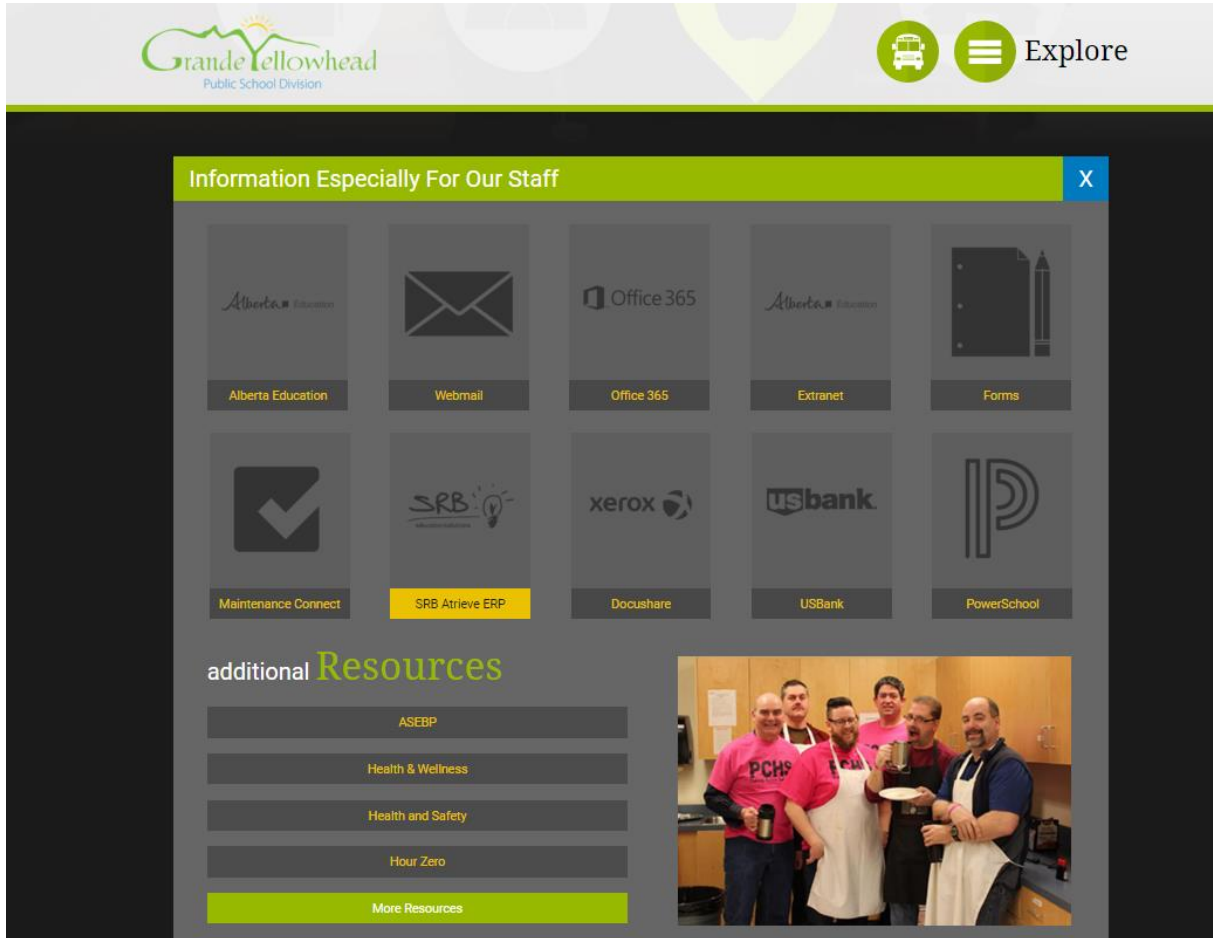


Logging an Absence – Employee Guide

1. A link has been provided on your home page under “for Staff” to access the Portal Login through the SRB Atrieve ERP menu option.



2. Enter your username and password provided to you.



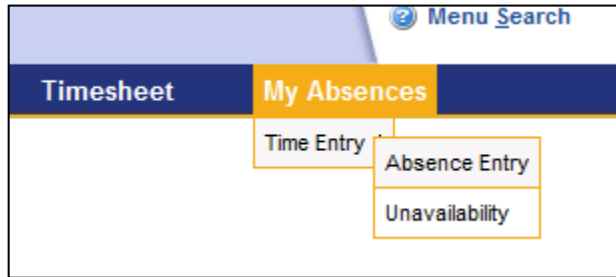
Login

Enter your username and password:

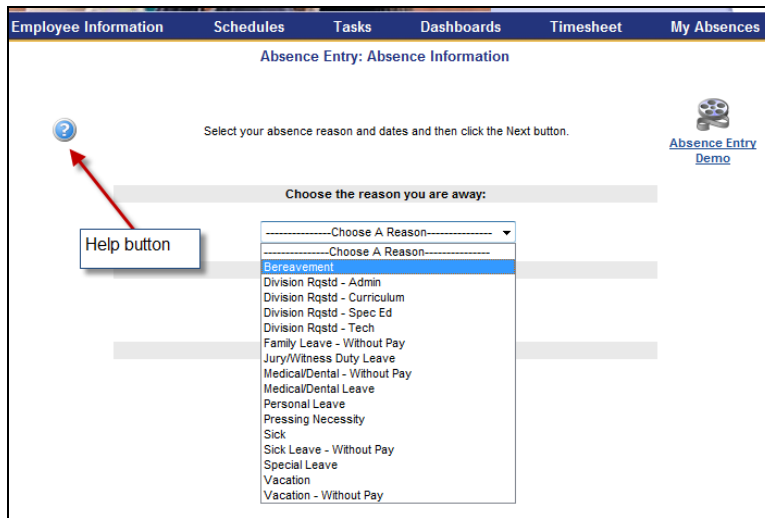
Username:

