

Logging an Absence through the WEB

FOR CUPE 382

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

Listed below are the short-term absences requiring approval:

- Adoption
- Bereavement (Including Funeral)
- Education Leave - Unpaid
- Emergency/Family Illness
- Flex – Cupe 382
- Jury Duty/Subpeona
- Long Service Vacation
- Paternity
- Personal Leave – Unpaid
- Union Business – Board Paid
- Union Business – Union Paid
- Vacation

Any absences for **sick** and **vacations** do not require Human Resources approval but still need to be logged into the absence entry section of e-services.

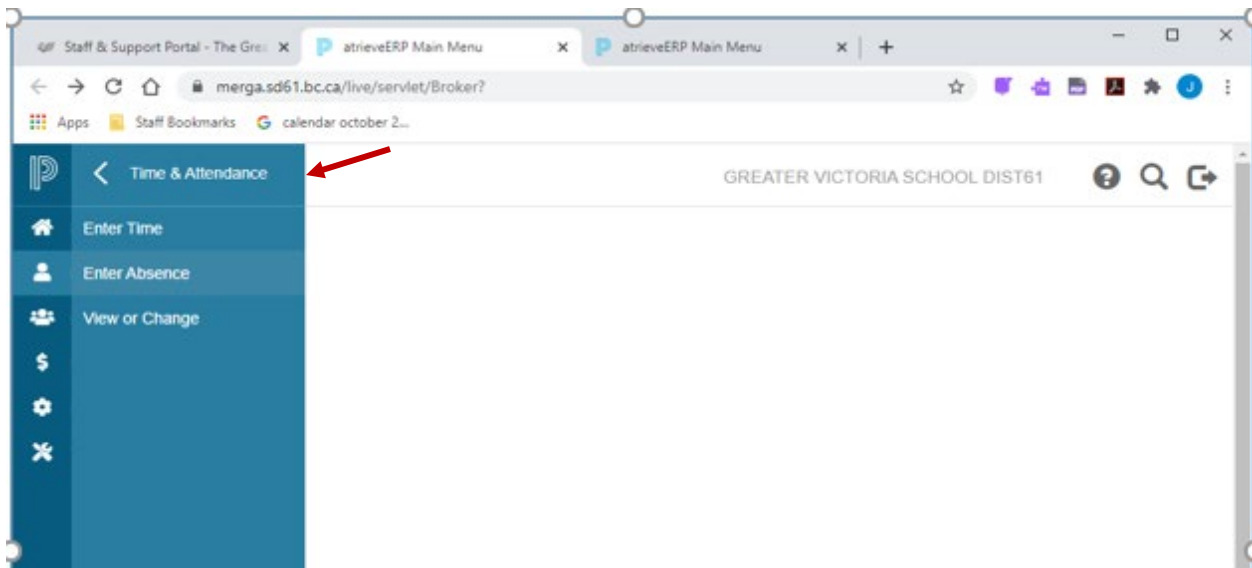
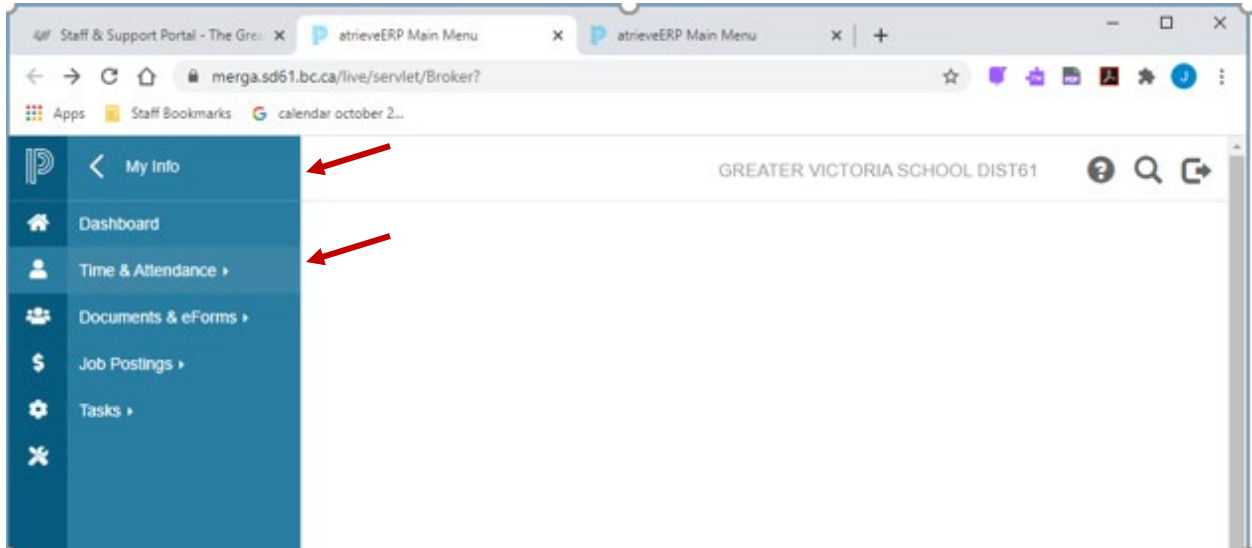
Vacations **MUST** be logged after you have received written approval, from your Manager, on your vacation request form.

