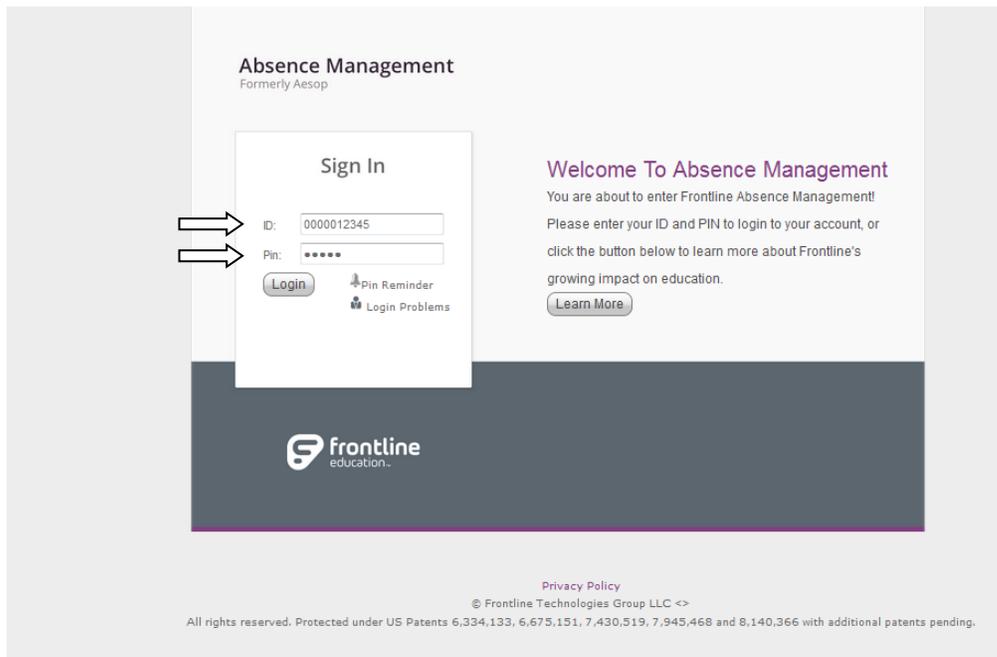




****ABSENCE MANAGEMENT ****

STEP 1: Please see the following sheet, which provides your ID and PIN numbers. Then, go to www.beaverton.k12.or.us  Staff  Absence Management.

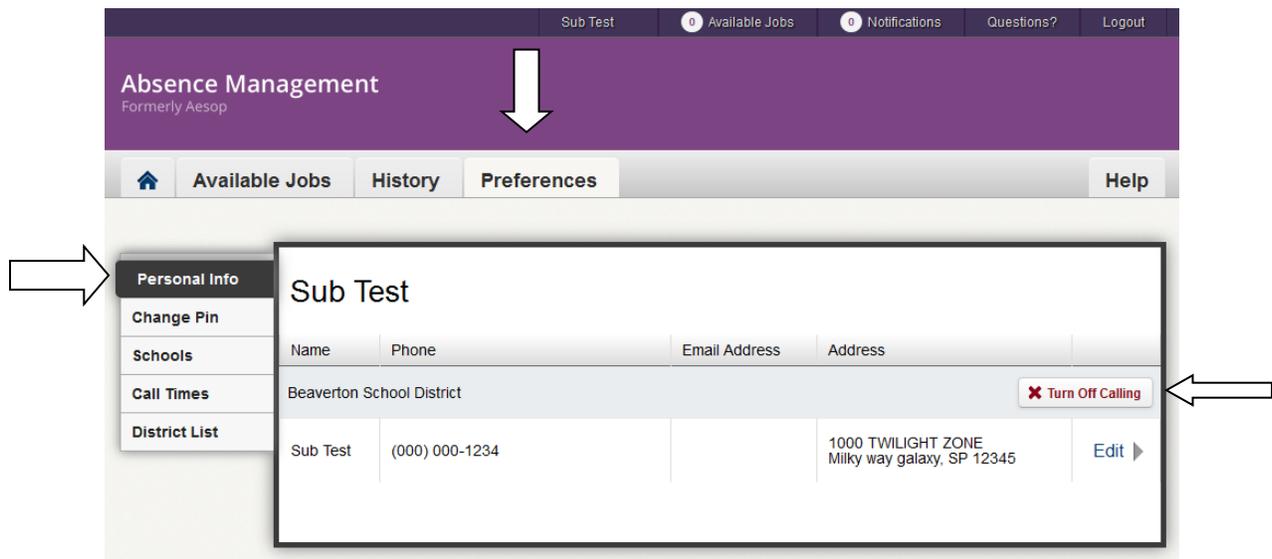
Enter your provided ID and PIN numbers in the appropriate fields.



