4. If you pressed 3 to Modify job information
   PRESS 1 for Start date
   PRESS 2 for End date
   PRESS 3 for Start or end time
   PRESS 4 for Special instructions
   PRESS 5 for Reason
   PRESS 7 to Change specified substitute
   PRESS 9 to Exit to hear next job

   If you pressed 1 thru 7, follow the telephone instructions to complete
   the job modification.

4 - HEAR JOB COUNTS

1. PRESS 1 for Today's job count
2. PRESS 2 for Tomorrow's job count
3. PRESS 3 for a Job count on a specific date
   Enter the date in MMDDYY format. Enter two digits for the
   month, two digits for the day and two digits for the year
4. PRESS 9 to Exit to menu options

2. Hear the total job count and open job count

6 – RECORD ANNOUNCEMENTS

1. PRESS 1 to Record announcement
2. PRESS 2 to Delete an announcement
3. PRESS 9 to Exit to menu options

2. If you pressed 1 to record an announcement
   Record the announcement, followed by the star (*) key
1. PRESS 1 to Accept
2. PRESS 2 to Re-record
3. PRESS 9 to Exit to menu options

7 – CHANGE YOUR PIN

1. Enter a new PIN at least six (6) digits in length followed by the star
   (*) key
2. PRESS 1 if Correct
   PRESS 8 to Re-enter
   PRESS 9 to Exit to menu options (without saving PIN)
TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access ID, followed by the star (*) key
   - If your PIN, followed by the star (*) key

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

2. You may be asked to record your name. Record your name followed by the star (*) key

   PRESS 1 to Accept
   PRESS 2 to Re-enter
   PRESS 9 to Exit and hang-up

3. If you pressed 3 to Enter the dates and times

   Enter Start Date
   - PRESS 1 to Accept the date offered
   - PRESS 2 to Enter start date
   - Enter two digits for the month and two digits for the day (MMDD)
   PRESS 9 to Exit to menu options

   For all options, enter times
   - Enter Start Time
   - PRESS 1 to Accept offered time
   - PRESS 2 to Enter time
   - Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm
   PRESS 9 to Exit to menu options

   Repeat procedure for end date and time

4. If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (*) key

   PRESS 1 if Correct
   PRESS 8 to Re-enter
   PRESS 9 to Exit and hang-up

5. Enter 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 menu options

6. If you entered 2, 3, 4 or 6 from the above menu options

   PRESS 9 to Exit to menu options

7. 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 requested substitute
   PRESS 2 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 menu options
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options
   PRESS 2 to Bypass requesting a substitute

8. If a substitute is assigned to the absence

   PRESS 1 to Request the substitute to say, "Job Number has been cancelled."
   PRESS 2 to Not have the system call the substitute

9. Complete Absence

   PRESS 1 to Receive the job number
   PRESS 1 to Hear the job number again
   PRESS 9 to Exit to menu options
   PRESS 2 to Review absence information

2 - CREATE A VACANCY

1. Enter classification followed by the star (*) key or wait for a list of classifications

   PRESS 1 if Correct
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options

2. Enter calendar followed by the star (*) key or wait for a list of calendars

   PRESS 1 if Correct
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options

3. Continue with the steps for creating an absence beginning with step 2

ACCESS TO MULTIPLE LOCATIONS?

If you entered 2, 3, 4 or 6 from the above MENU OPTIONS

1. Enter location followed by the star (*) key or wait for a list of locations

   PRESS 1 to Accept location choice
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options

1 - CREATE AN ABSENCE

1. Enter the Absentee's access ID, followed by the star (*) key

   PRESS 1 if Correct
   - If the employee has more than one work schedule, confirm the location and classification choice

   PRESS 2 to Enter another access ID
   PRESS 9 to Exit to menu options

2. Enter dates and times 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
   PRESS 9 to Exit to menu options

2 - REVIEW, CANCEL, OR MODIFY JOBS

1. Enter a job number, followed by the star (*) key

   PRESS 2 to Hear a list of current/future jobs listed in chronological order
   PRESS 3 to Hear a list of today's jobs
   PRESS 4 to Hear a list tomorrow's jobs
   PRESS 5 to Hear a list of jobs on a specific date

   Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day, and two digits for the year

   PRESS 6 to Enter another location
   PRESS 9 to Exit to menu options

2. Hear job information. The pound (#) sign fast forwards through job details

   PRESS 1 to Hear the job information again
   PRESS 2 to Cancel the job
   PRESS 3 to Modify the job information
   PRESS 4 to Verify the job
   PRESS 8 to Hear the next job
   PRESS 9 to Exit to menu options

3. If you pressed 2 to Cancel the job

   PRESS 1 to Confirm the cancellation request
   PRESS 2 to the System to call the assigned substitute
   PRESS 2 to Not have the system call the substitute

   Once you confirm a request to cancel the job, wait for the system to say, "Job has been cancelled."
   PRESS 9 to Exit to hear next job (Do not cancel)