

## **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)**