

Phone System Instructions for Employees

1.800.942.3767

Learn how to:

ID number

PIN number

To Create an Absence, Press 1

1. Select the Start Date

To enter an absence for:

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2. Enter the number of days

3. Enter the Start and End times

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For example: 8:00 AM

4. Select Absence Reason

5. Confirm absence information

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6. If a multiple day absence

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7. Save your absence

1. If you can decide whether a sub is needed:

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2.