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## To REGISTER AS A NEW USER AND RECEIVE YOUR PERSONAL IDENTIFICATION NUMBER (PIN)

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With a pencil ready and your Social Security Number (SSN) in mind, call the System Phone Number (see page 1). When the System asks for your Personal Identification Number (PIN), **press the Star Key** on the telephone keypad.

**Press 3** when the system says, "If you are calling as a Substitute, press 1, or, if you are calling as an employee, press 3."

When the system asks for your Social Security Number, **enter your SSN** by pressing the telephone keys.

*If the System asks for your SSN again, re-enter it carefully. If the System continues to ask for your SSN, hang up and call the Help Desk for assistance (see page 1).*

The System asks you to **record your name**. Immediately after the tone, say your name clearly. You only have a few seconds, so avoid pauses or long titles. Wait for the System to play back your recorded name.

- If you like the recording, **press 1**.
- If you want to re-record your name, **press 9**.

The System plays your Work Location and your Job Description. If you work at more than one location and/or have more than one Job Description, the System reads all of this information. After hearing this information,

- Press 1** if the information is **correct**, or
- Press 3** if the information is **not correct**, or
- Press 5** to hear the information again.

*NOTE: The System will not allow you to correct your location or job description during registration. You may only indicate that the System's records are incorrect. If the System has incorrect information for you, call the Help Desk (see page 1) as soon as you finish registering, and have them correct the information.*

The System tells you your 6-digit PIN. Write your PIN in the space provided on page 1. **Press 9** to review your PIN. When you are sure that your PIN is written correctly, **press 1**.

**Your registration is now complete. You may use your new PIN immediately.**

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**You can review your PIN or change the recording of your name at any time.** Simply call the System phone number, and press the Star Key when the System asks for your PIN. Listen carefully and follow the prompts to review your PIN or change the recording.



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## BESSIE - Box Elder Substitute System EMPLOYEE'S QUICK REFERENCE CARD

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System Phone Number ..... 734-0937  
Tremonton Area Line ..... 279-8112  
Help Desk Phone Number ..... 734-4800 or 279-8716

Write your PIN here: \_\_\_\_\_

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### To ENTER AN ABSENCE:

1. Call the System Phone Number, enter your PIN when prompted, then **press 1 to Enter an Absence**.
2. **Press 1** for a one-day absence for the CURRENT day, **press 5** for a one-day absence for the NEXT work day, or **Press 7** to enter the dates and times of your absence (use this option when entering partial day jobs as well).
3. **If you pressed 1 or 5 to enter a one-day absence:**  
The System says your normal start and end times. Press 1 to use those times for the absence, then skip to step 4, or press 5 to manually enter the start and end times, then listen as the System reads your regular start time.  
--If the absence starts at the time offered, press the Star Key, or if the absence starts at another time, enter 2 digits for hour and 2 digits for minute. If the System asks you to, press 3 if the time is AM, or 7 if the time is PM.  
Repeat this procedure to enter the end time, then skip to step 4.
- 3a. **If you pressed 7 to enter all the dates and times:**  
Enter the Date the Absence Starts - Press the Star Key to accept the date offered, or enter 2 digits for the month and 2 digits for the date. (Example: March 4 = 0304)  
  
Enter the Time the Absence Starts - Press the Star Key to accept the time offered, or enter 2 digits for the hour and 2 digits for the minute. Then (only if the System asks you to do so) press 3 if the time is AM, or press 7 for PM.  
  
Repeat the Procedures to enter the Date the Absence ends and the Time the Absence Ends.
4. Enter the number which corresponds to the Reason for Absence (see list on page 3), then press the Star Key. Note: to hear a list of absence reasons, press the Star Key by itself.
5. Press 1 to Record Special Instructions that will be played when offering the Job to Substitutes, or press 5 to bypass this step.

## ABSENCE REASONS

- 6. **Press 1 if a Substitute is Required** for this absence, or **press 3 if No Substitute is Required**, then skip to step 8.
- 7. **Press 1 to Request a Particular Substitute**, or **press 3 to Bypass this Step**.

If you Request a Particular Substitute, enter their Telephone Number (not their PIN) and press the Star Key. When requested, confirm the substitute, then:

**Press 1 if you have not made prior arrangements** with this substitute, and the computer needs to contact the substitute, or

**Press 3 to automatically assign the substitute**, then press 1 to confirm that you have contacted the substitute and the substitute has agreed to fill the absence. **The System will not contact this or any other substitute!**

- 8. **Press 1 to Recieve the Job Number**. Wait for the System to say the Job Number, which completes the entry of the absence.

**If you do not have a Job Number, your absence has not been reported!**

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### SUBSTITUTE CALLOUT INFORMATION

If you do not request a particular substitute when you report your absence, the System will find a substitute for you. The System calls substitutes in the following order: (1) Employee's Priority List, (2) Substitutes with a current Teaching License, (3) Substitutes with a College Degree, (4) School Priority List, (5) General Pool. If you have any questions regarding Priority Lists or substitute callout, please contact the Help Desk.

The System calls Substitutes from 6:00 am to 12:00 noon and 5:30 pm to 10:30 pm on weekdays and from 5:30 pm to 10:30 pm on Sunday and Holidays.

#### Phone Numbers of Substitutes I Would Like to Request

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\_\_\_\_\_

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### TO REVIEW YOUR WORK LOCATION AND JOB DESCRIPTION

- 1. Call the System Phone Number, enter your PIN when prompted, then **press 7** to Review Your Work Location and Job Description.

- 1 Sick Leave - Personal or Family
- 3 Personal Leave
- 5 Death \*\*Can be used only for the death of the employee's mother, father, spouse, child, mother-in-law or father-in-law.
- 10. Absence without Pay
- 12. Jury Duty \*\*Check from court must be submitted.
- 13. Comp Time \*\*Employee's comp time worksheet must be turned in to payroll with their monthly absence sheet.
- 14. Vacation
- 15. Association Leave

### SCHOOL ASSIGNMENT ABSENCE REASONS

*If you are using School Assignment for your Absence Reason, the Department/Program sponsoring the School Assignment must be listed. When entering a School Assignment absence, one of the reasons below must be used. The Department/Program listed will be charged for the cost of your substitute, so please make sure you use the correct reason.*

- 16. School Assignment - Curriculum
- 17. School Assignment - Career Ladder
- 18. School Assignment - Student Services & Special Ed
- 19. School Assignment - School/Principal Approved
- 20. School Assignment - Applied Technology
- 21. School Assignment - Athletics/Principal Approved
- 22. School Assignment - District Administration
- 23. School Assignment - District Convention

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### TO REVIEW OR CANCEL AN ABSENCE, OR MODIFY SPECIAL INSTRUCTIONS:

- 1. Call the System Phone Number, enter your PIN when prompted, then **press 5 to Review or Cancel an Absence**.
- 2. Listen to the absence information the System plays. **Press 1** to Hear the Information again, or **Press 3** to Hear Another Absence, or **Press 5** to Cancel the Job that just played, or **Press 6** to Modify Special Instructions

**If you select Cancel the Job, you must press 1 to confirm the cancellation request and wait for the System to say "Job Number XXXXX has been cancelled"**. If you do not wait for the System to say this, you have no assurance the Absence has been cancelled, and a Substitute may report for this job.

***It is your responsibility to notify the assigned substitute that the job has been cancelled. The system will not notify the substitute!***