

ABSENCE CODES (EXEMPT STAFF)

5	Illness/Medical
12	Bereavement/Funeral
13	Jury Duty
6	Paternity
7	Adoption
8	Emergency/Sudden Family Illness
9	Education Leave - Paid
11	Personal Leave - Unpaid
23	Vacation

EXEMPT STAFF GUIDE

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

EMERGENCY LINE: 250-475-4126 PIN # _____

ADS may be used until one hour before the Start Time of your Absence.

EMPLOYEE QUICK REFERENCE

ABSENCE LOGGING PARAMETERS

- Absences can be logged 24 hours a day, 7 days a week.
- Absences must be cancelled at least two hours prior to the assignment start time.
- Schools will receive an email each morning listing all absent and dispatched employees.

DISPATCHING PARAMETERS

(FOR EMPLOYEES REQUIRING A REPLACEMENT)

- Absences for the next day will be dispatched in the evening between 6:30 pm – 7:30 pm. Emergency current day absences will be dispatched starting at 6:30 am. ADS will dispatch Monday to Friday morning for current day absences and from Sunday evening to Thursday evening for next day assignments.
- When ADS is dispatching, if there is no answer at the spareboard's regular phone number, ADS will call the backup phone number (if it has been provided) before moving on to the next employee in the rotation.
- Dispatched employees will be notified of cancelled assignments during either the evening or morning call out times.

FYI

- 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

ABSENCE ENTRY:

1. Call the ADS phone number (475-4222), enter your employee number and PIN followed by the # key, press 1 for the *Absence Logging* option then press 1 to LOG AN ABSENCE.

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

(This option allows you to enter an Absence on behalf of another employee. Please refer to the appropriate employee group Guide for assistance.)

2. Enter your ABSENCE REASON CODE followed by the # key.
3. ADS speaks your absence reason. To accept absence reason press 1, to re-enter press 2, or to replay press 3.
4. For a single day absence (or part of a day) press 1, for a range of days press 2.
5. Enter the day you are absent in the format of YYMMDD followed by the # key.
6. 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.
7. 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 (an incorrect date entry).
Press 3 to replay the schedule
Press 4 to enter the schedule manually
8. When asked if a Replacement is needed press 2 to indicate that **you do not** require a replacement.

(If you are entering an Absence on behalf of another employee press 1 to indicate that a Replacement is needed.)

9. 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, enter your employee number and PIN followed by the # key and press **5** and then **1**.

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

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, enter your employee number and PIN followed by the # key and press **5** and then **2**.

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

2. Press **2** to enter your backup phone number followed by the # key.
(Enter your area code if the number is long distance number.)

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

3. RE-RECORD YOUR NAME

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **5** and then **3**.

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

2. Speak your full name followed by the # key.
3. Press **1** to accept.

INQUIRIES

(#2 from the Main Menu)

INQUIRE ON AN ABSENCE/DISPATCH

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **2** to *INQUIRE*.
2. Press **1** to Inquire on an Absence.
Press **2** to Inquire on a Dispatch.
3. Press **1** to Inquire by Absence ID or press **2** to inquire by Date.

If entering by Absence ID, enter the Job Number followed by the # key.

If Inquiring by Date:

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.
Then enter any date within the Absence period.

4. Press **1** and **3** to listen to the details of the absence.
Press **4** to find out who the replacement is.

INQUIRE ON A LOCATION

(To get the Absences/Dispatches for a specific Location)

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **2** to *INQUIRE*.
2. Press **3** and enter the Location Number followed by the # key.
3. Enter the date you want to inquire on (YYMMDD format).
4. Press **1** to listen to the absences and dispatches.

CANCELLATIONS

(#4 from the Main Menu)

CANCEL AN ABSENCE/DISPATCH

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 or **2** to Cancel a Dispatch
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**:

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

1. Enter any date within the Absence.
2. ADS speaks the Absence ID.
3. Press **4** to Cancel the Absence/Dispatch.