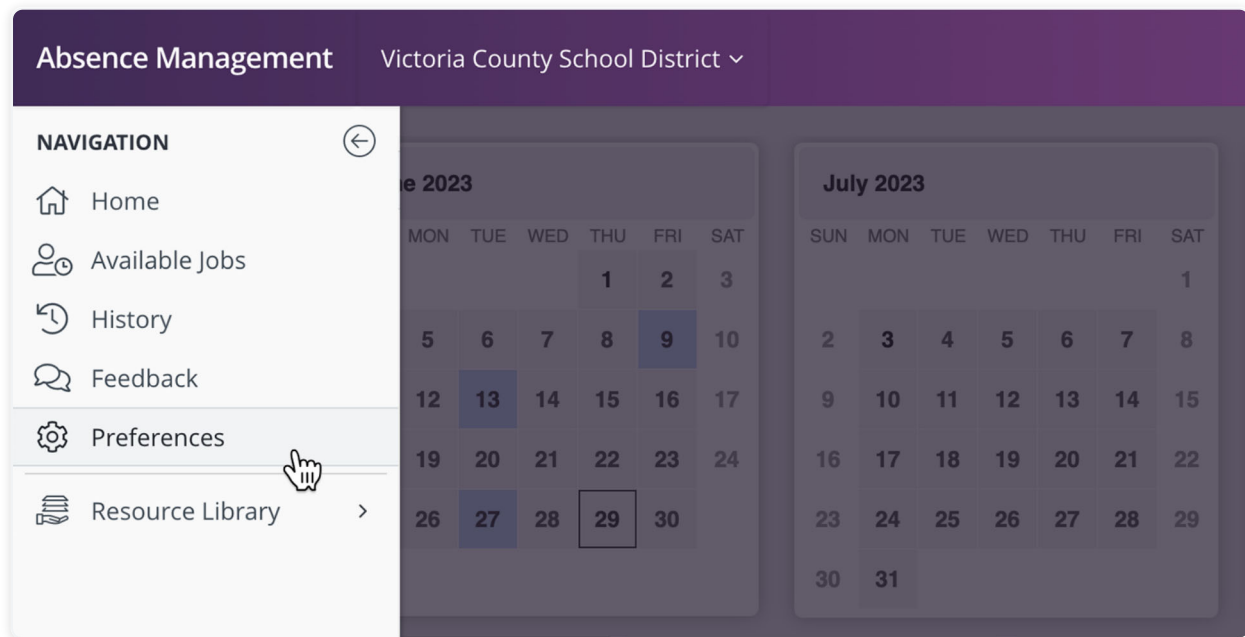


Setting and Changing Call Times

By default, Absence Management calls you for jobs during the time period set up by your school district. You can customize these times or turn off calling altogether.

Setting Call Times

To edit your options, click the **Preferences** option in the side navigation.



Now, click **Call Times** in side menu and select a district, if applicable.

Personal Info Phone Credentials Schools Call Times District List	Call Times Victoria County School District						Accept phone calls for available jobs? <input checked="" type="radio"/> Yes <input type="radio"/> No
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Call times for Victoria County School District						
	Morning						
	No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
	Evening						
	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
	My Preferences						
	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
	Edit	Edit	Edit	Edit	Edit	Edit	Edit

Absence Management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day, as needed.

Call Times Victoria County School District						Accept phone calls for available jobs? <input checked="" type="radio"/> Yes <input type="radio"/> No
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
Morning						
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening						
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls
Edit	Edit	Edit	Edit	Edit	Edit	Edit

