

Logging an Absence through the WEB

FOR CUPE 947

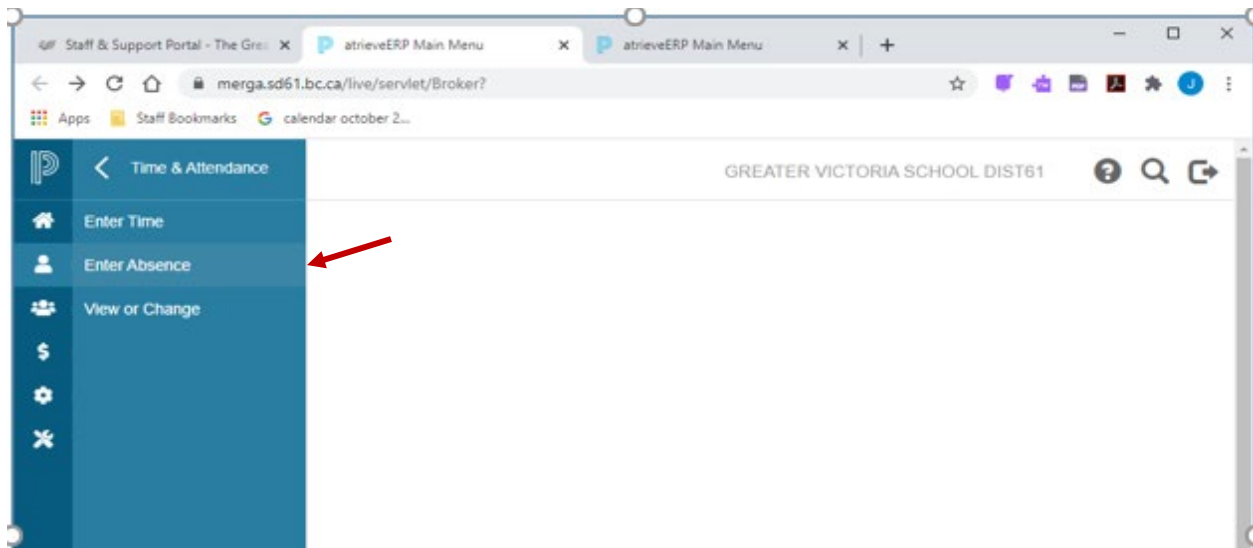
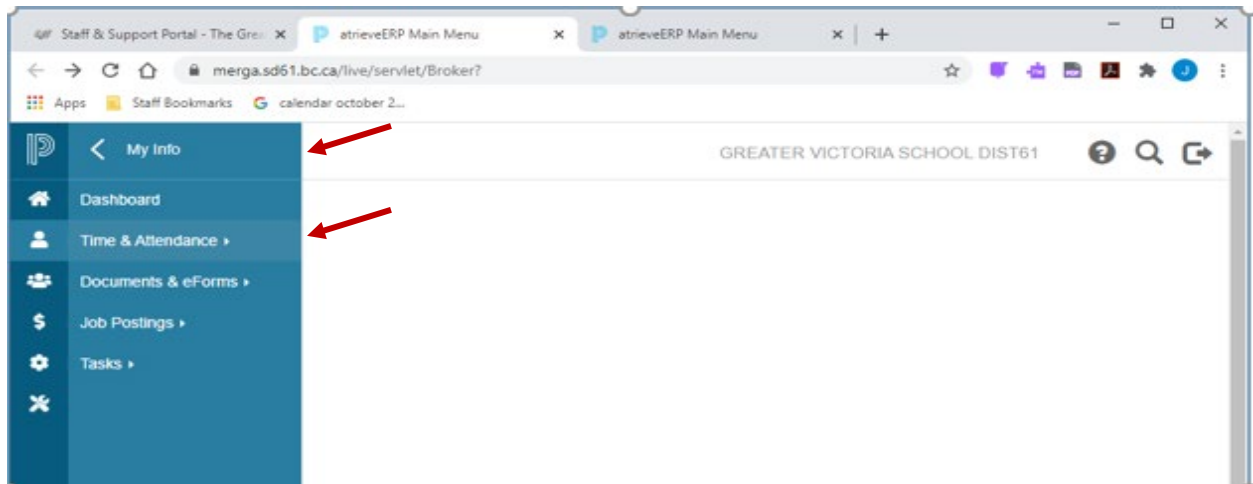
The following short-term absences are required to be logged through the WEB by the employee or, in the **CASE OF EMERGENCY**, by the Principal, Vice Principal, Manager or Administrative Assistant. **An absence can now be logged up to seven (7) days in the past.** By logging all short term leaves through 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 (Incl. Funerals)
- › Education - Paid
- › Education - Unpaid
- › Emergency/Family Illness
- › Jury Duty/Subpoena
- › Long-Service Vacation
- › Marriage Leave
- › Paternity
- › Personal - Unpaid
- › Union Business