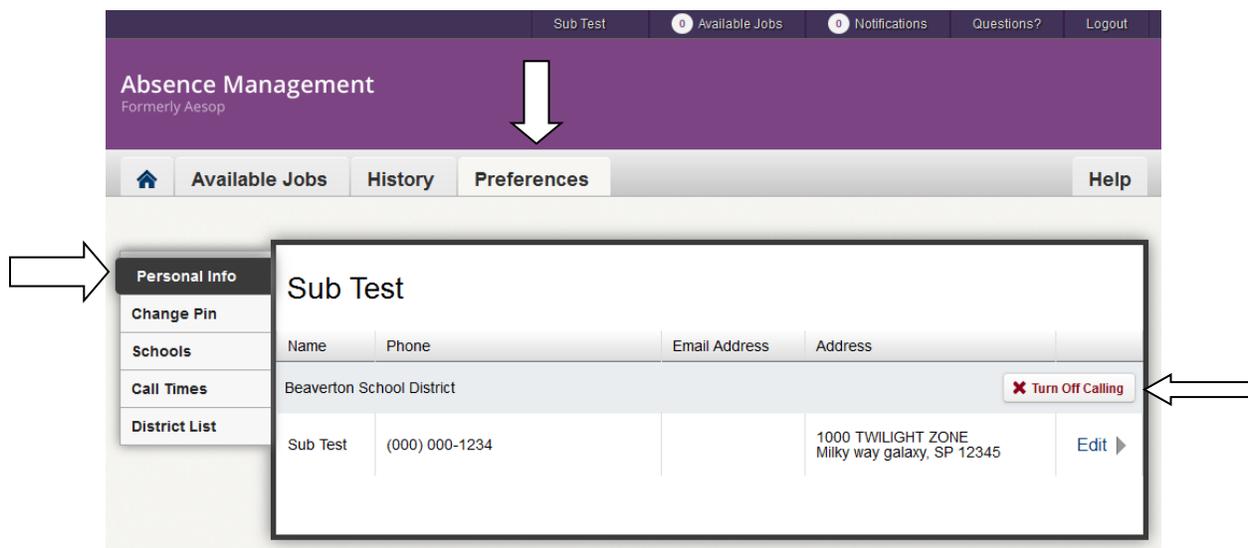
District Goal: WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

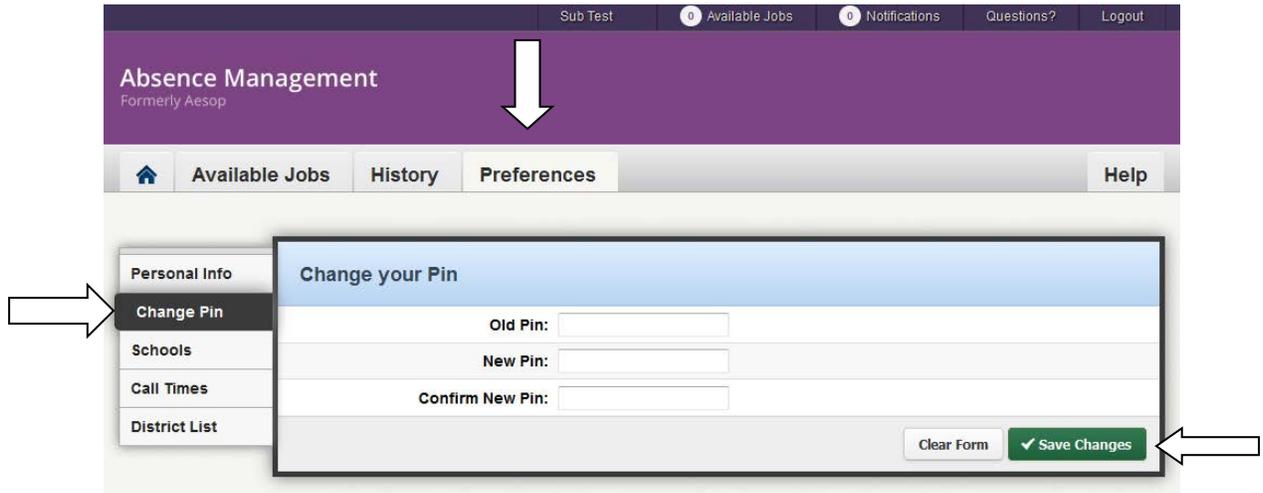
STEP 2: Select the “**Preferences**” tab. Select “**Edit**” and enter your telephone number. You may now log in with this phone number OR with 6 zeros followed by your five-digit Employee ID. Select “**Apply**” to save.



