4 - HEAR JOB COUNTS

1. PRESS 1 for Today's job count
    PRESS 2 for Tomorrow's job count
    PRESS 3 for a Job count on a specific date
    Enter the date in MMDDYY format. Enter two digits for the
    month, two digits for the day and two digits for the year
    PRESS 9 to Exit to menu options

2. Hear the total job count and open job count

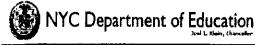## 6 – RECORD ANNOUNCEMENTS

1. PRESS 1 to Record announcement
    PRESS 2 to Delete an announcement
    PRESS 9 to Exit to menu options

2. If you pressed 1 to record an announcement
    Record the announcement, followed by the star (*) key
    PRESS 1 to Accept
    PRESS 2 to Re-record
    PRESS 9 to Exit to menu options

7 – CHANGE YOUR PIN

1. Enter a new PIN at least six (6) digits in length followed by the star
    (*) key

2. PRESS 1 if Correct
    PRESS 8 to Re-enter
    PRESS 9 to Exit to menu options (without saving PIN)

NYC Department of Education
Joel L. Klein, Chancellor

NYC DOE SUBCENTRAL
Administrator Telephone Quick Reference Card

SubCentral Dial-In Phone Number   <u>718-935-6740</u>

SubCentral Help Desk Phone Number   <u>718-935-4401</u>

Write your PIN number here   _____

Internet Browser URL   <u>www.subcentral.nycenet.edu</u>

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES

	Today's Jobs	Future Jobs
Monday - Thursday	Starts at 5:30 am	5:00 pm – 10:00 pm
Friday	Starts at 5:30 am	None
Saturday	None	None
Sunday	None	5:00 pm – 10:00 pm
Holidays	None	5:00 pm – 10:00 pm

REASONS FOR ABSENCE/VACANCY

Teacher Reasons	Paraprofessional Reasons
1. Illness	51. Illness
2. Personal Day	52. Personal Day
3. Religious Observance	53. Religious Observance
4. Jury Duty	54. Jury Duty
5. Military	55. Military
6. Bereavement/Funeral	56. Bereavement/Funeral
7. Graduation	57. Graduation
8. Court Subpoena	58. Court Subpoena
9. Official DOE Business	59. Official DOE Business
10. Line of Duty	60. Worker's Compensation
11. Legislative Hearing	61. Legislative Hearing
12. Convention/Conference/ Meeting	62. Convention/Conference/ Meeting
13. Staff Development	63. Staff Development

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access ID, followed by the star (*) key

2. Enter your PIN, followed by the star (*) key
   (If you do not have a PIN, enter your access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

3. You may be asked to record your name. Record your name followed by the star (*) key
   PRESS 1 to Accept
   PRESS 2 to Re-enter
   PRESS 9 to Exit and hang-up

4. If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (*) key
   PRESS 1 if Correct
   PRESS 8 to Re-enter
   PRESS 9 to Exit and hang-up

5. Select from the following menu options

   MENU OPTIONS
   1 - Create an Absence
   2 - Create a Vacancy
   3 - Review, Cancel or Modify Jobs
   4 - Hear Job Counts
   6 - Record Announcements
   7 - Change your PIN
   9 - Exit and hang-up

ACCESS TO MULTIPLE LOCATIONS?

If you entered 2, 3, 4 or 6 from the above MENU OPTIONS

1. Enter location followed by the star (*) key or wait for a list of locations

2. PRESS 1 to Accept location choice
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options

1 - CREATE AN ABSENCE

1. Enter the Absentee's access ID, followed by the star (*) key
   PRESS 1 if Correct
      If the employee has more than one work schedule, confirm the location and classification choice
   PRESS 2 to Enter another access ID
   PRESS 9 to Exit to menu options

2. Enter dates and times for the absence
   PRESS 1 if the Absence is only for today
   PRESS 2 if the Absence is only for tomorrow
   PRESS 3 to Enter the dates and times
   PRESS 9 to Exit to menu options

3. If you pressed 3 to Enter the dates and times
   Enter Start Date
      PRESS 1 to Accept the date offered
      PRESS 2 to Enter start date
         Enter two digits for the month and two digits for the day (MMDD)
      PRESS 9 to Exit to menu options

   For all options, enter times
   Enter Start Time
      PRESS 1 to Accept offered time
      PRESS 2 to Enter time
         Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm
      PRESS 9 to Exit to menu options
   Repeat procedure for end date and time

4. Enter reason from page 1 followed by the star (*) key or wait for a list of reasons
   PRESS 1 if Correct
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options

5. Record special instructions
   PRESS 1 to Record special instructions
   PRESS 2 to Bypass this step

6. Request a substitute
   PRESS 1 to Request a particular substitute
      Enter the substitute access ID, followed by the star (*) key
      PRESS 1 to Accept requested substitute
         PRESS 1 if the Substitute should be called
         PRESS 2 if the Substitute has already agreed to work and does not need to be called
         PRESS 9 to Exit to menu options
      PRESS 2 to Re-enter
      PRESS 9 to Exit to menu options
   PRESS 2 to Bypass requesting a substitute

7. Complete Absence
   PRESS 1 to Receive the job number
      Record the Job Number. The Job Number is your confirmation.
      PRESS 1 to Hear the job number again
      PRESS 9 to Exit to menu options
   PRESS 2 to Review absence information

2 – CREATE A VACANCY

1. Enter classification followed by the star (*) key or wait for a list of classifications
   PRESS 1 if Correct
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options

2. Enter calendar followed by the star (*) key or wait for a list of calendars
   PRESS 1 if Correct
   PRESS 2 to Re-enter
   PRESS 9 to Exit to menu options

3. Continue with the steps for creating an absence beginning with step 2

3 - REVIEW, CANCEL, OR MODIFY JOBS

1. PRESS 1 to Enter a job number
      Enter a job number, followed by the star (*) key
   PRESS 2 to Hear a list of current/future jobs listed in chronological order
   PRESS 3 to Hear a list of today's jobs
   PRESS 4 to Hear a list tomorrow's jobs
   PRESS 5 to Hear a list of jobs on specific date
      Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day, and two digits for the year
   PRESS 6 to Enter another location
   PRESS 9 to Exit to menu options

2. Hear job information. The pound (#) sign fast forwards through job details
   PRESS 1 to Hear the job information again
   PRESS 2 to Cancel the job
   PRESS 3 to Modify the job information
   PRESS 4 to Verify the job
   PRESS 8 to Hear the next job
   PRESS 9 to Exit to menu options

3. If you pressed 2 to Cancel the job
   PRESS 1 to Confirm the cancellation request
      If a substitute is assigned to the absence
         PRESS 1 for the System to call the assigned substitute
         PRESS 2 to Not have the system call the substitute
         Once you confirm a request to cancel the job, wait for the system to say, "Job Number has been cancelled."
   PRESS 9 to Exit to hear next job (Do not cancel)

4. If you pressed 3 to Modify job information
   PRESS 1 for Start date
   PRESS 2 for End date
   PRESS 3 for Start or end time
   PRESS 4 for Special instructions
   PRESS 5 for Reason
   PRESS 7 to Change specified substitute
   PRESS 9 to Exit to hear next job

   If you pressed 1 thru 7, follow the telephone instructions to complete the job modification.