

Setting and Changing Call Times

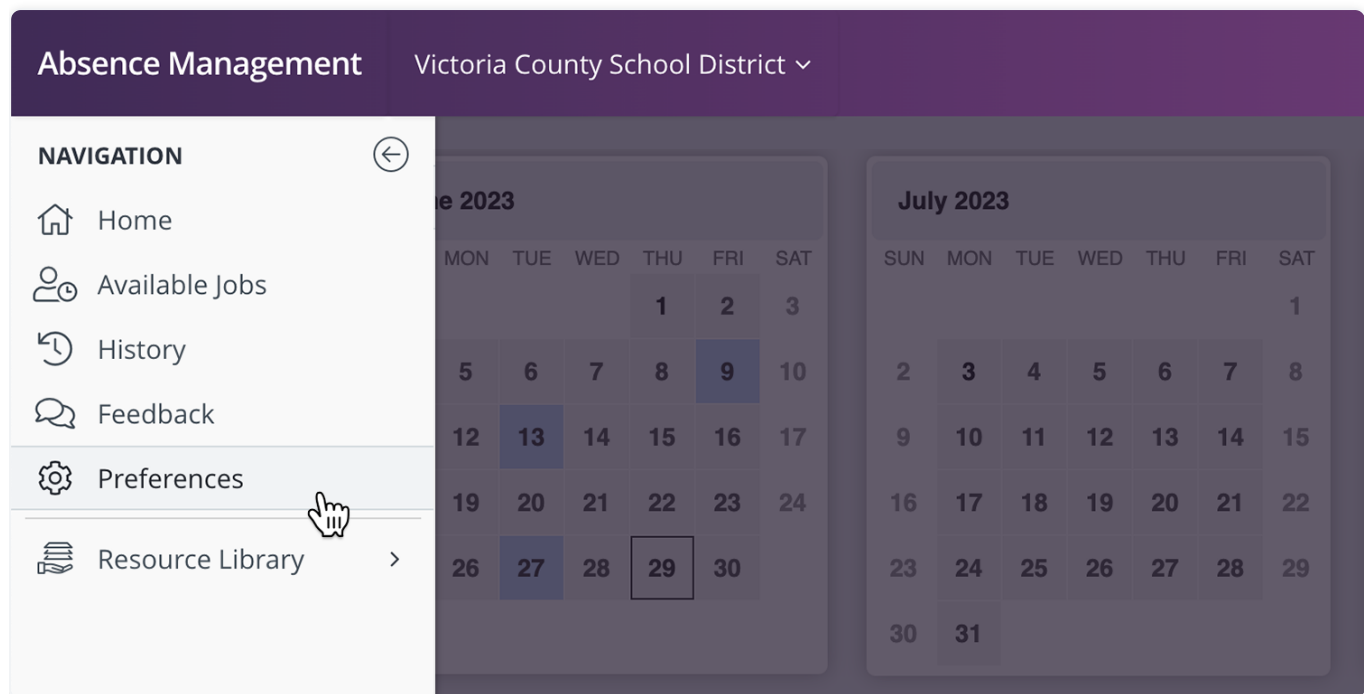
By default, Absence Management calls you for jobs during the time period set up by your school district. This article explains how to customize these times or turn off calling altogether.

Click a hyperlink below to jump to that topic:

- [Setting Call Times](#)
- [Allowing Calls](#)

Setting Call Times

To edit your options, click the **Preferences** option in the side navigation.



Now, click **Call Times** in the side menu and select a district, if applicable.

Personal Info

Phone Credentials

Schools

Call Times

District List

Call Times

Victoria County School District

Accept phone calls for available jobs?
☒ Yes ☐ No

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Call times for Victoria County School District

Morning

No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
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Evening

4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
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My Preferences

District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

Absence Management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day, as needed.

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Victoria County School District

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Sunday

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Call times for Victoria County School District

Morning

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Evening

4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
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My Preferences

District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

This actions brings up a window where you determine the following daily call times:

- ☐ **Don't Call Me** - Causes system to not call on the selected weekday.
- ☐ **Call me during the district call times** -Returns call times to the district's default setting.

☐ **Call me between** - Sets earliest and latest times to receive a call notification.

Your Call Time Preferences for Sunday

District Call Times

Morning: 5:30 AM to 12:00 PM

Evening: 4:00 PM to 10:00 PM

My Preferences

☒ Don't Call Me

☐ Call me during the district call times

☐ Call me between and

Cancel Apply To All Apply only to Sunday

Once you pick your settings, you have two options:

Apply to All - This setting applies these particular settings to every day of the week.

Apply only to - This option only applies your settings to the selected workday.

Allowing Calls

The system provides two additional call time options in the top right corner of the Call Times page. You can either continue to accept incoming calls ("Yes") or disable the feature ("No").

Call Times Victoria County School District

Accept phone calls for available jobs? ☒ Yes ☐ No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						

The "No" option causes Absence Management to no longer call with job offers. We do *not* recommend you enable this option, as it inhibits potential job-finding opportunities. You can,

however, still search for jobs online if calling is turned off.