



Logging an Absence through the WEB

FOR ASA'S

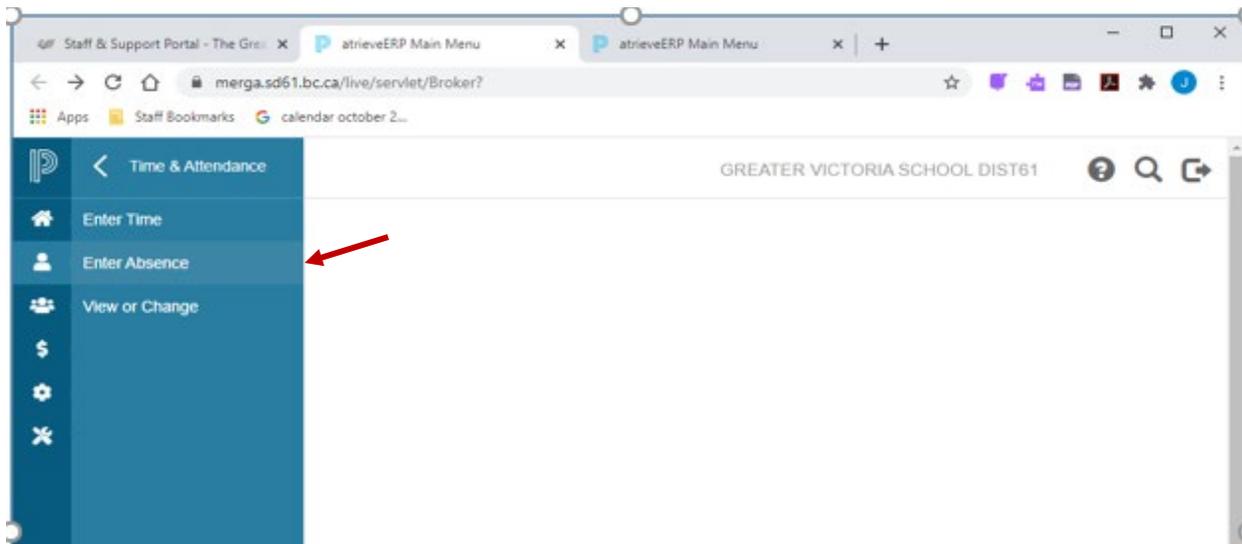
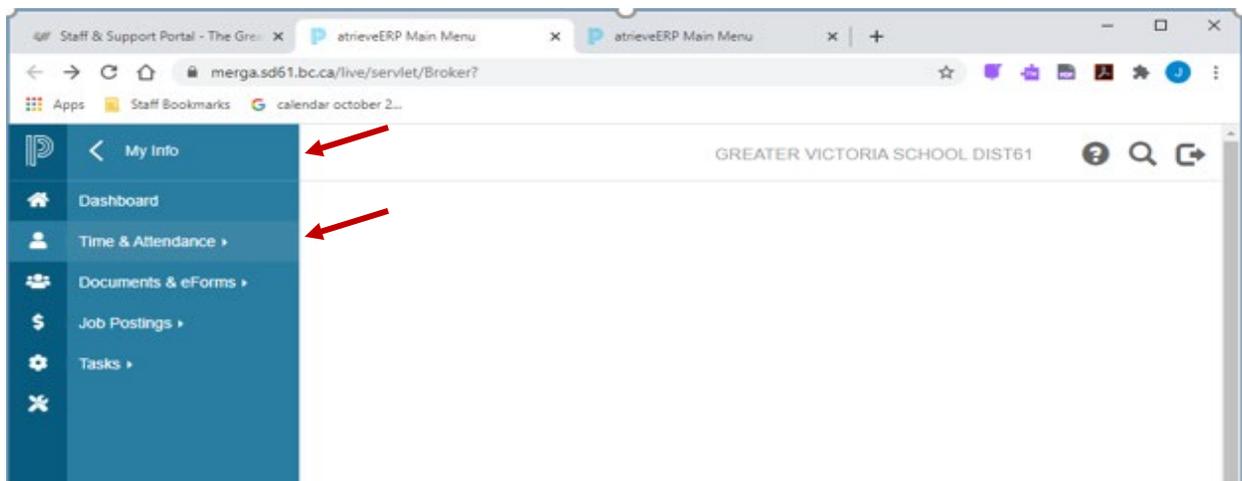
The following short-term absences are required to be logged through the WEB by the employee or, in the **CASE OF EMERGENCY**, by the Principal, Vice Principal, Manager or Administrative Assistant. **An absence can now be logged up to seven (7) days in the past.** By logging all short term leaves through the WEB, HR will no longer require a paper copy of the “**Short-Term Leave Application**”. Once the absence has been logged, an approval request will be routed to the Principal, then HR and finally to the employee.