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

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	Reset
<input checked="" type="checkbox"/>	28-Oct-2020	Wed	Ed Assistant General	Braefoot	08:50	14:42	<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

- All the schedules for each of your assignments will appear. Remember to **DE-SELECT** the boxes for the schedules you do **NOT** need a replacement for. If you require a replacement only for the morning or afternoon, select the date then change the absence from a full day to AM, PM or enter specific times.
- Click **Next**

REPLACEMENT DETAILS

atriveERP

Absence Entry: Replacement Details

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Do you require someone to replace you? Yes No

Is he/she required to work the same schedule as you? Yes No

Next

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

REPLACEMENT DETAILS

atreweERP

Absence Entry: Replacement Instructions

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?

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

10. If you said **“Yes”** to dispatch, you can type a message for the CUPE - spareboard to listen to before accepting the dispatch.

11. Click **“Next”**

ABSENCE SCHEDULE DETAILS

- 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.

atriveERP Absence Entry: Leave Application Entry GREATER VICTORIA SCHOOL DIST61

Absence for: **Absent Employee Name**

Enter the leave information below and press the next button.

GENERAL LEAVE SECTION WO DOR

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

Not yet submitted. Absence And Dispatch Status Info

Details

Next

Or another leave type such as:

atriveERP Absence Entry: Leave Application Entry GREATER VICTORIA SCHOOL DIST61

Absence for: **Absent Employee Name**

Enter the leave information below and press the next button.

COURT LEAVE SECTION

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

Not yet submitted. Absence And Dispatch Status Info

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

-- Choose DROPDOWN COURT DUTY --

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

Email Supporting Documentation

Next

- 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 displays the atrieveERP interface. On the left is a dark blue navigation sidebar with icons and labels for Home, My Info, HR, Payroll, ERP Administration, and Tools. The main content area is white and contains the following elements:

- A header section with a question mark icon and the text "Absence for: Absent Employee Name", where "Absent Employee Name" is enclosed in a black rectangular box.
- A line of text: "Absence Reason: **Adoption**. Once you have confirmed that the absence details are correct, click Submit Absence."
- A section titled "Absence Schedule" containing a table with the following data:

Date	Day	Position	Location	Start Time	End Time
28-Oct-2020	Wed	Ed Assistant General	Braefoot	08:50	14:42
- A section titled "Leave Application" containing a form titled "ADOPTION LEAVE SECTION". A red arrow points to the top-left corner of this section. The form includes:
 - Start Date: 28-Oct-2020
 - End Date: 28-Oct-2020
 - Absence Code: Adoption
 - Status: Requested
 - A heading "Absence And Dispatch Status Info" with the text "Not yet submitted."
 - A "Details" section with the text: "Description of Leave Type: Please refer to collective agreement language. Maximum four days with pay."
 - A "Notes" section with the text: "Date Child Received: 25-Dec-2020"
- A blue "Submit Absence" button located at the bottom right of the form area.

SUMMARY PAGE

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.

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	Ed Assistant General	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

16. 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).
17. Please inform the Administrative Assistant to enter your **replacement** in AMS if it is being filled in house