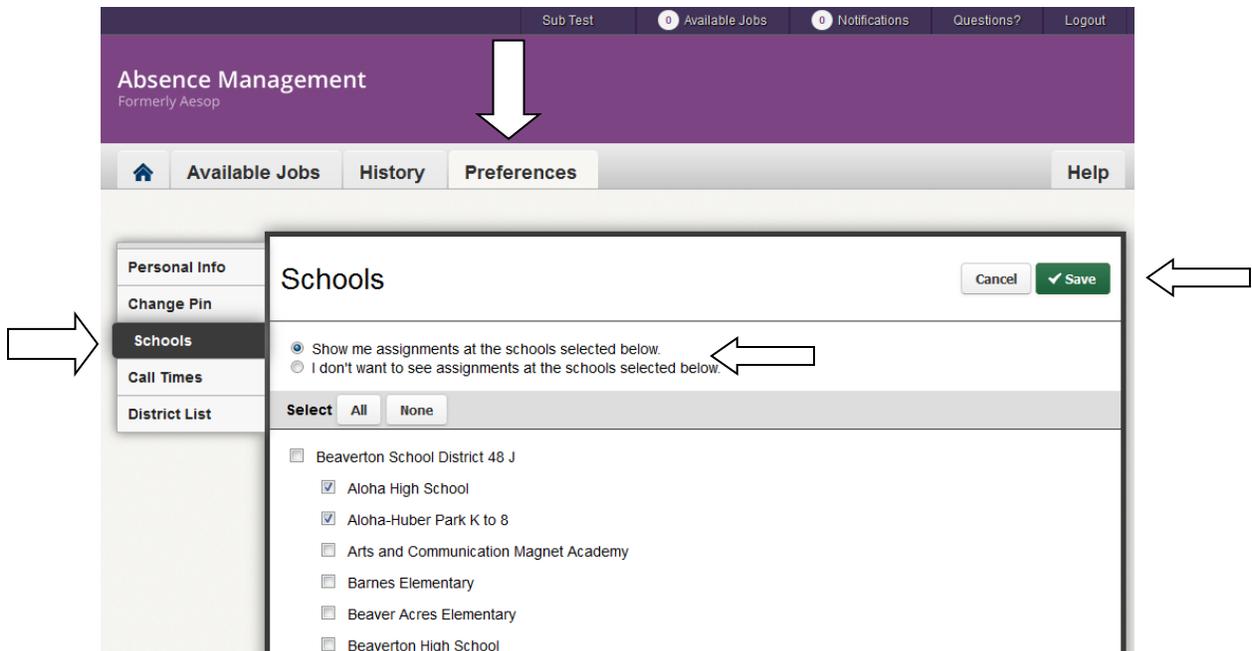
STEP 3: You may also select “**Turn Off Calling**” if you don’t want Absence Management to call you for jobs. This option is always available to you.



