press the star (*) key.

Respond to voice prompts from system as indicated in the following steps....



ALL SUBS: You are required to enter your ACCESS ID (employee number) **AND** PIN whenever you access SEMS. Record your **ACCESS ID** and **PIN** at the top of this reference sheet. You may change your PIN at any time by following the voice prompts.

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

NOTE: When you decline or cancel a job, you must enter a reason below.

Decline/Cancellation Reasons

Number	Description	Number	Description
1	Illness	6	Illness in Immediate Family
2	Emergency	7	Lack of Child Care
3	Take Another Job	8	Lack of Transportation
4	Out of Town	9	Death in Immediate Family
5	Not Available	10	Vacation
		11	Personal

SEMS HELPDESK: 304-420-9510 x111 (6:00 AM – 2:30 PM)

SEMS TELEPHONE ACCESS: 304-699-0278

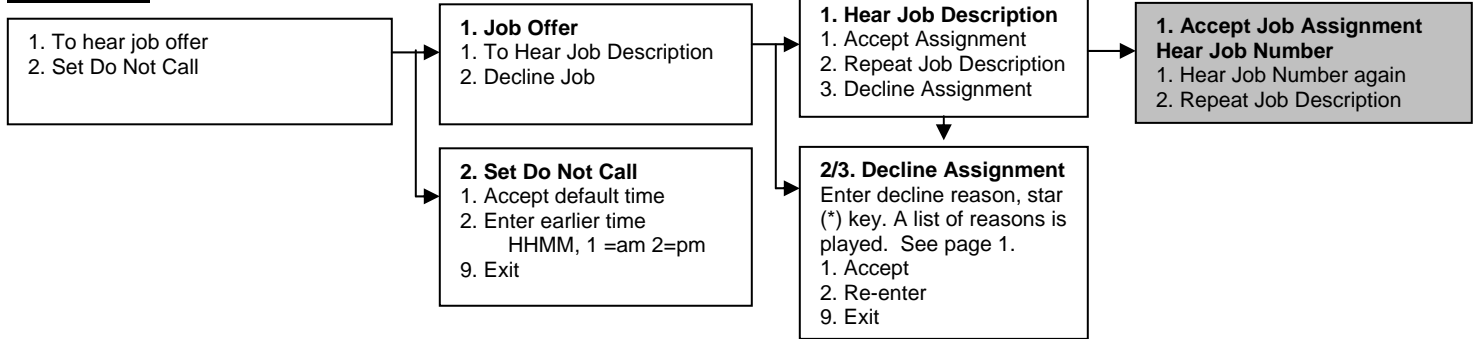


System Call-Out (SEMS calls YOU with Job Offers or Cancellation Notifications.)

When prompted, enter your Access ID followed by the star (*) key. Enter your PIN, followed by the star (*) key.

IMPORTANT – The caller ID should display: **WOOD CS SEMS**. The system will wait for up to 2 minutes for entering an Access ID. This delay allows family members to call you to the phone. After 2 minutes, the system will hang up.

Job Offer



Job Cancellation Notification

Hear Cancellation Notification

1. Repeat job cancellation
9. Exit

Substitute Call-in (You call SEMS to review or make changes listed below.)

Enter your Access ID, followed by the star (*) key. Enter your PIN, followed by the star (*)key. Listen for any announcements, then select from this menu of available options. Listen carefully to the voice prompts to guide your selections. **NOTE: Option #2 is NOT used and is therefore unavailable.**

1. Review or Cancel Assignments (see page 1 for cancel reasons)
2. N/A
3. Change your callback number
4. Review or Modify Do Not Call Times
5. Review or Modify Unavailability Dates
6. Review or Modify Daily Availability
7. Change your PIN or Re-record Name
9. Exit