

Logging an Absence through the WEB

FOR TEACHERS

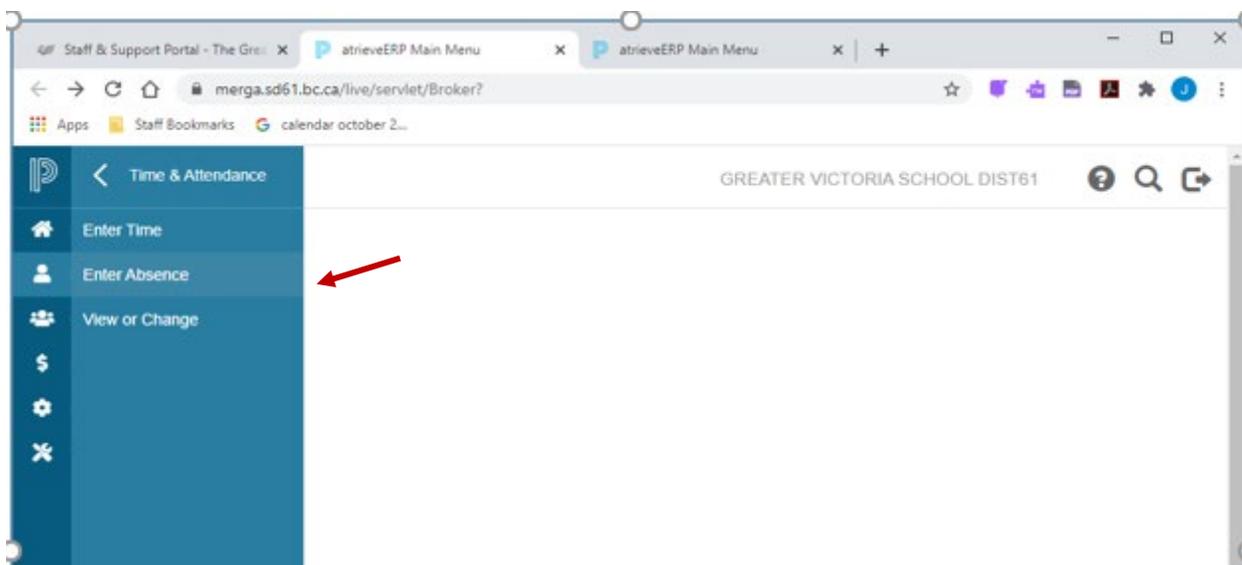
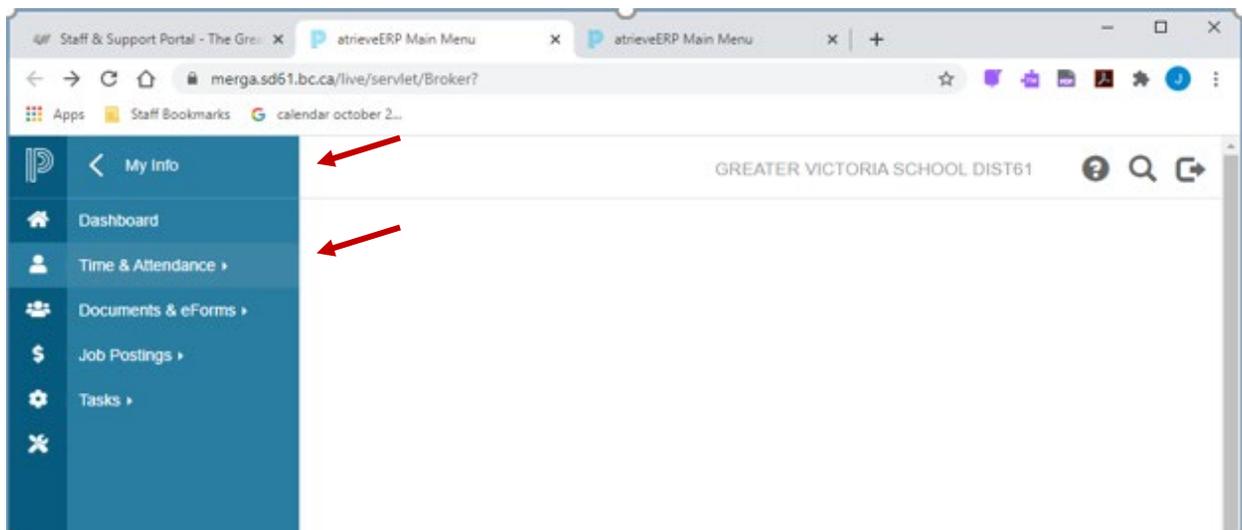
The following short-term absences are required to be logged through the WEB by the teacher or, in the **CASE OF EMERGENCY**, by the Principal, Vice Principal, Manager or Administrative Assistant. **An absence can now be logged up to seven (7) days in the past.** By logging all short term leaves through 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 back to the teacher.

