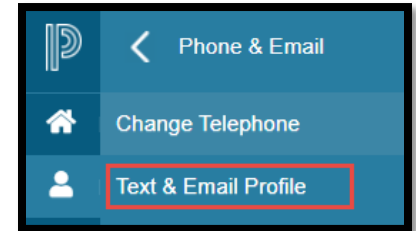
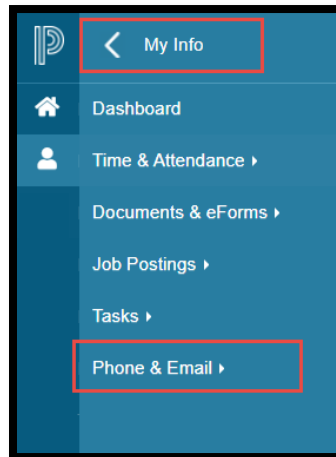
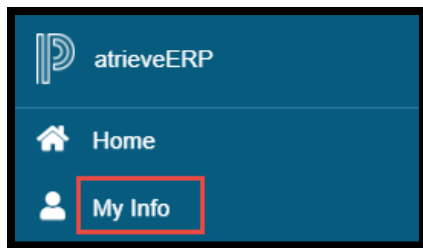




Workboard Replacement Employee Guide Burnaby School District

Workboard Text and Email Profile

The Workboard can send a text and/or email to notify you that you have been requested for a dispatch, but first, you must complete the Workboard Text and Email Profile.

Log into the web portal and navigate to the Workboard Text and Email Profile under the My Info menu item >> Phone & Email >> Text & Email Profile.



Text & Email Option Changes SERVICES HR SYSTEM  

Text

Text Message

Start Time (24 Hour Format HHMM)

End Time (24 Hour Format HHMM)

Cell Phone 1

Cell Phone 1 Provider

Cell Phone 2

Cell Phone 2 Provider

Email

Email Message

Start Time (24 Hour Format HHMM)

End Time (24 Hour Format HHMM)

Email Address 1

Email Address 2

Send to Work Email

Please Note:
Rogers and Fido Mobile do not support the use of text notifications. You will not be able to receive text notifications from Workboard if your cell phone provider is Rogers or Fido.

Text Message: Choose Yes or No. This can be useful if a cell phone has been set up, but the user does not want to receive text messages from the Work Board on a temporary basis.

Time Range: Enter the time range in 24 hour format to receive text messages from the Work Board.

Cell Phone No: Enter the cell phone number where text messages should be received. Do not enter () or -.

Cell Phone Provider: Select the cell phone provider for each cell phone number provided.

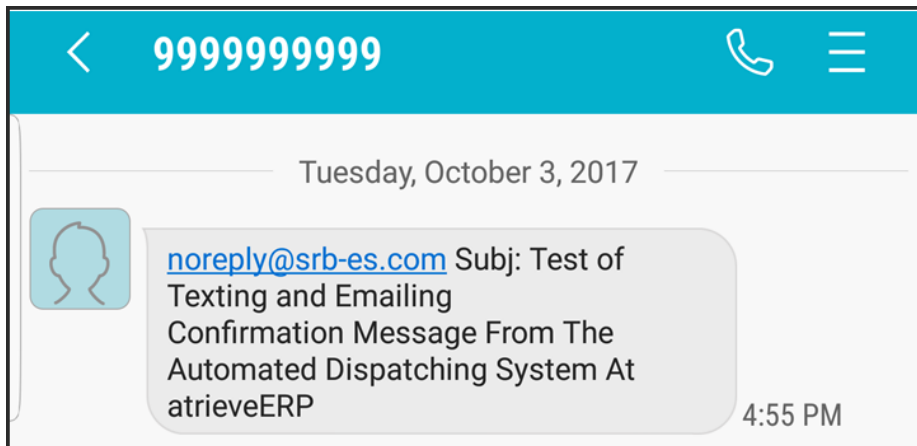
Email Message: Choose Yes or No. This can be useful if an email address has been set up, but the user does not want to receive email from the Work Board on a temporary basis.

Time Range: Enter the time range in 24 hour format to receive email from the Work Board.

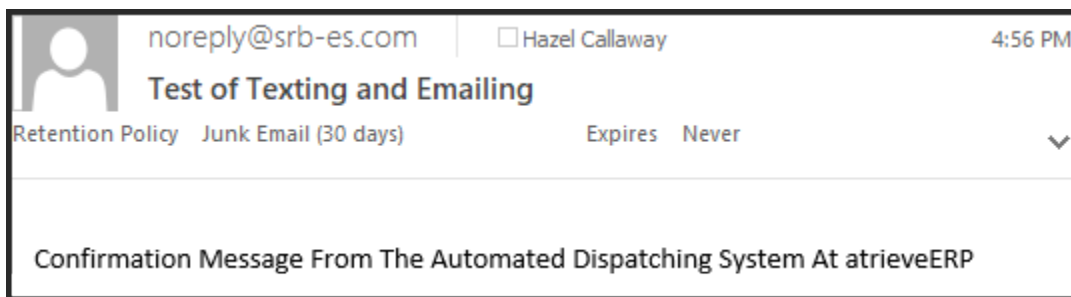
Email Address: enter up to two separate email addresses. To email the address the district has on file, select Yes to **Send to Work Email**.

Once the profile is set up, click on **Submit and Send Test** to ensure a text and/or email message are received.

Sample Text Message



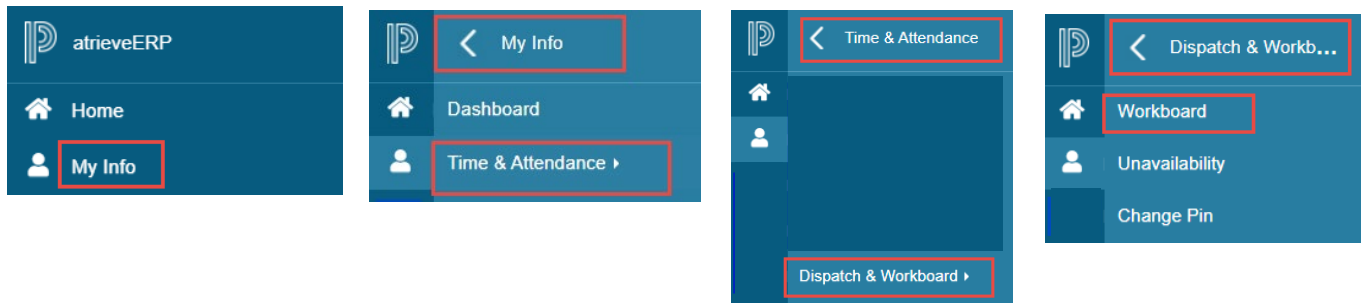
Sample Email Message



Viewing Jobs on the Workboard

From the District’s employee self-serve Atrive portal, navigate to the Workboard menu option: <https://burnabyschools.ca/staff/> - Log into **Atrive** through Job Posting, Absence logging or Personal Information.

My Info >> Time & Attendance >> Dispatch & Workboard >> Workboard



If there are available dispatches, they will appear as shown below:

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
202945	Mon 27-Feb-2023	Mon 27-Feb-2023	Elementary (K-7) Elementary Classroom Teacher	Substitute Teacher	Brighton Elementary	08:40-15:30		-
202946	Wed 15-Mar-2023	Wed 15-Mar-2023	Senior (11-12) Math	Substitute Teacher	Harden Secondary	08:58-15:15		-
202948	Tue 28-Mar-2023	Tue 28-Mar-2023	Senior (11-12) Math	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34		-

IMPORTANT:

Workboard displays ALL available dispatches. If you are a part-time teacher working TTOC shifts, be mindful of your part-time schedule. Only accept dispatches that you’re available to work.