Once you have entered all of your absences in e-services you will be able to enter your weekly timesheet. All logged absences should be visible on the bottom of the TEW screen. Compare and confirm that you are filling out your timesheet correctly. If previous absences are missing you now have the ability to go back into the online system and enter the missing dates.

The notification of absence continues to **be the same for illness/medical** with the information going to the Administrative Assistant (AA2) via the current routes i.e. foreman advising AA2, utilizing the sick line, contacting the office via e-mail or phone when leaving the building etc.

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.

ABSENCE INFORMATION

The screenshot shows the 'Absence Entry: Absence Information' form in the atrieveERP system. The form is titled 'Absence Entry: Absence Information' and is for 'GREATER VICTORIA SCHOOL DIST61'. The form includes a sidebar with navigation options: Home, My Info, HR, Payroll, ERP Administration, and Tools. The main form area contains the following fields:

- Absence for:** A text input field containing 'Absent Employee Name'.
- Absence Reason:** A dropdown menu with the text '-----Choose A Reason-----' and a downward arrow. A red arrow points to this field.
- Absence Type:** Radio buttons for 'single day' (selected) and 'range of days'.
- Absence Date:** A date input field containing '14-Oct-2020' and a calendar icon.

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

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. Once your schedule details are correct, click the Next button.

Include	Date	Day	Position	Location	Start Time	End Time	Location Times			
							AM	PM	Full	
<input checked="" type="checkbox"/>	16-Oct-2020	Fri	Custodian 1	Oak Bay	15:30	00:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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

- Your assignment(s) will appear. If you are going to be away for the full day click “**Next**” and then **skip to page 6** for the next step.

If you are going to be away for a **partial shift** go to the next page.

ABSENCE SCHEDULE DETAILS

- If you are going to be away for a **partial shift** adjust the schedule as indicated below.
- The following screen shows up:

atriveERP

Absence Entry: Absence Schedule Details GREATER VICTORIA SCHOOL DIST61

Absence for: Absent Employee Name

This is your working schedule during your absence. Once your schedule details are correct, click the Next button.

Include	Date	Day	Position	Location	Start Time	End Time	Location Times
<input checked="" type="checkbox"/>	16-Oct-2020	Fri	Custodian 1	Oak Bay	15:30	00:00	AM PM Full Reset

* 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

- 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. Remember that it is a 24 hr clock. Change the times for when you will be away. **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.**
- Place the cursor into the appropriate box for which you wish to change the times (start time/end time or both).
- Click **"Next"**

ABSENCE SCHEDULE DETAILS

12. 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 atrieveERP interface for 'Absence Entry: Leave Application Entry' for 'GREATER VICTORIA SCHOOL DIST61'. The 'Absence for:' field contains 'Absent Employee Name'. Below this, a red arrow points to the 'GENERAL LEAVE SECTION WO DOR' section. The form displays the following details:

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

The status is 'Not yet submitted.' There is a 'Details' button and a 'Next' button at the bottom right.

Or another leave type such as:

The screenshot shows the atrieveERP interface for 'Absence Entry: Leave Application Entry' for 'GREATER VICTORIA SCHOOL DIST61'. The 'Absence for:' field contains 'Absent Employee Name'. Below this, a red arrow points to the 'COURT LEAVE SECTION' section. The form displays the following details:

Field	Value
Start Date	15-Oct-2020
End Date	15-Oct-2020
Absence Code	Jury Duty/Subpoena
Status	Requested

The status is 'Not yet submitted.' There is a 'Details' button. Below the details, 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 set to '-- Choose DROPDOWN COURT DUTY --'. Below the notes, there is a table for '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.

There is an 'Email Supporting Documentation' link and a 'Next' button at the bottom right.

13. Click “Next” to complete

ABSENCE SCHEDULE DETAILS

14. 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**”.

The screenshot shows the atrieveERP interface. On the left is a navigation menu with options: Home, My Info, HR, Payroll, ERP Administration, and Tools. The main content area is titled "Absence for: Absent Employee Name". Below this, it states "Absence Reason: Illness/Medical. Once you have confirmed that the absence details are correct, click Submit Absence." There is a section for "Absence Schedule" with a table:

Date	Day	Position	Location	Start Time	End Time
16-Oct-2020	Fri	Custodian 1	Oak Bay	18:00	20:00

Below the table is the "Leave Application" section, which is titled "GENERAL LEAVE SECTION WO DOR". It displays the following information:

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

There is a "Not yet submitted." message and a "Details" button. A red arrow points to the "Details" button. At the bottom right, there is a "Submit Absence" button, also indicated by a red arrow.