Listed below are the short-term absences requiring approval:

- Adoption
- Athletic Event - Personal
- Athletic Islands or Prov Champ
- BCTF Recoverable
- Bereavement (Incl. Funeral)
- Convocation
- Critical Illness
- Cultural or Service Activity
- Discretionary – Unpaid
- District Release
- Education Leave - Paid
- Education Leave - Unpaid
- Emergency/Family Illness
- Family Marriage
- Family Responsibility – Unpaid
- Holy Day Observance
- Jury Duty/Subpoena
- Marriage Leave
- Middle School Team Leader
- Ministry of Education Recoverable
- Miscellaneous Recoverable
- Personal Leave - Unpaid
- Remedy
- TOC Cost Borne by Teacher
- UVIC recoverable
- VPVPA Recoverable

HOW TO LOG AN ABSENCE

TEACHERS



1. Log into e-Services and under “**My Info**” find the heading called “**Time & Attendance**” and select “**Enter Absence**” from the list.
2. Click “**Next**”

ABSENCE INFORMATION

atrieveERP

Absence Entry: Absence Information GREATER VICTORIA SCHOOL DIST61

Home
My Info
HR
Payroll
ERP Administration
Tools

Absence for: Absent Employee Name

Absence Reason: -----Choose A Reason-----

Absence Type: single day range of days

Absence Date: 14-Oct-2020

Next

3. Choose the reason you are away from the drop down menu
4. Select the type of Absence **“Single day”** or **“Range of Days”**
5. Select the day or days on the Calendar
6. Click **“Next”**

ABSENCE SCHEDULE DETAILS

PatriveERP Absence Entry: Absence Schedule Details GREATER VICTORIA SCHOOL DIST61

Absent Employee Name: Anja Reustock

Absence for: Anja Reustock

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"/>	27-Oct-2020	Tue	Teacher - Band/Strings	Margaret Jenkins	08:50	10:10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	27-Oct-2020	Tue	Teacher - Band/Strings	South Park	10:52	12:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	27-Oct-2020	Tue	Teacher - Band/Strings	Campus View	12:25	14:17	<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

De-Select

7. If you are a teacher at more than one location **DE-SELECT** the schedules for which you do not require a replacement.
8. 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.**
9. Click **“Next”**

REPLACEMENT DETAILS

The screenshot shows the 'Absence Entry: Replacement Details' form in the atrieveERP system. The sidebar on the left contains navigation options: Home, My Info, HR, Payroll, ERP Administration, and Tools. The main content area displays three questions with radio button options for 'Yes' and 'No':

- Do you require someone to replace you? Yes No
- Is he/she required to work the same schedule as you? Yes No
- Do you want to request employee(s) to replace you? Yes No

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

10. Do you require someone to replace you? If you say **“Yes”** a replacement will be found through dispatch. **If you have someone to replace you please say “Yes” to a replacement. You will have the opportunity to indicate on another screen if the replacement has already been contacted and then **“Submit Absence”**.**

11. Click **“Next”**

REPLACEMENT REQUEST

The screenshot shows the 'Absence Entry: Replacement Request' form in the atrieveERP system. The form is for 'Teacher Extra_Staff' and has three rows for 'Requested Employee # 1', 'Requested Employee # 2', and 'Requested Employee # 3'. Each row has a text input field, a clear button (x), and a search button (magnifying glass). A 'Next' button is at the bottom right.

