Setting and Changing Call Times

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

Setting Call Times

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

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

Personal Info	Call Tim	Call Times Victoria County School District					Accept phone calls for available jobs?		
Phone Credentials									
0.1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Schools Call Times	Call times for V	Call times for Victoria County School District							
District List		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		
		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		
	My Preferences	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.

Call Times Victoria County School District Accept phone calls for available jobs? Yes ONo								
Sunday	Monday	y Tuesday Wednesday Thursday		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		
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		
My Preferences	My Preferences							
No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls		
Edit	Edit	Edit	Edit	Edit	Edit	Edit		

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

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

setting.

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

Call Tim	alls for available jobs? O Yes 💿 No						
Sunday	Sunday Mond District Call Times						
Call times for V	ictoria	Morning: 5:30 AM to 12:00 PM					
		Evening: 4:00 PM to 10:00 PM					
	5:30/	My Preferences					
No Calls	12:00	On't Call Me	No Calls				
4:00 PM -	4:00 10:00	\bigcirc Call me during the district call times	No Calls				
10:00 PM		○ Call me between and					
My Preferences	My Preferences						
No Calls	No Ca	Cancel Apply To All Apply only to Sunday	No Calls				
Edit	Edit	Edit Edit Edit	Edit				

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 Ti	mes	Victoria County School District				Accept phone calls for available jobs		
Sunday	Mond	ау Т	uesday	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.