Listed below are the short-term absences requiring approval:

- › Adoption
- › Bereavement (Including Funeral)
- › Convocation
- › Cultural or Service Activity
- › Discretionary Leave – Unpaid
- › Education Leave - Paid
- › Education Leave – Unpaid
- › Emergency/Family Illness
- › Family Marriage
- › Family Responsibility
- › Holy Day Observance
- › Jury Duty/Subpoena
- › Marriage Leave
- › Miscellaneous Recoverable
- › Paternity
- › Personal Leave - Unpaid

HOW TO LOG AN ABSENCE

ABSENCE INFORMATION



1. Log into e-Services and under “**My Info**” find the heading called “**Time & Attendance**” and select “**Enter Absence**” from the list.
2. Select the reason you are away from the drop down menu
3. Select “**Single day**” or “**Range of Days**”
4. Select the date or days of absences using the calendar
5. Click “**Next**”

ABSENCE SCHEDULE DETAILS

atrieveERP

Absence Entry: Absence Schedule Details

GREATER VICTORIA SCHOOL DIST61

Absence for: **Absent Employee Name**

This is your working schedule during your absence. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next button.

Add Schedule

Include	Date	Day	Position	Location	Start Time	End Time	Location Times	
							AM	PM
<input checked="" type="checkbox"/>	28-Oct-2020	Wed	Speech & Language Pathologist	Quadra Warehouse	08:30	15:00	<input type="radio"/>	<input type="radio"/>

Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Next

- All the schedules for each of your assignments will appear. If applicable, remember to **DE-SELECT** the boxes for the schedules in which you do **NOT** require a replacement.
- If you require a replacement for **less than a full day** you can change the start and/or end times by clicking in the box and changing the times above. **DO NOT** click the **AM, PM, Full, or Reset** radial buttons. **If you do this the start/end times will reset to the original times.**
- Click **Next**

REPLACEMENT DETAILS

The screenshot shows the 'Absence Entry: Replacement Details' page in the atrieveERP system. The page title is 'Absence Entry: Replacement Details' and the user is logged in as 'GREATER VICTORIA SCHOOL DIST61'. The sidebar on the left contains the following navigation items: Home, My Info, HR, Payroll, ERP Administration, and Tools. The main content area contains two questions:

- Do you require someone to replace you? Yes No
- Is he/she required to work the same schedule as you? Yes No

A 'Next' button is located at the bottom right of the form.

9. Do you require someone to replace you?
10. **If you are extending a replacement, please say “No” to a replacement.** The replacement can be extended in AMS by the Administrative Assistant **after** the absence has been recorded
11. If you say “**No**” to a replacement click on “**Next**” and then “**Submit Absence**”.

REPLACEMENT DETAILS

atrieveERP

Absence Entry: Replacement Request

GREATER VICTORIA SCHOOL DIST61

Home

My Info

HR

Payroll

ERP Administration

Tools

Absent Employee Name

Absence for:

Requested Employee # 1

Next

Employee Search

Step 1: Enter a portion of the name you want to search for (Last name first), or the full Employee Number and press the Search Button. (Note: You may also do a wildcard search by entering an asterisk before or after a portion of the name).

Step 2: Select the employee you were searching for from the dropdown box below.

- If you say **“Yes”** the screen above will appear.
- You can now enter a Requested Employee and either that person or a replacement will be found through dispatch. Click on the magnifying glass on the first line to do an **“Employee Search”** for the name of the replacement you have **“already contacted”** or the name of the preferred to be **“dispatched”**. Enter the full or partial name and click **“Search”**. Once the name has been selected, click **“Accept”**.
- Click **“Next”**

REPLACEMENT DETAILS

atrieveERP

Absence Entry: Replacement Instructions GREATER VICTORIA SCHOOL DIST61

Absent Employee Name

Absence for: Helen Bell

During the dispatching process ADS will translate this text message into speech and play it for the replacement employee. It is important that you use proper spelling and grammar in your message so that it can be clearly spoken.

Message:

Next

15. If you said **“Yes”** to dispatch, you can type a message for the replacement to listen to before accepting the dispatch.
16. Click **“Next”**

REPLACEMENT DETAILS

17. Depending on the “Type” of leave you are taking, the details from the Collective Agreement will be shown. Additional information may be requested for some of the leaves. (i.e.: Jury Duty requires that you submit Subpoena documentation). Click on “Email Supporting Documentation” to submit your form.