To accept and/or view more details of the dispatch (message from the absent employee, map), click on the ID number:

Workboard Summary SERVICES HR SYSTEM

ID No	Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
202945	Mon 27-Feb-2023	Mon 27-Feb-2023	Elementary (K-7) Elementary Classroom Teacher	Substitute Teacher	Brighton Elementary	08:40-15:30		-
	15-Mar-2023	Wed 15-Mar-2023	Senior (11-12) Math	Substitute Teacher	Harden Secondary	08:58-15:15		-
202948	Tue 28-Mar-2023	Tue 28-Mar-2023	Senior (11-12) Math	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34		-

Workboard - Dispatch Details for ID 202945 SERVICES HR SYSTEM

Absent Employee: Beverly Pinch
Subjects/Levels: Elementary Classroom Teacher / Elementary (K-7)

Message for the replacing employee

Message
Park in spot 13. Bring a jacket for outdoor duty

To accept the

Date	Position	Location	Start Time	End Time
Mon 27-Feb-2023	Teacher	Brighton Elementary	08:40	15:30

View Map Back **Accept Opening**

The dispatch can be accepted by clicking the "Accept Opening" button. If another employee has accepted the job in the meantime, a message will display to indicate the dispatch has been filled.

If the dispatch is successfully accepted, a confirmation message will display:

Workboard - Acceptance Confirmation SERVICES HR SYSTEM ? Q ↗

Acceptance Confirmation Record for Job ID **202945**

Absent Employee: Beverly Pinch

Subjects/Levels: Elementary Classroom Teacher / Elementary (K-7)

Message

Park in spot 13. Bring a jacket for outdoor duty

Date	Position	Location	Start Time	End Time
Mon 27-Feb-2023	Teacher	Brighton Elementary	08:40	15:30

Print Back

The dispatch can be refused by clicking on the "Refuse" button on the main Work Board Summary page. A refusal confirmation page will display.

Workboard Summary SERVICES HR SYSTEM ? Q ↗

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
202946	Wed 15-Mar-2023	Wed 15-Mar-2023	Senior (11-12) Math	Substitute Teacher	Harden Secondary	08:58-15:15		-
202948	Tue 28-Mar-2023	Tue 28-Mar-2023	Senior (11-12) Math	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34		-




Workboard - Refusal Confirmation

Refusal Confirmation Record for Job ID **202946**

Date(s): Wed 15-Mar-2023 to Wed 15-Mar-2023
 Position: Substitute Teacher
 Location: Harden Secondary
 Subjects/Levels: Senior (11-12) Math

Reviewing Available Dispatches: Requested Employee

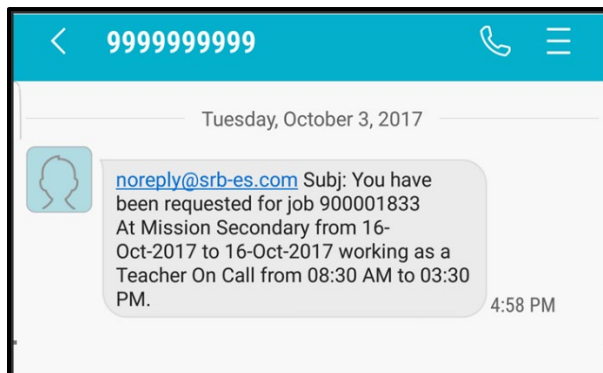
When an employee submits an absence with requested employees, the word **requested** will appear on the Work Board listing:

Workboard Summary SERVICES HR SYSTEM   

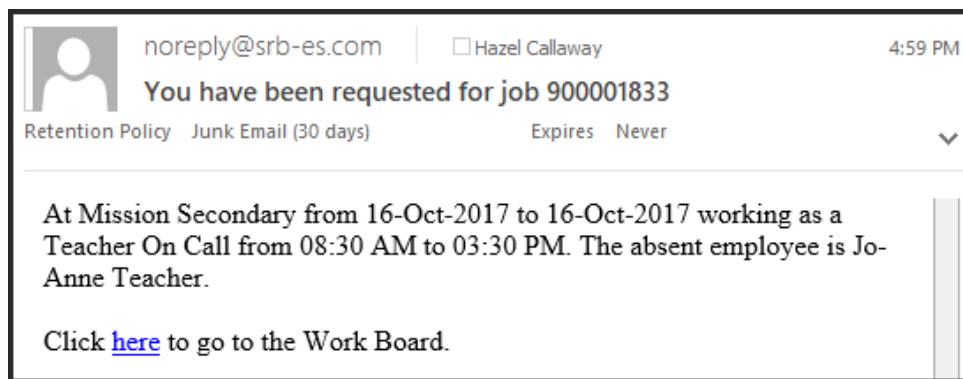
ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
202949	Wed 22-Feb-2023	Wed 22-Feb-2023	Junior (8-10) Band	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34	Requested	-
202948	Tue 28-Mar-2023	Tue 28-Mar-2023	Senior (11-12) Math	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34		-

Additionally, if an email address and mobile phone are set up in the Work Board Text and Email Profile, an email/text message will be sent to the requested employee(s) to alert them of any dispatches available where they are the requested employee:

Sample Text Message



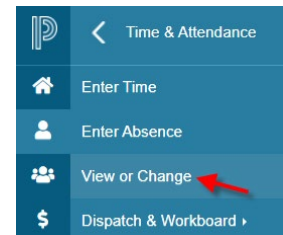
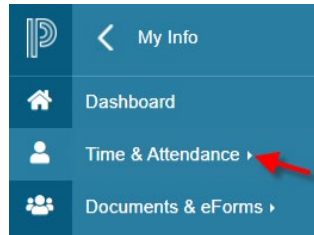
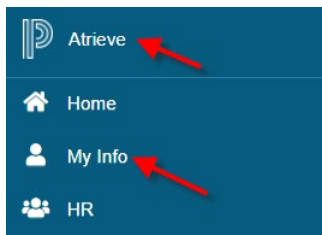
Sample Email Message



CANCEL A DISPATCH

NOTE: You can cancel a dispatch up until 7:00 a.m. the morning of the assignment.

Log into **Atrive** through Job Posting, Absence logging or Personal Information.



View/Change - Absence Dispatch Listing

Click the ID number of the record that you want to view, close or cancel.

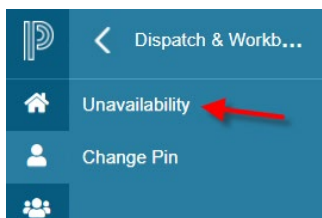
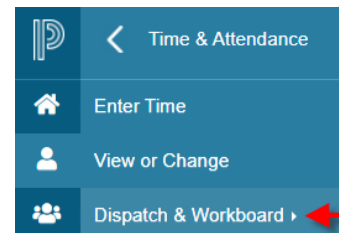
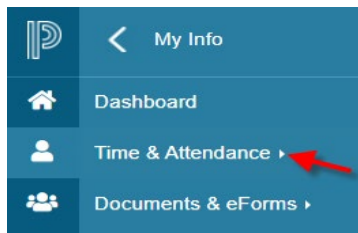
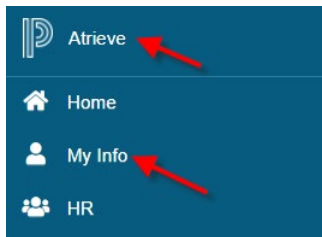
Absences

Date Range To

****If cancelling after 7:00 a.m. please call the dispatch desk at 604-296-6907. Please leave clear message including your full name and employee number****

BOOKING UNAVAILABILITY:

Log into Atrieve through Job Posting, Absence logging or Personal Information.



Unavailability - Add/Change

Unavailability Reason

Date(s) Unavailable To

Choose reason for unavailability, enter date range and review weekly schedule details. Once confirmed, click NEXT, review again then click Submit.

**** PLEASE NOTE: Booking unavailability does not automatically cancel an accepted dispatch. The *Cancel a Dispatch* process must be completed to cancel that accepted dispatch.**