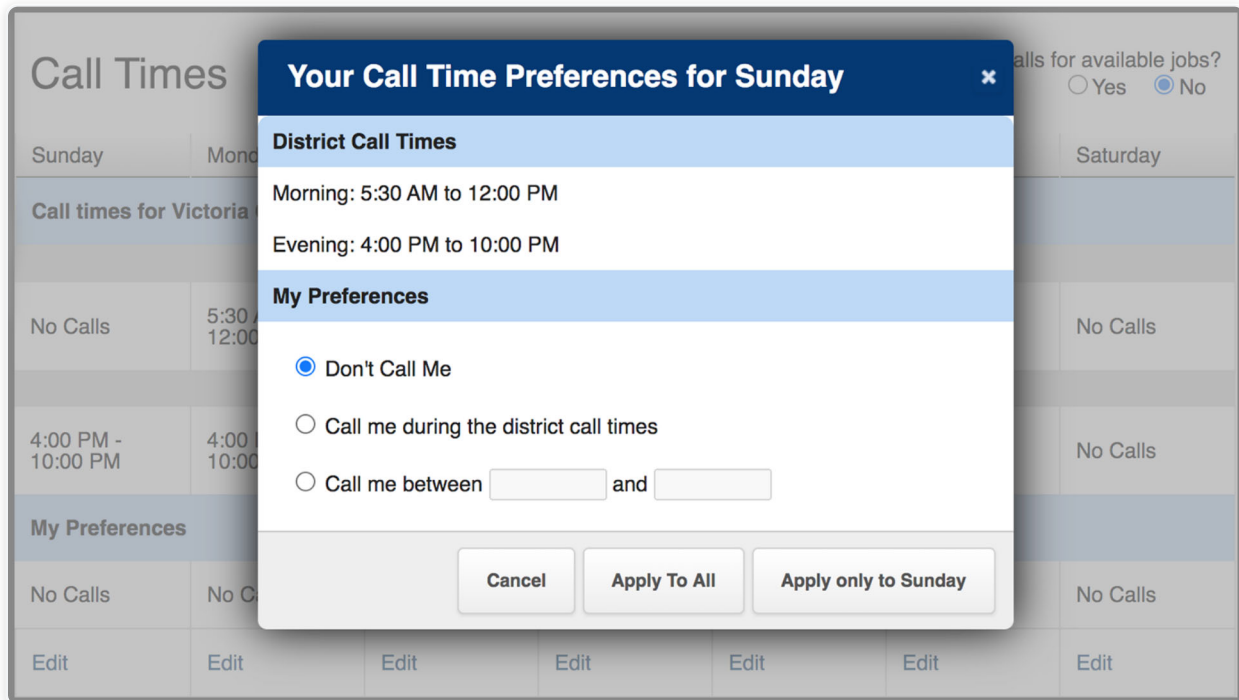
This actions brings up a window where you determine the following daily call times:

Don't Call Me - Causes system to not call on the selected weekday.

Call me during the district call times -Returns call times to the district's default

setting.

Call me between - Sets earliest and latest times to receive a call notification.



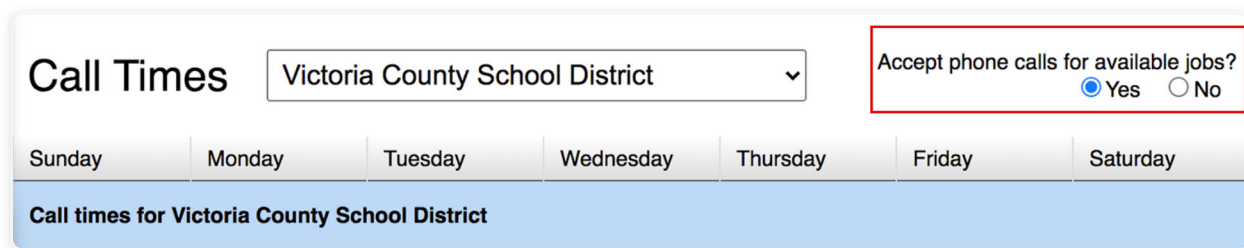
Once you pick your settings, you have two options:

Apply to All - This setting applies these particular settings to every day of the week.

Apply only to - This option only applies your settings to the selected workday.

Allowing Calls

The system provides two additional call time options in the top right corner of the Call Times page. You can either continue to accept incoming calls ("Yes") or disable the feature ("No").



The "No" option causes Absence Management to no longer call with job offers. We do not recommend you enable this option, as it inhibits potential job-finding opportunities. You can, however, still search for jobs online if calling is turned off.