

## Employer Quick Reference

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

**User ID:** Enter 999+Your Schools PIN Number

**Pin:** Your Schools PIN 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, **User ID** and **PIN**, press the **LogOn** button.

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

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Press the **Create Absences** tab to enter an absence. (Enter the employee's SS#: Example, 123456789), Press **Search**.

Press the **Create Vacancy** tab to enter a vacancy.

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

**Budget Code:** Leave this Blank

Select the Month/Day/Year for the **Start** and **End** Dates for your absence. Adjust start and stop times if necessary.

**Do not** remove checkmark(s) 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 (phone number).

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 **Create Vacancy** if this is a vacancy, or press **Create Absence** if this is an absence.

If the absence/vacancy has been successfully entered, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the Employee ID screen (Create an Absence) or the Enter Vacancy Information screen (Create a Vacancy).

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Press the **Review Jobs** tab to:

- Review past, present and future absences
- Cancel or make changes to an absence or vacancy

Select the date range for your search by pressing the drop down arrows for Month/Day/Year and press the **Search Jobs** button

To make changes to a job, locate the Job number link and double click on the job number. Example 334332.

*Reason, Start and End dates, Job times and Assigned Substitute* information may be changed on this screen.

To remove a substitute from an assigned job, delete the ID (phone number) and press **update**.

To cancel a job, open the job by double clicking on it. Select the **Cancel Job** box (if a substitute had previously been assigned to this absence and you want the system to notify the substitute of the cancellation, press the **Notify the substitute of the cancellation** box) and press update. Press **Continue**.

To change or cancel a substitute for a current or future job, open the job by double clicking on it. Highlight over the existing ID (phone number), press **delete** on your keyboard. If you will be entering another substitute for this job, enter the new substitute's phone number. If you want the system to notify the substitute of the cancellation, press the **Notify the substitute of the cancellation** box. Press **update**. Press **Continue**.

**Log Off:** To end the session and disconnect from WebCenter, press the LogOff link.