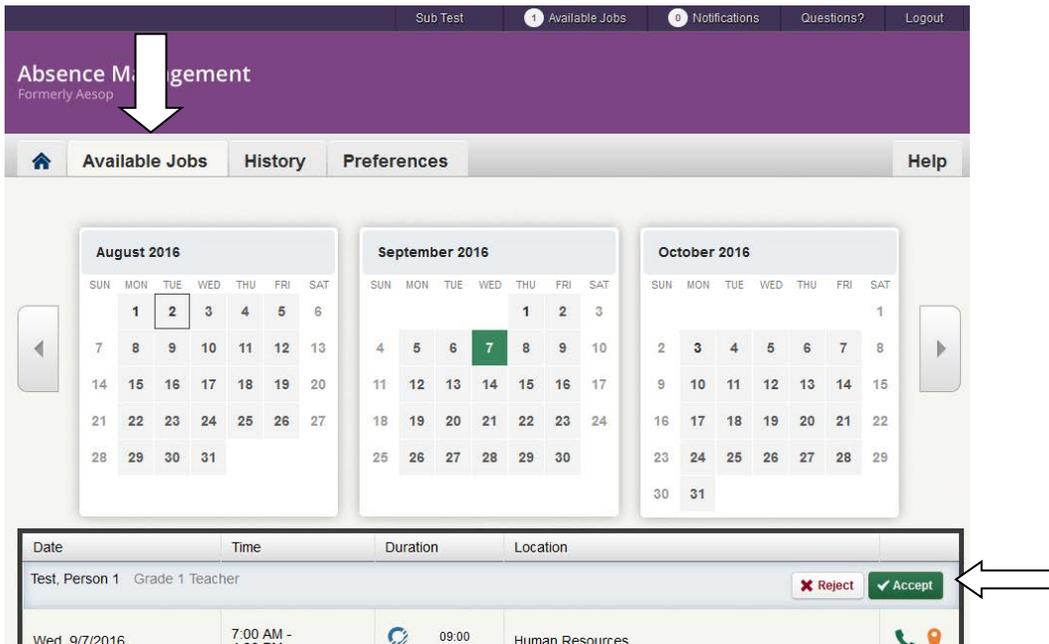
STEP 4: Select the “Change Pin” tab. Enter the original PIN on your attached letter and select a new 5-digit PIN. Select “Save Changes”. **This immediately becomes your PIN for your next login.**



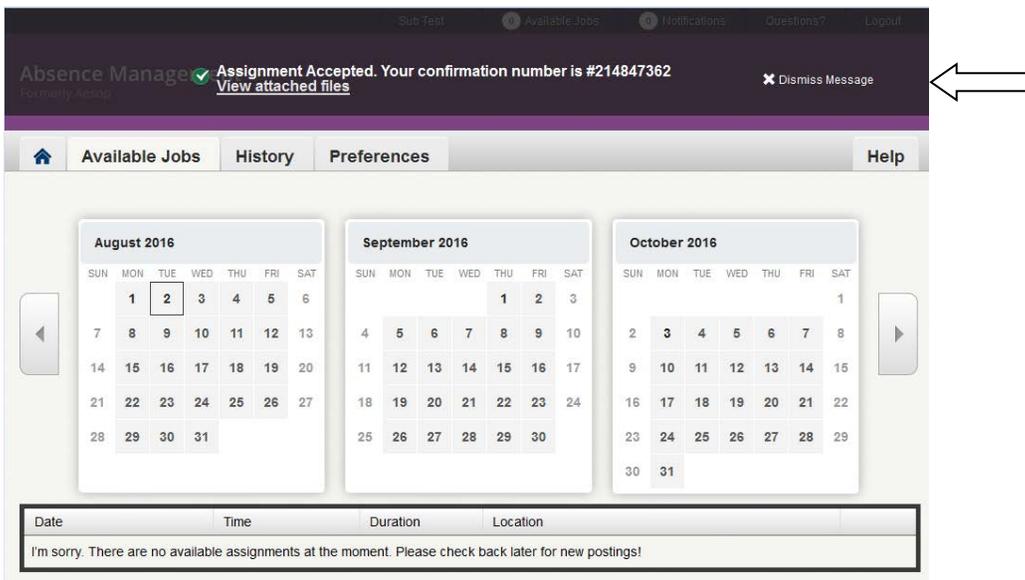
STEP 5: Select the “Schools” tab, verify the indicator for “Show me assignments at the schools selected below” is selected and proceed to select the locations you would like to work. Be sure to select “Save” once you’ve finished.