Password:

3. Under the "My Absence" tab move your mouse over the time entry tab and click on "Absence Entry"



4. Choose a reason for your absence. "Help" is available on every screen.



5. Select a date or a date range for your absence. Click on the calendar icon to select your date. Future absences can be logged by using the arrows on the calendar to move from month to month. You cannot pick dates that have a strike through them.

Select your absence reason and dates and then click the Next button.

Choose the reason you are away:

Bereavement

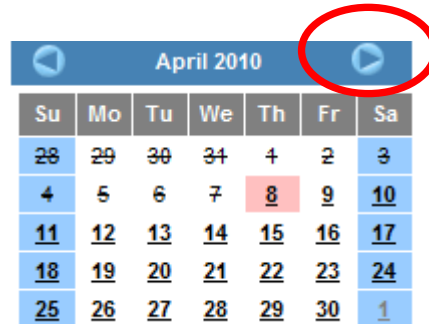
Select the type of absence:

single day range of days

Enter the date of your absence:


08-Apr-2010

Next



- Your assignment schedule is displayed. Indicate if you are gone for the morning, afternoon or full day based on your location start and end times by clicking on the radio buttons. You can also enter the time of your absence by choosing a start and end time. Reset is used if you want to revert back to your assigned schedule.

Absence Entry: Absence Schedule Details

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


Include	Date	Day	Position	Location	St.Time	En.Time	Location Times			
							AM	PM	Full	Reset
<input checked="" type="checkbox"/>	21-Apr-2010	Wed	Human Resources Exec Assistant	Division Office	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

If you are absent only specific days in a date range, UNCHECK the days you do not want to include in your absence.

Include	Date	Day	Position	Location	St.Time	En.Time	Location Times			
							AM	PM	Full	Reset
<input checked="" type="checkbox"/>	21-Apr-2010	Wed	Human Resources Exec Assistant	Division Office	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	22-Apr-2010	Thu	Human Resources Exec Assistant	Division Office	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	23-Apr-2010	Fri	Uncheck dates you DO NOT want included in your absent date range	Division Office	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- The following screen is used to determine whether or not you need someone to replace you, if the replacement will work the same schedule as you and if you would like to request someone.

Absence Entry: Replacement Details

 Select Yes or No to each of these questions and then click the Next button.

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

8. If requesting an employee you have the ability to select up to two employees. The system will check for the availability of your requested sub/casual by looking at his/her assignment, if he/she is replacing another person or if they have indicated they are unavailable.

Absence Entry: Replacement Request

Click on the binoculars icon. A pop-up window will appear where you can search for and select your preferred replacement employee. When you are done, click on the Next button.

Requested Employee # 1: 

Requested Employee # 2: 

Name Search - Windows Internet Explorer

http://hr.cornestonesd.ca:8080/live/servlet/Broker?env=ads&template=prm.getName

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.


Sabadash, Karen (Substitute)-Active

- If a teacher, you will be prompted for subjects and levels so the secretary is able to find a replacement that best fits your needs. If you have pre arranged your replacement the secretary will not need to find a replacement for you.

Leaving a brief message in the message box helps the secretary advise the replacement of specific details regarding your absence.

Absence Entry: Replacement Instructions

Have you already contacted Karen Sabadash about filling this absence?: Yes No

 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	Level
1.	English	Elementary Level
2.		

Enter a message for your replacement then click Next.


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:

I park in stall 51 and have recess supervision

- If the absence requires a leave form you will be prompted to complete the following screen.

Absence Entry: Leave Application Entry

 Enter the leave information below and press the next button.

EMPLOYEE BEREAVEMENT LEAVE FORM

Start Date: 21-Apr-2010 End Date: 21-Apr-2010
Absence Code: Bereavement Status: Requested

Notes

Relationship of Deceased: * required

Details

Description of Leave Type: Please refer to collective agreement for further details.

Comment

Your absence and leave can be confirmed in the summary screen

Absence Entry: Summary Page

Confirm that these absence details are correct and then click the Submit Absence button.

Absence Reason: Bereavement

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
21-Apr-2010	Wed	Principal	33 Central School	08:40	15:15

Replacement Schedule

You have indicated that the replacing employee's schedule is the same as your absence schedule.

Requested Employees
Karen Sabadash

Subjects And Levels
English Elementary Level

Message For The Replacing Employee
I park in stall 51 and have recess supervision

Leave Application
EMPLOYEE BEREAVEMENT LEAVE FORM

Start Date: 21-Apr-2010 End Date: 21-Apr-2010
Absence Code: Bereavement Status: Requested

Notes
Relationship of Deceased: Brother-in-law

Details
Description of Leave Type: Please refer to collective agreement for further details.

Comment:

11. Once you've submit your absence, your secretary can find a replacement (if required) and your leave will be sent to your supervisor.

TIP:

To move back to a previous screen use the internet "BACK ARROW:

