

BOOKING UNAVAILABILITY OR INQUIRE ON A DISPATCH ON THE WEB

- Go to Burnaby School Districts home page at www.burnabyschools.ca
- Select the “Staff” Tab located at the top of the page and then click on the “Absence Logging” link near the bottom of the page.
- At “Login” screen, enter the **User ID**, tab and enter **password** that have been assigned to you, then click on the “Login” Button. (If you do not have a user name or password – please contact Human Resources at (604-296-6900 Extension 661071)



On the “**My Absences**” tab, click on “**Time Entry**” and then select “**View or Change**” or “**Unavailability**”.



View or Change Selection

View / Change: Absence and Dispatch Listing

Instructions: Click on the ID Number To View, Close Or Cancel An Absence Or Dispatch.

Absences Date Range: 19-Mar-2008  To 19-Apr-2009 

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)
Dispatches Date Range: 19-Mar-2008  To 19-Apr-2009  <input type="button" value="Refresh Dispatches"/>				
ID No	Start Date	End Date	Extra Time Type	Absent Employee
135296	15-Apr-2008	17-Apr-2008		Extra Staff, Cupe

You can click on the Dispatch ID to view more information regarding the dispatch.

A list of your current and past dispatches will be displayed. If you would like to view more history click on the calendar icons in the date range and choose applicable dates - the click on Refresh Dispatches.


Dispatch Details

View / Change: Dispatch Details for ID 135296

Clicking on the Dispatch ID allows you to view detailed information regarding the dispatch.

ID Number: 135296
Dates: 15-Apr-2008 To 17-Apr-2008
Absence Reason:
Replacing Employee(s):
Subjects/Levels:
Message:

Clicking on the View Map Icon takes you to Google Maps and will provide you with driving directions from your home address to the destination school address.

 [View Map](#)

Date	Week Day	Position	Location	Start	End
15-Apr-2008	Tuesday			13:30	15:30
16-Apr-2008	Wednesday			13:30	15:30
17-Apr-2008	Thursday			10:00	14:30

You may Cancel Dispatch only up to 7:00 a.m. the morning of your dispatch. After that time - you must contact the On-Call Desk at 604-664-8360.

If you choose to Cancel Dispatch you will receive a Confirmation of your cancellation.

Booking Unavailability

When finished, click on NEXT to move to next screen.

Unavailability: Add, Change and View History

Click on ? icon at any time for help.

Enter your unavailability information then click Next.

Click on the calendar icon to select your dates from a pop-up calendar.

Choose the reason you are unavailable:

-----Choose A Reason-----

Choose the reason for unavailability from the drop down box.

Enter the date(s) you will be unavailable:

To To

Note: The weekly schedule you enter is assumed to repeat for each week within the date range.
Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input type="checkbox"/>	01:00	To	23:59
Tuesday	<input type="checkbox"/>	01:00	To	23:59
Wednesday	<input type="checkbox"/>	01:00	To	23:59
Thursday	<input type="checkbox"/>	01:00	To	23:59
Friday	<input type="checkbox"/>	01:00	To	23:59
Saturday	<input type="checkbox"/>	01:00	To	23:59
Sunday	<input type="checkbox"/>	01:00	To	23:59

If you are booking unavailability for an extended period for only particular days of the week you can click only on the days of the week in which you are not available or you can choose partial days if desired but changing the start and end times.

Next

Unavailability: Summary Page

Confirm that this unavailability information is correct and then click the Submit Unavailability button.

Unavailable Date Range: Friday 18-Apr-2008 To Friday 18-Apr-2008
Reason: Unavailable

Week Day	Start Time	To	End Time
Friday	01:00	To	23:59

Submit Unavailability

Summary Page confirms what you have entered - if correct click on Submit Unavailability.

Unavailability: Confirmation Receipt

Submission Timestamp: 2008-Apr-18 11:50:35

You have successfully entered a new unavailability record for 18-Apr-2008 to 18-Apr-2008.

Unavailability History for the Last 12 Months									
Start Date	End Date	Reason	Mon	Tues	Wed	Thur	Fri	Sat	Sun
18-Apr-2008	18-Apr-2008	Unavailable					01:00-23:59		

You can choose to Enter More Unavailability or Print Receipt to Confirm what you have already entered and then exit the system.

To Cancel Unavailability

To cancel your Unavailability – log into the system and choose “Unavailability” choose appropriate date (underscored in blue) in the Unavailability History and then choose “Delete Unavailability”. You will again receive a confirmation of your unavailability deletion.