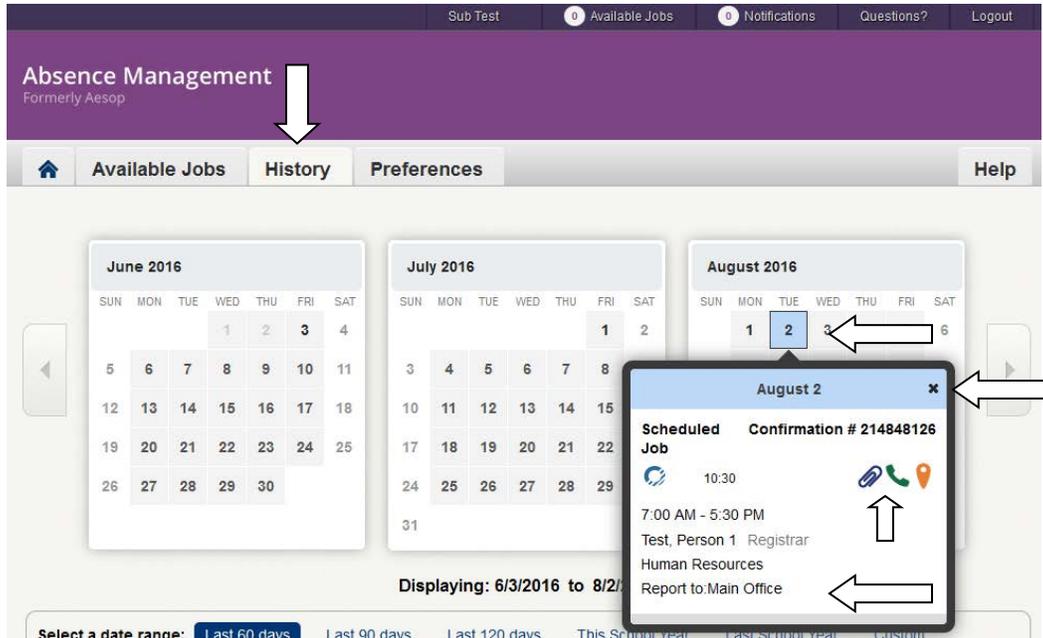
STEP 6: To see jobs, select the “Available Jobs” tab and you will see jobs that match your desired positions. If you see a job you would like to accept, select “Accept”.



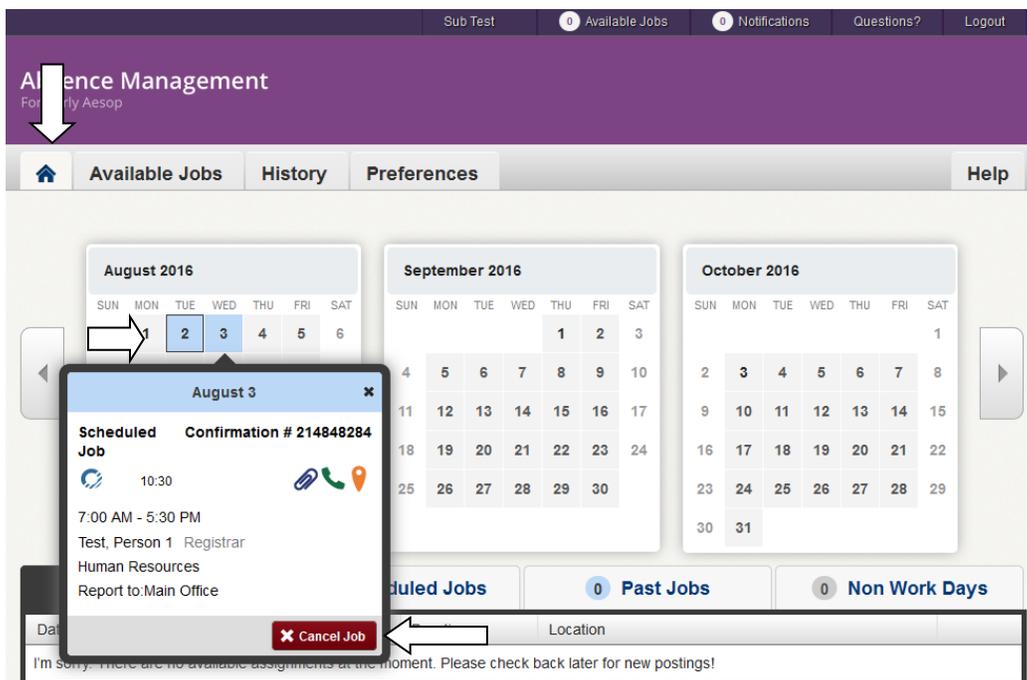
STEP 7: Once you accept the job, you will receive a confirmation number and will be able to view any attached files. You may choose to look at that moment or review the notes later.



