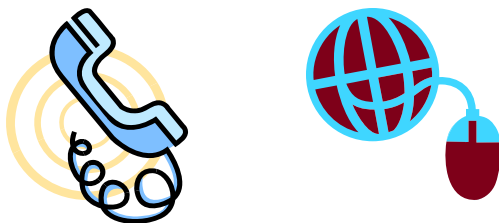




## Record Your Absences Online!

You may also record absences online via the SFE Webcenter. For instructions on use of the online system, please access: [www.aps.k12.co.us/hr/sems.html](http://www.aps.k12.co.us/hr/sems.html)



### Common Absence Codes

SFE by Phone	SFE Webcenter
<b>Illness</b>	
01	PAID HEALTH LEAVE
<b>Personal Day</b>	
07	SPECIAL DAY W/PR APR
<b>Bereavement</b>	
05	BEREAVEMENT
<b>Jury Duty</b>	
09	JURY DUTY/WITNSS LV
<b>Leave Without Pay</b>	
08	LVW/O PAY W/PR APRV

## Entering an Absence

1. Call the main system number, 303-340-0870.
2. Enter your Access ID and PIN, both followed by the star (\*) key.
3. Select "1" to create an absence.
4. Select the start and end dates of the absence. The system asks you to indicate whether the absence is only for today, tomorrow, or if you want to enter the dates. The dates are entered as four digits in the format of MMDD.
5. Select the start and end times of the absence. The default times for the absence location will play. Accept the default or enter specific times. The times are entered as four digits in the format of HHMM.
6. Select a reason for the absence and press the star (\*) key. A list of reasons automatically plays, but the reason can be entered at any time.
7. Record special instructions. Special instructions are used to provide information to the substitute.
8. Choose if a substitute is required for the absence.
9. Obtain the job number. Please stay on the line and hear the job number played to you. Remember, no job number means that the absence has **not** been created.
10. Call your work site office with your SFE Job Number.

## Absence Reminders

- Absences must be entered before or the day of the absence; they can not be entered after the absence date has passed
- For your absence to be recorded, you must complete all of the prompts and receive a Job Number. If you do not receive a Job Number, your absence has not been recorded.
- After receiving a Job Number, call your work site office before the absence.
- Reporting your absence to SFE and your site office is an employee responsibility. Failure to do this could result in disciplinary action.

