

ABSENCE CODES (ASA STAFF)

1	Illness/Medical
2	Bereavement/Critical Illness/Funeral
3	Jury Duty
6	Paternity
7	Adoption
8	Emergency/Sudden Family Illness
9	Education (Paid)
11	Personal Leave - Unpaid
22	Marriage Leave
33	School Release
34	District Release
35	Holy Day Observance
38	Convocation
40	Cultural or Service Activity
55	Flex Time

ABSENCE LOGGING PARAMETERS

- Absences can be logged 24 hours a day, 7 days a week.
- Absences may be logged up to 60 minutes prior to the employee's normal working Start time.
- Schools / Departments receive an email each morning listing all absent (and dispatched) employees.
- Absences may not be directly logged after the fact. This information must be left on the Emergency Line

ASA STAFF ADS GUIDE

ADS PHONE NUMBER: 250-475-4222 EMPLOYEE # _____

EMERGENCY LINE: 250-475-4126 PIN # _____

FYI

Absences may be logged up to one hour prior to the Start time. Absences may not be directly logged after the Start time. This information must be left on the Emergency Line (475-4126).

- All codes entered must be followed by pressing the # key
- Dates must be entered as YYYYMMDD or YYMMDD
- Time must be entered as HHMM using the 24 hour clock
- Exit back to the Main Menu by pressing * then 1
- Increase the volume of ADS by pressing * and 3
- Decrease the volume of ADS by pressing * and 2

If you are unable to enter your absence using ADS please leave your information on the Emergency Line

ABSENCE ENTRY:

1. Call the ADS phone number (250-475-4222), enter your employee number followed by the # key and your PIN followed by the # key.
 2. Press 1 for the *Absence Logging* option then press 1 to LOG AN ABSENCE.
 3. Enter your ABSENCE REASON CODE followed by the # key.
 4. ADS speaks your absence reason. Press 1 to accept the absence reason, press 2 to re-enter or press 3 to replay.
 5. For a single day absence (or part of a day) press 1, for a range of days press 2.
 6. Enter the day you are absent in the format of YYMMDD followed by the # key.
 7. ADS speaks the date(s) absent. If the date(s) entered are correct press 1. To re-enter press 2 or to replay press 3.
 8. ADS will now speak your absence information (schedule). Press 1 if the schedule is correct. Press 2 to change the daily working times. Enter the hours you will be absent: Press 1 for a full day, 2 for specific hours or 3 if you will not be absent (to correct a date entry). Press 3 to replay the schedule Press 4 to enter the schedule manually
 9. **When asked if a Replacement is needed press 2 to indicate that you do not require a replacement.**
 10. Press 1 to finalize your absence or press 2 to cancel your absence. Make a note of your ADS Absence ID Number.
- To listen to your Absence ID again press 1, to hang up press 2, to return to the main menu press 3.

IMPORTANT

Wait for the ADS to speak your Job number. You need this to Inquire On or Cancel your Absence. If you do not get an Absence ID Number it has not been entered successfully.

GENERAL EMPLOYEE OPTIONS

(#5 from Main Menu)

1. CHANGE YOUR PIN

1. Call the ADS phone number (250-475-4222), enter your employee number and PIN followed by the # key. From the menu, press 5 and then 1.
2. Enter your new PIN number followed by the # key. It must be a minimum of 4 digits.

2. CHANGE YOUR PHONE NUMBER

1. Call the ADS phone number (250-475-4222), enter your employee number and PIN followed by the # key and press 5 and then 2.

(Reminder: 10 digits are now necessary.)

2. Press 2 and enter your second phone number followed by the # key.

(Reminder: 10 digits are now necessary.)

3. To remove your second number please call **250-475-4126** and leave a message.

3. RE-RECORD YOUR NAME

1. Call the ADS phone number (250-475-4222), enter your employee number and PIN followed by the # key and press 5 and then 3.
2. Speak your full name followed by the # key.
3. Press 1 to accept.

INQUIRIES

(#2 from the Main Menu)

INQUIRE ON AN ABSENCE

1. Call the ADS phone number (250-475-4222), enter your employee number and PIN followed by the # key and press 2 to **INQUIRE**.
2. Press 1 to **Inquire on an Absence**.
3. Press 1 to Inquire by Absence ID or press 2 to inquire by Date.
If Inquiring by Absence ID:
Enter the Job Number followed by the # key.

If Inquiring by Date:
Enter any date within the Absence period followed by the # key.
4. Press 1 and 3 to listen to the details of the absence.

CANCELLATIONS

(#4 from the Main Menu)

CANCEL AN ABSENCE

NOTE: You can ONLY cancel an absence that has not begun.

1. Call the ADS number, enter your employee number and PIN followed by the # key and press 4 to go to **CANCELLATIONS**.
2. Press 1 to **Cancel an Absence**
3. Press 1 to enter by Absence ID or 2 to enter by Date.
If entering **by Job ID** number:
 1. Press 1 and enter your job ID number followed by the # key.
 2. Press 4 to cancel the absence.
 3. Press 1 to complete the process.
If entering **by Date**:
 1. Enter any date within the Absence.
 2. ADS speaks the Absence ID.
 3. Press 4 to Cancel the Absence.