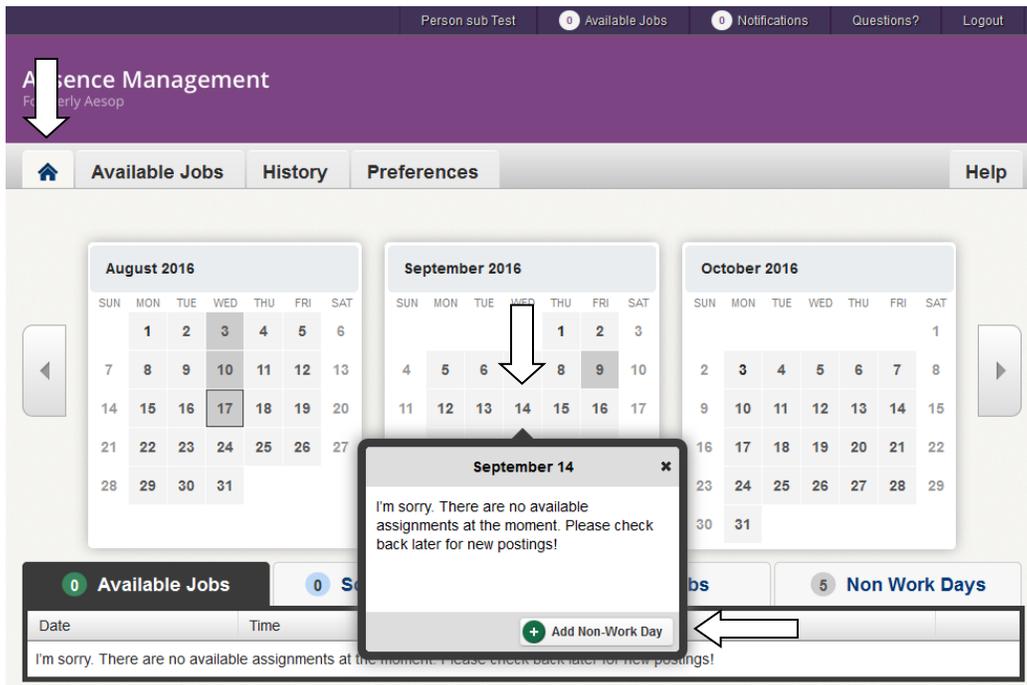
STEP 8: To review the job at a later time, select the “History” tab. Then select the date on your calendar by simply clicking on the date. It will bring up details of the job. If you need to see the attachment, select the paperclip. You can also get the telephone number by selecting the telephone and directions to the site by selecting the map icon. Be sure to close your “Scheduled Job” box by selecting the “X” and not “Cancel Job”.



STEP 9: To cancel a job, select the “Home” tab, select the date of the job and select “Cancel Job”.



STEP 10: To enter dates that you are not able to work select the “Home” tab and the calendars will appear. Select the date you are not available and a pop up appears. Select the “Add Non-Work Day”.



STEP 11: For a single “Non-Work Day”, leave the single date at the top, the non-work day will only be for the date that appears. Select “Save”.

The 'Add Non-Work Day' form contains the following fields and options:

- Date: 9/14/2016
- Repeat:
- From: All Day
- to:
- Reason:
- Buttons: Cancel, Save

An arrow points to the 'Save' button.

STEP 12: If multiple “Non-Work Days” are needed, select the “Repeat” option. The same day of the week may be selected for multiple weeks, or consecutive days. Enter the end date in the “Until” field. Select “Save”.

