General TOC Information (requesting time-off / substitutes) – August 2011

We use Teachers on Call (TOC), using the Aesop system, to request time-off, and substitutes, when needed.

1) Please locate your “Welcome Letter” which has your log-in information. Returning staff received this letter in the fall of 2010 (new employees received during August in-service). ***PLEASE CONTACT TOC IMMEDIATELY AT 1-800-713-4439 IF YOU HAVE MISPLACED THIS LETTER. TOC WILL NEED TO EMAIL YOU ANOTHER COPY***

2) To log onto TOC go to our District’s website: District; Other Links; Teachers on Call

3) Please take the time before the school year begins to review your handouts; the TOC website; Aesop’s QuickStart Guide for Employees (or their phone system instructions for those who use their automated call-in system); other available online tutorials; etc.

4) You will want to have your instructions and log-in information both at school and at home.

5) If you should run into problems, and can’t find the answer in your materials, please contact Barb or Carol in the Business Office.

6) NOTE: Barb transfers the absence information from TOC to our payroll system, SmarteR. You will need to log into SmarteR (district website, then: District; Other Links; Staff Ordering/Payroll) for final and official “time-off” records whenever you want to know your balances. (See 2011-12 Payroll Notice for detailed instructions)