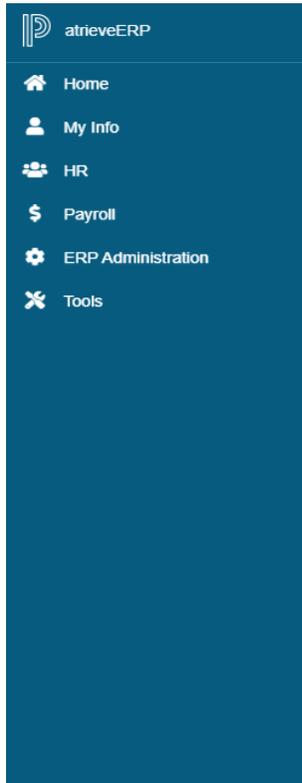
12. If you said **“Yes”** to a replacement the screen above will appear. If you said **“No”** you can now **“Submit Absence”**.
13. Click on the magnifying glass on the first line to do an **“Employee Search”** for the name of the replacement you have **“already contacted”** or the name of the preferred to be **“dispatched”**. Enter the full or partial name and click **“Search”**. Once the name has been selected, click **“Accept”**.
14. Click **“Next”**

REPLACEMENT INSTRUCTIONS

The screenshot shows the atrieveERP 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 is titled 'Absence Entry: Replacement Instructions' and includes the text 'GREATER VICTORIA SCHOOL DIST61'. Below the title is a question mark icon and a paragraph: '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.' Below this is a text input field labeled 'Message:'. At the bottom right of the main area is a blue 'Next' button.

15. Have you already contacted **“Name of Employee”** about filling this absence? If you click **“Yes”** the replacement employee **WILL NOT** receive a phone call through ADS, if you click **“No”** the replacement of your preferred employee will receive a call through ADS if available.

REPLACEMENT INSTRUCTIONS



Select the subjects and levels that you require coverage for during your absence in priority order. The first Subject and Level should be your greatest FTE subject area.

Subject 1	<input type="text"/>	Level 1	<input type="text"/>
Subject 2	<input type="text"/>	Level 2	<input type="text"/>
Subject 3	<input type="text"/>	Level 3	<input type="text"/>
Subject 4	<input type="text"/>	Level 4	<input type="text"/>
Subject 5	<input type="text"/>	Level 5	<input type="text"/>

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

16. When you require a replacement, select from a drop down for **“Subjects”** and **“Levels”**. **Please complete the subjects and levels even if it is being filled by an in house TTOC.**
 - a) The subject for elementary and middle school teachers generally will be Primary, Intermediate, Middle, or French Immersion. If a specific subject is preferred then that subject can be selected. Secondary teachers will be dispatched by specific subjects.
 - b) The level for a classroom teacher will be Primary, Intermediate, Middle School, Junior Secondary, or Senior Secondary.
17. If you said **“Yes”** to dispatch, you can type a message for the TTOC to listen to before accepting the dispatch.
18. Click **“Next”**

SUMMARY PAGE

atrieveERP Absence Entry: Summary Page GREATER VICTORIA SCHOOL DIST61

Home My Info HR Payroll ERP Administration Tools

?

Absence for: Absent Employee Name

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
15-Oct-2020	Thu	Teacher	Braefoot	08:50	14:42

Subjects And Levels English - Middle School

Submit Absence

- You are not finished until you submit your absence. Review your entry and then Click "**Submit Absence**".
- You will receive a **Confirmation Number**. If you DO NOT receive this message then the dispatch has not been successful.
- 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 for final approval. You will receive **final approval** confirmed via email. (Please note: some leave types are automatically approved).

atrieveERP Absence Entry: Confirmation Receipt GREATER VICTORIA SCHOOL DIST61

Home My Info HR Payroll ERP Administration Tools

Confirmation Number: **694766**

?

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
14-Oct-2020	Wed	Teacher	Braefoot	08:50	14:42

Subjects And Levels English - Middle School

Log Another Absence Print Receipt