The screenshot shows a form titled "Add Non-Work Day" with a close button (X) in the top right corner. The form contains the following fields and options:

- Date: 9/14/2016 (with a calendar icon)
- Repeat: every day
- Wednesday
- Until: 9/29/2016 (with a calendar icon)
- Time range: All Day to
- Reason:
- Buttons: Cancel and Save

Annotations: A white arrow points to the "Repeat" checkbox. Another white arrow points to the "All Day" checkbox. A third white arrow points down to the "Save" button.

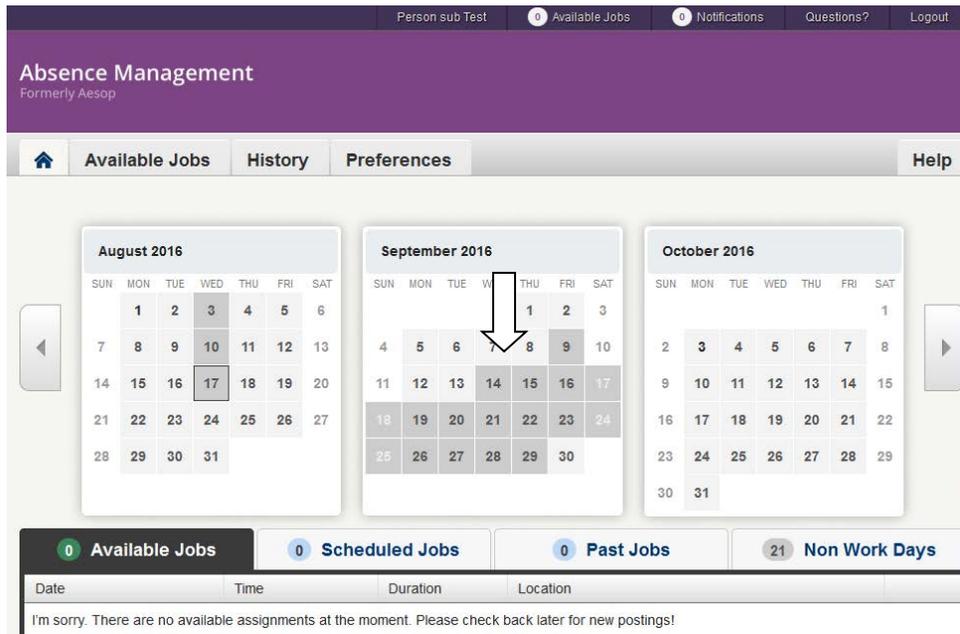
STEP 13: To enter partial days only, deselect the “All Day” option and enter the times of the day that you are unavailable to work. Then select “Save”.

The screenshot shows the same "Add Non-Work Day" form as in Step 12, but with the "All Day" option deselected. The form contains the following fields and options:

- Date: 9/14/2016 (with a calendar icon)
- Repeat: every day
- Wednesday
- Until: 9/29/2016 (with a calendar icon)
- Time range: From 8:00 am All Day to 12:00 pm
- Reason:
- Buttons: Cancel and Save

Annotations: A white arrow points to the "From" time field (8:00 am). Another white arrow points to the "All Day" checkbox, which is now unchecked. A third white arrow points down to the "Save" button.

STEP 14: The calendar will be grey on dates that have been designated as “Non-Work” days.



****ABSENCE MANAGEMENT - On the Phone (1-800-942-3767) ****

Substitutes will not be able to call into the Absence Management phone system to search and select jobs. Substitutes must either search for job via the website or wait for the phone system to call them with available jobs. When the Absence Management system calls a substitute the caller ID will note 800-942-3767.

- The computer-generated call will announce that it is calling for you and calling on behalf of the Beaverton School District 48J.
- It will then prompt you to enter your PIN followed by the “#” sign.
- It will then tell you the available assignment (including location, times to report).
- Press 1-To accept the assignment.
- Press 2-To hear it again.
- Press 3-To reject the assignment and allow for additional calls today.
- Press 4-To reject the assignment and prevent additional calls today.
- If you accept the position it will give you a confirmation number. PLEASE write down your confirmation number.

If you do not have Internet access, you may utilize computers at the public libraries, schools that are open during the summer, or the IT Department (503) 356-4300.

If you have any questions, please contact the Absence Management Team at (503) 356-4340.

Need Help? Email the Absence Management Team!
HR-sub-management@beaverton.k12.or.us