

Oberlin City Schools - Absence Reporting Letter to Staff / Call Off Procedures

Get Ready for the 2024-2025 Academic Year!

I will be your contact for the upcoming school year for both absences/ Sub Placement and Athletics as an Administrative Assistant for Oberlin City Schools. I have my contact information at the bottom of this letter. Please enter my phone number into your contacts and call me as needed. You may want to keep a copy of this letter on your desktop and/or in your binder.

Here is a review of the proper procedures for absence reporting:

- **We have two platforms for reporting all absences. All absences need to be entered into both systems per district policy. There are no exceptions to this rule.**

Job Router: All employees of the district and substitutes (not coaches) should be registered in JobRouter. To register: go to www.oberlinschools.net, select Staff Resources and choose Job Router. Your username is FirstInitialLastName (i.e. dhall) and your password is your four digit copier code. For TECH assistance or assistance with JobRouter contact Steve Nielsen at snielsen@oberlinschools.net or 440-776-4699

HR Kiosk: To register for HR Kiosk for employees of the district (other than coaches and substitutes) go to www.oberlinschools.net, select Staff Resources and choose HR Kiosk. Click on register. Choose Lorain as the county and Oberlin City Schools and enter your social security number and school email address. Contact Corinne Schoenbeck at cschoenbeck@oberlinschools.net or 440-776- 4557 for issues with HR Kiosk.

Each of these systems has a purpose independent of each other. In addition, the Administrative Assistants in each building are responsible for reporting daily absences and attendance. In order for these to be done efficiently and produce accurate information, absences need to be entered into both JobRouter and HR Kiosk.

Frequently Asked Question:

- What if I don't need a sub? **Check the no sub needed box in JR**
- What if I would like to request a particular sub? **Fill in Preferred Sub box in JR**
- I arranged for the building sub to cover, do I need to enter a request in both systems? **YES**
- Do custodians need to enter a request in JR? **YES. Let your supervisor know you will not be in and CALL Diana Pierson at (440) 776-4556 asap.**

TO REPORT AN ABSENCE:

1. Enter the request in JobRouter
2. Enter the information in HR Kiosk.
3. Notify building principal or supervisor via EMAIL (outside of 12 hrs) or via PHONE CALL (within 12 hrs)
4. If Emergency (within 2 hours of work)
 - a. Call Principal or Supervisor.
 - b. Call Diana Pierson (440) 776-4556. **(note - this is a new phone number for reporting)**
 - c. ENTER information into JobRouter and HR Kiosk within 24 hours.
5. Always clear PLANNED DAYS OFF (i.e. vacation) through your building principal or supervisor well in advance. These requests could be denied if we do not have enough coverage in the building.

If you have any questions or concerns please feel free to contact me.

Diana C. Pierson

Administrative Assistant-Sub Placement/Athletics

Oberlin City Schools - 153 N. Main Street - Oberlin OH 44074

Office: (440) 776-4556 (new for 2024-25 school year) - Email: dpierson@oberlinschools.net