Or another leave type such as:

The screenshot shows the atrieveERP interface. On the left is a navigation menu with options: Home, My Info, HR, Payroll, ERP Administration, and Tools. The main content area is titled "Absence for: Absent Employee Name". Below this, it states "Absence Reason: Illness/Medical. Once you have confirmed that the absence details are correct, click Submit Absence." There is a section for "Absence Schedule" with a table:

Date	Day	Position	Location	Start Time	End Time
16-Oct-2020	Fri	Custodian 1	Oak Bay	18:00	20:00

Below the table is the "Leave Application" section, which is titled "COURT LEAVE SECTION". It displays the following information:

- Start Date: 16-Oct-2020
- End Date: 16-Oct-2020
- Absence Code: Jury Duty/Subpoena
- Status: Requested

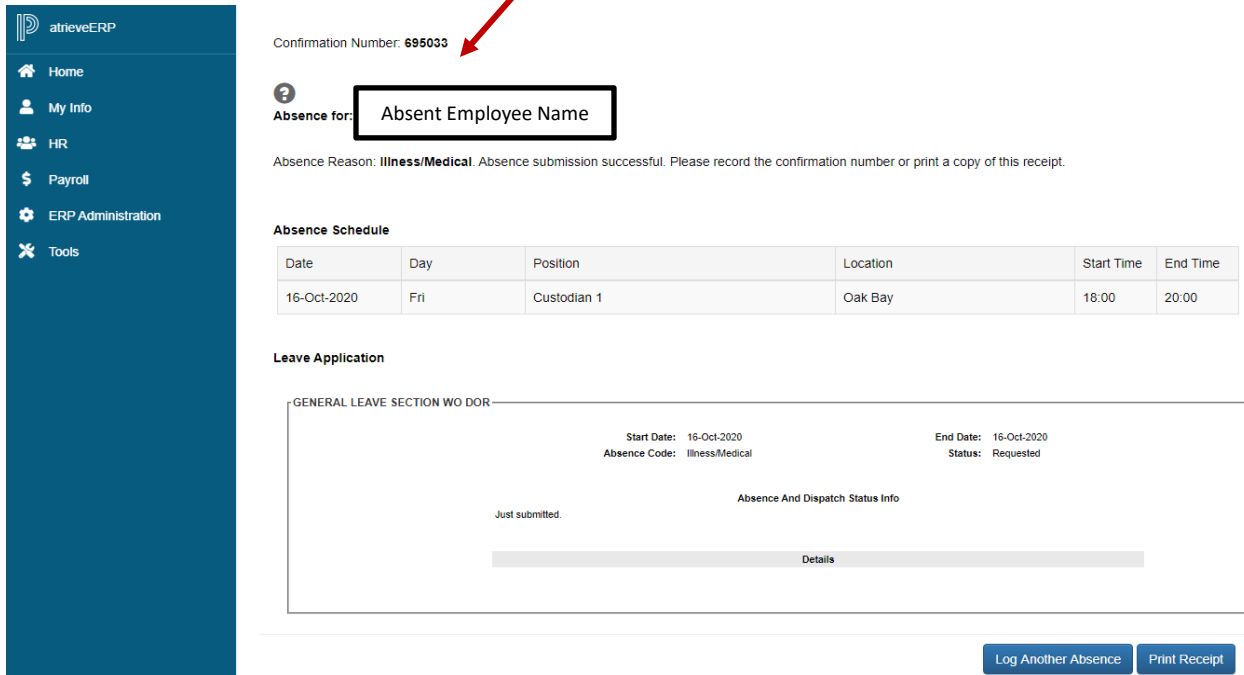
There is a "Not yet submitted." message and a "Details" button. Below the "Details" button, there is a "Description of Leave Type" section with the text: "Called to Jury Duty or Subpoenaed as witness no loss of pay. Fees paid to employee for Jury Duty or Witness fees to be remitted to the Board." There is also a "Notes" section with the text: "Summons". Below the "Notes" section, there is a "Required Documents For Jury Duty/Subpoena Leave" section with a table:

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.

A red arrow points to the "Details" button. At the bottom right, there is a "Submit Absence" button, also indicated by a red arrow.

ABSENCE SCHEDULE DETAILS

15. 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.



The screenshot displays the 'atriveERP' interface. On the left is a dark blue sidebar with navigation options: Home, My Info, HR, Payroll, ERP Administration, and Tools. The main content area shows the following details:

- Confirmation Number: **695033** (indicated by a red arrow)
- Absence for: **Absent Employee Name** (highlighted in a black box)
- Absence Reason: **Illness/Medical**. Absence submission successful. Please record the confirmation number or print a copy of this receipt.
- Absence Schedule** table:

Date	Day	Position	Location	Start Time	End Time
16-Oct-2020	Fri	Custodian 1	Oak Bay	18:00	20:00

Below the table is the **Leave Application** section, which includes a 'GENERAL LEAVE SECTION WO DOR' box containing:

- Start Date: 16-Oct-2020
- End Date: 16-Oct-2020
- Absence Code: Illness/Medical
- Status: Requested
- Just submitted.
- Absence And Dispatch Status Info
- Details (button)

At the bottom right of the interface are two buttons: **Log Another Absence** and **Print Receipt**.

16. Your absence has now been sent to your 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).