

# JCPS Employee's Quick Reference

System Phone Number: **485-7777**

Help Desk Phone Number: **485-3110**

Write your Access ID Number  
(Social Security number) here. \_\_\_\_\_

Write your PIN here. \_\_\_\_\_

Website: <https://subcenter.jefferson.k12.ky.us>

The system calls substitutes during the following times:

	<b>Today's Job</b>	<b>Future Jobs</b>
Weekdays	Starts at 5 a.m. and continues until 50% completion of job	4:30-10 p.m.
Saturday	None	None
Sunday	None	4:30 - 10 p.m.
Holidays	None	4:30 - 10 p.m.

## Reasons for Absence

1. Certified Teacher Sick
2. Certified Teacher Emergency
3. Certified Teacher Personal
4. Sub Center Use Only
5. Certified Jury-Military
6. Classified Absence
7. Classified Extra Person
8. Sub Center Use Only
9. Sub Center Use Only
10. Sub Center Use Only
11. JCTA Association Leave
12. KTIP
13. Certified Assault
14. Sub Center Use Only
15. Sub Vacancy
16. ACES
17. GE Grant

## Telephone Access Instructions

1. Enter your Access ID Number, followed by the star (\*) key.
2. Enter your PIN, followed by the star (\*) key.

If you do not have a PIN, enter your Access ID Number again when prompted for your PIN. You will then be able to enter a new PIN to use.

## Registration

1. Record your name, followed by the star (\*) key.  
**Press 1** to accept.  
**Press 2** to re-enter.  
**Press 9** to exit and hang up.
2. Listen to your work locations and job descriptions. If they are not accurate, contact the help desk.
3. If your PIN is the same as your Access ID Number, enter a new PIN.  
Enter a PIN that is at least six digits in length, followed by the star (\*) key.  
**Press 1** if correct.  
**Press 8** to re-enter.  
**Press 9** to exit and hang up.

## Menu Options

1. Create an absence.
2. Review, cancel absence, or modify special instructions.
3. Review work locations and job descriptions.
4. Change your PIN or re-record your name.
9. Exit and hang up.

## **Work at Multiple Locations**

If you **pressed 1** to create an absence:

1. Enter the location code, followed by the star (\*) key, or wait to hear a list of locations.
2. **Press 1** to accept the location choice.  
**Press 2** to re-enter.  
**Press 9** to exit to the menu options.

### **1 Create an absence.**

1. Enter dates for the absence.  
**Press 1** if the absence is only for today.  
**Press 2** if the absence is only for tomorrow.  
**Press 3** to enter the dates and times for the absence.  
**Press 9** to exit to the menu options.
2. If you **pressed 3** to enter dates and time, enter the start date.  
**Press 1** to accept the date offered.  
**Press 2** to enter the start date.  
Enter two digits for the month and two digits for the day (MMDD).  
**Press 9** to exit to the menu options.  
  
For all options, enter the start time.  
**Press 1** to accept the offered time.  
**Press 2** to enter the time.  
Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for a.m. and 2 for p.m.  
**Press 9** to exit to the menu options.  
Repeat the procedure for end date and time.
3. Enter the reason from page 1, followed by the star (\*) key, or wait for a list of reasons.  
**Press 1** if correct.  
**Press 2** to re-enter.  
**Press 9** to exit to the menu options.
4. Record special instructions.  
**Press 1** to record special instructions. Press the star (\*) key when done.  
**Press 2** to bypass this step.
5. Is a substitute required?  
**Press 1** if a substitute is required.  
**Press 2** if a substitute is not required.  
**Press 9** to exit to the menu options.
6. If you **pressed 1**, a substitute is required.  
**Press 1** to request a particular substitute.

Enter the substitute access ID, followed by the star (\*) key.

**Press 1** to accept the requested substitute.  
**Press 1** if the substitute should be called.  
**Press 2** if the substitute has already agreed to work and does not need to be called.  
**Press 9** to exit to the menu options.  
**Press 2** to re-enter.  
**Press 2** to bypass requesting a substitute.

7. Complete the absence.  
**Press 1** to receive the job number.  
--Record the job number. The job number is your confirmation.  
**Press 1** to hear the job number again.  
**Press 9** to exit to the menu options.  
**Press 2** to review the absence information.

### **2 Review, cancel absence, or modify special instructions.**

1. Listen to the job information.  
**Press 1** to hear the absence information again.  
**Press 2** to modify special instructions.  
**Press 3** to cancel the absence.  
**Press 8** to hear the next absence.  
**Press 9** to exit to the menu options.
2. If you **pressed 2** to modify special instructions:  
**Press 1** to delete.  
**Press 2** to re-enter.  
--Record instructions. Press the star (\*) key when done.  
--Hear the new instructions.  
  
**Press 1** if correct.  
**Press 2** to re-enter.  
**Press 9** to exit.  
**Press 9** to exit and hear the next absence.

If you **pressed 3** to cancel the job:  
**Press 1** to confirm the cancellation request.

If a substitute is assigned to the absence:  
**Press 1** for the system to call the assigned substitute.  
**Press 2** to not have the system call the substitute.  
**Press 9** to exit and hear the next absence.  
**Press 9** to exit and hear the next absence (without canceling).

Once you confirm a request to cancel the job, you **must** wait for the system to say, "Job number has been cancelled."

### **3 Review work locations and job descriptions.**

--Listen to a list of your work locations and job descriptions

### **4 Change your PIN or re-record you name.**

- 1. Press 1** to change your PIN.  
**Press 2** to change the recording of your name.  
**Press 9** to exit to the menu options.

If you **pressed 1** to change your PIN.  
Enter a new PIN at least six digits in length,  
followed by the star (\*) key.

**Press 1** if correct.  
**Press 8** to re-enter.  
**Press 9** to exit to the menu options.

If you **pressed 2** to change the recording of  
your name, record your name. Press the star  
key (\*) when done.

**Press 1** to accept.  
**Press 2** to re-record your name.  
**Press 9** to exit to the menu options.