
**CENTRAL KITSAP SCHOOL DISTRICT SUBSTITUTE'S QUICK
REFERENCE
2005-2006**

System Phone Number **(360) 6 6 2 – 1 6 9 1**

Substitute Office Number **(360) 6 6 2 – 1 6 9 0**

Write your PIN number here: _ _ _ _ _

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

| | <u>Today's Jobs</u> | <u>Future Jobs</u> |
|----------|---------------------|--------------------|
| Weekdays | Start at 5:00 am | 4:00 - 9:00 pm |
| Saturday | None | None |
| Sunday | None | 4:00 - 9:00 pm |
| Holidays | None | 4:00 - 9:00 pm |

WHEN SYSTEM CALLS, YOU MAY ...

**Enter your PIN OR
PRESS * KEY for other options -
- Make System Wait OR "Do Not Disturb"**

... LISTEN TO THE JOB OFFER

1. Enter your **PIN**, then **PRESS 1** to *HEAR THE UNASSIGNED ABSENCE INFORMATION.*
2. **PRESS 1** To *ACCEPT THE JOB*, OR
PRESS 5 To *HEAR THE JOB AGAIN*, OR
PRESS 9 To *DECLINE THE JOB. ENTER A REASON FOR DECLINING.*

... LISTEN TO THE CANCELLATION

1. Enter your **PIN**. The System says "The assignment has been canceled"
2. **PRESS 1** To *HEAR THE CANCELLATION AGAIN*, OR
PRESS 5 To *HEAR IF THERE ARE UNASSIGNED JOBS TO ACCEPT*, OR
PRESS 9 To *EXIT.*

... MAKE SYSTEM WAIT FOR PIN

1. **PRESS** the **STAR KEY**, then **PRESS 1**

... THE "DO NOT DISTURB" OPTION

1. **PRESS** the **STAR KEY**, then **PRESS 3**

WHEN YOU CALL THE SYSTEM YOU MAY ...

MENU OPTIONS

- 1 - to Change Phone Number**
 - 3 - to Listen to Unassigned Jobs You are Entitled to Hear**
 - 5 - to Review Your Assignments**
 - 7 - to Review Unavailability Period**
 - 8 - to Review Daily Availability**
 - 9 - to Exit**
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... CHANGE THE PHONE NUMBER THE SYSTEM CALLS

1. **PRESS 1** To *CHANGE THE PHONE NUMBER THE SYSTEM CALLS.*
2. The System says the number it currently calls to reach you.
PRESS 1 To *CHANGE THE PHONE NUMBER, OR*
PRESS 9 To *KEEP THE NUMBER* as is.
3. The System repeats the new number.
PRESS 1 To *ACCEPT* the number you entered, OR
PRESS 5 To *RE-ENTER* the number.

... HEAR JOBS AVAILABLE FOR YOU TO ACCEPT

1. **PRESS 3** To *HEAR JOBS.*
2. **PRESS 1** To *ACCEPT THE JOB, OR*
PRESS 3 To *LISTEN TO THE JOB AGAIN, OR*
PRESS 5 To *DECLINE THE JOB, ENTER A REASON FOR DECLINING, OR*
PRESS 7 To *HEAR ANOTHER JOB.*

... REVIEW OR CANCEL AN ASSIGNMENT

1. **PRESS 5** To *REVIEW OR CANCEL JOBS YOU ARE ASSIGNED TO.*

NOTE: If canceling the day of the assignment, you must also call the Substitute Office at 662-1690.

2. **PRESS 1** To *HEAR THE INFORMATION AGAIN*, OR
PRESS 3 To *HEAR ANOTHER JOB*, OR
PRESS 5 To *CANCEL THE JOB* just played for you.

... REVIEW OR MODIFY UNAVAILABILITY

1. **PRESS 7** To *MODIFY A PERIOD WHEN YOU ARE UNAVAILABLE TO WORK*.
2. **PRESS 1** To *KEEP THESE DATES*, OR
PRESS 5 To *CHANGE THESE DATES (MMDD)*, OR
PRESS 7 To *ERASE THESE DATES*.

... REVIEW OR MODIFY YOUR DAILY AVAILABILITY

1. **PRESS 8** To *REVIEW OR MODIFY YOUR DAILY AVAILABILITY*.
2. **PRESS 1** To *KEEP THIS DAY'S SETTING*, OR
PRESS 3 If *AVAILABLE BOTH AM AND PM*, OR
PRESS 5 If *AVAILABLE ONLY IN THE AM*, OR
PRESS 7 If *AVAILABLE ONLY IN THE PM*, OR
PRESS 8 If *NOT AVAILABLE ON THIS DAY*.
3. **PRESS 9** To indicate that you are finished.

REASONS FOR DECLINE OR CANCELLATION

1. **Illness, Personal or Family**
2. **Lack of Child Care**
3. **Court/Jury Duty**
4. **Transportation Problems**
5. **Accepted Assignment in Another District**
6. **Emergency**
7. **Not Comfortable with Assignment**
8. **Personal**

HOW TO REGISTER AS A NEW USER AND RECEIVE YOUR PERSONAL IDENTIFICATION NUMBER (PIN)

1. **PRESS** the **STAR KEY** when the system asks for your PIN.
 2. **PRESS 1** when System says, "Press 1 if you're calling as a Substitute..."
 3. Enter your **SSN** by pressing the telephone keys.
 4. Record your name. After the tone, You have five seconds.
PRESS 1 If you like the recording.
PRESS 9 If you want to re-record your name.
 5. Write down your PIN.
PRESS 9 To review your PIN.
PRESS 1 Once you have written it down.
 6. The System says the phone number it will call to contact you.
PRESS 1 If CORRECT.
PRESS 9 If NOT CORRECT or is MISSING.
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AFTER REGISTERING, YOU MAY REVIEW PIN OR RE-RECORD NAME

1. Follow steps 1 through 3 in the previous instructions as if you were registering.
2. **PRESS 1** To *HEAR YOUR PIN*, OR
PRESS 3 To *CHANGE THE RECORDING OF NAME*.

If you select *CHANGE RECORDING OF NAME*,
PRESS 1 if you like the recording, OR
PRESS 9 to re-record name.