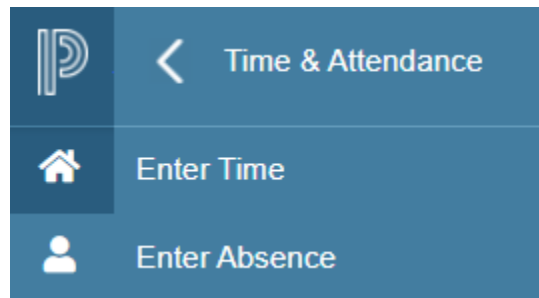


LOGGING AN ABSENCE/LEAVE REQUEST ON THE WEB

- Go to Burnaby School Districts home page at <https://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 and password – please contact the Human Resources at (604-296-6900 Extension 661071)

On the “**My Absences**” tab, click on “**Time & Attendance**” and select “**Enter Absence**”.



This will take you to the first screen of “**Absence Entry**”. Here is where you will choose the reason for; length of and dates of your absence.



Absence Entry: Absence Information

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

Choose the reason you are away:

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

Select the type of absence:

single day range of days until further notice

Enter the date you will be away:

28-Apr-2008

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

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

FIRST, pick the reason for your absence. Use your mouse to click on the drop-down box displaying a list of absence reasons. Click on the appropriate one. Remember, not all of the absence reasons may appear in this window so use your scrollbar to move down through the list.

A HELP document is available with step by step instructions on how to log an absence. Click on the '?' icon.

NEXT, pick the dates of your absence. For a single day, click on the FROM calendar icon which will display a calendar - use your mouse to select the date of your absence. If your absence is for several days, you will need to click on the FROM and TO calendar icons to select the first and last date of your absence. Please note that the slashes through prior dates indicate you cannot choose absence dates prior to today. If your absence will occur in a future month, simply click on the arrow at the top of the calendar to move to future months.

Absence Entry: Absence Schedule Details



This is your working schedule during your absence. Click on the date link below to change schedule details or use the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	Start Time	End Time
<input checked="" type="checkbox"/>	30-Apr-2008	Wed			08:40	15:04
	Add Schedule	This allows you to be able to add a new position or location to your schedule.				

**DO NOT USE "ADD SCHEDULE".
For Administrator use only.**

Next

Your regular schedule will be displayed. If your absence is not for an entire day - Click on the underlined date. This will take you to Modify Absence Schedule.

Absence Entry: Absence Schedule Details



This is your working schedule during your absence. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	St.Time	En.Time
<input checked="" type="checkbox"/>	27-May-2008	Tue	Casual Crossing Guard	Stoney Creek Community	08:00	09:00
<input type="checkbox"/>	27-May-2008	Tue	Student Supervisor	Burnaby South Secondary	11:35	12:45
<input checked="" type="checkbox"/>	27-May-2008	Tue	Casual Crossing Guard	Stoney Creek Community	15:00	16:00
	Add Schedule	This allows you to be able to add a new position or location to your schedule.				

*****FOR CROSSING GUARDS/STUDENT SUPERVISORS*****
For those who work as a Crossing Guard and Student Supervisor - you will be required to log your absence as two separate absences. First unclick the Student Supervisor portion of your schedule and continue as directed. After completed - choose Log Another Absence and then unclick the Crossing Guard portion of the schedule and continue as directed. This will allow the ADS system to call out one replacement for each assignment (i.e. one for Crossing Guard and one for Student Supervisor). For further assistance, please contact Human Resources.

Next

Absence Entry: Absence Schedule Details



This is your working schedule during your absence. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	St.Time	En.Time
<input checked="" type="checkbox"/>	20-May-2008	Tue	Teacher	Brantford	08:55	15:00
<input type="checkbox"/>	21-May-2008	Wed	Teacher	Brantford	08:55	15:00
<input checked="" type="checkbox"/>	22-May-2008	Thu	Teacher	Brantford	08:55	15:00
<input type="checkbox"/>	23-May-2008	Fri	Teacher	Brantford	08:55	15:00
	Add Schedule	This allows you to be able to add a new position or location to your schedule.				

If you will be absent for a range of days, but (for example) only will be away for 2 of the 4 days - just unclick the days you will not be absent and proceed.

Next

Absence Entry: Modify Absence Schedule

Modify this portion of your schedule and then click the Accept Schedule button.

Date	Position	Location	Start Time	End Time	Quick Options
10-Apr-2008	Teacher	Alpha Secondary	08:40	15:04	<input checked="" type="radio"/> Default <input type="radio"/> Morning <input type="radio"/> Afternoon <input type="radio"/> Full Day

If you will not be absence for the entire day - choose either Morning or Afternoon. (For Support Staff only - you may change the start and end times of your absence). Then choose Accept Schedule.

*** Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30.**

Replacement Details

Absence Entry: Replacement Details



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

Use your mouse to click either Yes or No circle buttons to respond to each question. Choose next to move to next page.

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

Employee Search

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:	<input type="text"/>		<input type="button" value="Clear"/>
Requested Employee # 2:	<input type="text"/>		<input type="button" value="Clear"/>
Requested Employee # 3:	<input type="text"/>		<input type="button" value="Clear"/>
Requested Employee # 4:	<input type="text"/>		<input type="button" value="Clear"/>
Requested Employee # 5:	<input type="text"/>		<input type="button" value="Clear"/>

To select a requested employee, use your mouse to click on the binoculars icon. A pop up window will appear. Enter the last name of the employee you are requesting and click on the Search Button.

