

**York Region District School Board
Casual Support Wallet Card**

System Phone Number **905-727-7071**
For all local calls, please
use the local number where
possible

1-877-809-8053
For employees calling in
from Ontario locations
which are long distance to
Aurora

Help Desk Phone Number 905-727-0022, Ext. 4357, option 5

Write your Access ID & PIN here _____

Web Browser URL <https://yrdsb.eschoolsolutions.com>

TELEPHONE INSTRUCTIONS

Enter Time Worked by Creating an Absence / Job

Select 1 from the menu to create an Absence / Job

1. **PRESS 1** for today's time worked. Enter Start and End Time
2. **PRESS 2** to Enter start time
Enter two digits for the hour and two digits for the
minutes in HH:MM format. Press **1** for AM or **2**
for PM
PRESS 2 again to Enter the end time.
Enter the reason code 910 followed by the star (*)
key
3. **PRESS 1** if Correct
4. **PRESS 1** to Receive the job number
**Record the Job Number. The Job Number is
your confirmation.**