

Employee Quick Reference

SEMS WebCenter: <http://www.polk-fl.net/sems>

User ID: Your Social Security Number

Pin: Your Personal Identification Number

Log On: Open your Internet Browser and access the SEMS WebCenter site. Login information includes two identifiers that must be entered. When you have entered information in both fields, press the **LogOn** button.

Log Off: To end the session and disconnect from WebCenter, press the **LogOff** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Create Absences** tab to enter an absence:

Select the **Location, Classification, and Reason** that applies to this absence from the drop down menus.

Budget Code: Leave this Blank

Select **Start** and **End** Dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

Do not remove checkmarks from the **Work Days** boxes unless you receive specific directions from the SEMS Operator to do so.

Indicate if a substitute is required for this absence.

To request a particular substitute, enter the Substitute's ID number (his/her 7-digit phone number) or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, the substitute will not be called.

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the data is correct, press the **Submit** button again.

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Absence** button to create the job and receive the job number *OR* press the **Cancel** button to return to the **Create Absence** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along with the job number.

Press the **Cancel** button to return to the **Create Absence** tab.

Press the **Review Absences** tab to:

- Review the past, present and future absences
- Cancel an absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or use the Calendar icon and press the **Search** button OR press the **Search All** button to get a list of all of your absences.

Use the **Next** and **Previous** buttons to navigate through the records on the list.

To cancel the job or view the job details, press the **Job Number** link.

If you want the system to notify the substitute of the cancellation (by calling them), place a checkmark in the box “Does the substitute need to be notified of your cancellation”.

You have not cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.