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).

<input type="text"/>	<input type="button" value="Search"/>
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Step 2: Select the employee you were searching for from the dropdown box below.

<input type="text"/>	
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Replacement Schedule

If you selected the option to enter a different replacement schedule, you will be taken to this screen to make adjustments. You will click on the 'Date' Link to make adjustments. If you do not need a replacement for all the days of your absence, you may unselect the appropriate days by clicking in the appropriate boxes. The check mark will disappear indicating that the replacement employee will NOT be dispatched for those dates.

Click the NEXT button to move to the next page.

Dispatch Details

If you are a teacher and you need a replacement employee, you will need to choose the Subjects and Levels you require coverage. Use your mouse to click the drop-down menu under both the Subject and Level columns to list the available choices. Not all the subjects may appear in this window, so use your scrollbar to move down through the list. It is very important you enter the Subjects in your priority order, with the first Subject being your most important or greatest FTE subject area.

Absence Entry: 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	Level
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>

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:

Click NEXT Button to move to next page.

If you are a Support Staff employee, you will not see the Subjects and Levels section of this page.

You are able to type instructions here that will be shared with your replacement employee. During the Dispatching process the ADS system will translate this text message into speech and play it for the replacement. IT IS VERY IMPORTANT TO USE PROPER SPELLING AND GRAMMAR IN YOUR MESSAGE SO THAT IT CAN BE CLEARLY SPOKEN.

If the absence you are logging requires a Leave of Absence Request – the form will automatically be generated at this point. Please complete the pertinent information required and proceed to next screen.

Absence Entry: Leave Application Entry

EXAMPLE



Enter the leave information below and press the next button.

EMPLOYEE COURT/JURY LEAVE FORM

Start Date: 15-Mar-2010 End Date: 15-Mar-2010
Absence Code: Jury/Subpona/Court Status: Requested

Details
Description of Leave Type: Please refer to your respective collective agreement for exact provisions.
CUPE: Clause 12.4
BTA: Section G.44

Notes
Court Obligation: Party to Action (Defendant/Plaintiff) Subpoena (Witness) Summons (Juror)

Comment

Required Documents For Jury/Subpona/Court Leave

No.	Document	Document Notes
1	Court Documents	Please e-mail/fax/mail-in to HR a copy of the Court Subpoena or Summons.

[Email Supporting Documentation](#)

Next

Choose appropriate button.

Enter additional information as required.

Submit requested documents to HR.

Summary Page

You are now at the end of the Absence/Leave Request entry process. The choices you have made will be listed on this page. If everything is correct click the Submit Absence Button. If you wish to make changes, click the Previous link to move back through the pages. You can also click the Restart link to return to the first page of Absence Entry and begin the process again. Remember that the Restart option erases all of your choices made previously.

Absence Entry: Summary Page



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

Absence Reason: Jury/Subpona/Court

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
15-Mar-2010	Mon	Teacher	Alpha Secondary	08:40	15:04

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
------	-----	----------	----------	---------	---------

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

Requested Employees

Subjects And Levels

L.S.S. - Secondary Secondary (8 - 12)

Message For The Replacing Employee

Leave Application

EMPLOYEE COURT/JURY LEAVE FORM

Start Date: 15-Mar-2010
Absence Code: Jury/Subpona/Court

End Date: 15-Mar-2010
Status: Requested

Details

Description of Leave Type: Please refer to your respective collective agreement for exact provisions.

CUPE: Clause 12.4

BTA: Section G.44

Notes

Court Obligation: Party to Action (Defendant/Plaintiff)

Comment:

Required Documents For Jury/Subpona/Court Leave

No.	Document	Document Notes
1	Court Documents	Please e-mail/fax/mail-in to HR a copy of the Court Subpoena or Summons.

Click on Submit Absence to complete.

Submit Absence

Confirmation Screen

Congratulations! You have successfully submitted your absence/leave request. You will see a Job ID number displayed at the top of this page. You will need this number to make inquiries/changes or cancellations to your absence/leave request through the View / Change option. Once your absence has been dispatched you can inquire about your replacement by going into View / Change. Clicking on the Job ID number will allow the name of your replacement employee to appear.

Absence Entry: Confirmation Receipt 213160

Submission Timestamp: 2010-Mar-10 13:00:35

? You have successfully submitted your absence. Your confirmation number is: **213160**

Please record the confirmation number or print out a copy of this receipt.

REPLACEMENT DETAILS

Absence Reason: Detached Duty

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
30-Mar-2010	Tue	Teacher	Burnaby School Board	08:30	16:30

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
You have indicated that you do not need an employee to replace you during this absence.					

Requested Employees
You have indicated that you don't wish to specify a requested replacement.

Subjects And Levels

Message For The Replacing Employee

LEAVE APPLICATION DETAILS

Leave Application
EMPLOYEE DETACHED DUTY FORM

Start Date: 30-Mar-2010
Absence Code: Detached Duty

End Date: 30-Mar-2010
Status: Requested

Details
Description of Leave Type: Please refer to your respective collective agreement for exact provisions.

BTA: Clause E.22. Application for detached duty must be made in advance to the secretary of the Detached Duty Committee.

Conference Information: Alternate Assignment

Notes
Comment:

Log Another Absence

Print Receipt

You will receive e-mail confirmation via your Burnaby School District Outlook email account when your leave request has been processed.