The screenshot shows the altrieveERP interface. On the left is a dark blue sidebar with the following menu items: Home, My Info, HR, Payroll, ERP Administration, and Tools. A red arrow points to the 'ERP Administration' item. The main content area is titled 'Absence for: Absent Employee Name'. Below this, it says 'Enter the leave information below and press the next button.' and 'COURT LEAVE SECTION'. The form contains the following information:

- Start Date: 28-Oct-2020
- End Date: 28-Oct-2020
- Absence Code: Jury Duty/Subpoena
- Status: Requested

Below this is a section for 'Absence And Dispatch Status Info' with the text 'Not yet submitted.' and a 'Details' button. The 'Description of Leave Type' is 'Called to Jury Duty or Subpoenaed as witness no loss of pay. Fees paid to employee for Jury Duty or Witness fees to be remitted to the Board.' There is a 'Notes' section with a dropdown menu currently set to '-- Choose DROPDOWN COURT DUTY --'. At the bottom, there is a table for 'Required Documents For Jury Duty/Subpoena Leave' and an 'Email Supporting Documentation' link.

No.	Document	Document Notes
1	Court Documents	Please e-mail/fax/mail a copy of the court Subpoena or Summons to the Human Resources Department.

Next

18. Click “**Next**”

ABSENCE SCHEDULE DETAILS

19. You have not finished yet. You will receive one of several message screens with the appropriate leave type details, dependent on the leave type. Please review the date and leave entry details and once you have confirmed that all entries are correct click on **“Submit Absence”**.

atrieveERP Absence Entry: Summary Page GREATER VICTORIA SCHOOL DIST61

Absence for: Helen Bell

Absence Reason: **Illness/Medical**. Once you have confirmed that the absence details are correct, click Submit Absence.

Absence Schedule

Date	Day	Position	Location	Start Time	End Time
28-Oct-2020	Wed	Speech & Language Pathologist	Quadra Warehouse	08:30	15:00

[Submit Absence](#)

Or another leave type such as:

atrieveERP Absence Entry: Summary Page GREATER VICTORIA SCHOOL DIST61

Absence for: Absent Employee Name

Absence Reason: **Jury Duty/Subpoena**. Once you have confirmed that the absence details are correct, click Submit Absence.

Absence Schedule

Date	Day	Position	Location	Start Time	End Time
28-Oct-2020	Wed	Speech & Language Pathologist	Quadra Warehouse	08:30	15:00

Leave Application

COURT LEAVE SECTION

Start Date: 28-Oct-2020 End Date: 28-Oct-2020
Absence Code: Jury Duty/Subpoena Status: Requested

Absence And Dispatch Status Info

Not yet submitted.

Details

Description of Leave Type: Called to Jury Duty or Subpoenaed as witness no loss of pay. Fees paid to employee for Jury Duty or Witness fees to be remitted to the Board.

Notes

Subpoena

Required Documents For Jury Duty/Subpoena Leave

No.	Document	Document Notes
1	Court Documents	Please e-mail/fax/mail a copy of the court Subpoena or Summons to the Human Resources Department.

[Submit Absence](#)

SUMMARY PAGE

20. You will receive a **Confirmation Number** that your request has been received. If you DO NOT receive this message then the dispatch has not been successful.

atrieveERP

- Home
- My Info
- HR
- Payroll
- ERP Administration
- Tools

Confirmation Number: **695033**

Absence for: **Absent Employee Name**

Absence Reason: **Illness/Medical**. Absence submission successful. Please record the confirmation number or print a copy of this receipt.

Absence Schedule

Date	Day	Position	Location	Start Time	End Time
28-Oct-2020	Wed	Speech & Language Pathologist	Oak Bay	06:50	14:42

Leave Application

GENERAL LEAVE SECTION WO DOR

Start Date: 16-Oct-2020
Absence Code: Illness/Medical
End Date: 16-Oct-2020
Status: Requested

Just submitted.

Absence And Dispatch Status Info

Details

Log Another Absence Print Receipt

21. Your absence has now been sent to your Principal or Manager for approval. Once approved electronically it will be sent to HR for **final approval** and you will receive an email regarding your request, dependent on your leave type. (Please note: some leave types are automatically approved).
22. Please inform the Administrative Assistant to enter your **replacement** in AMS if it is being filled in house