

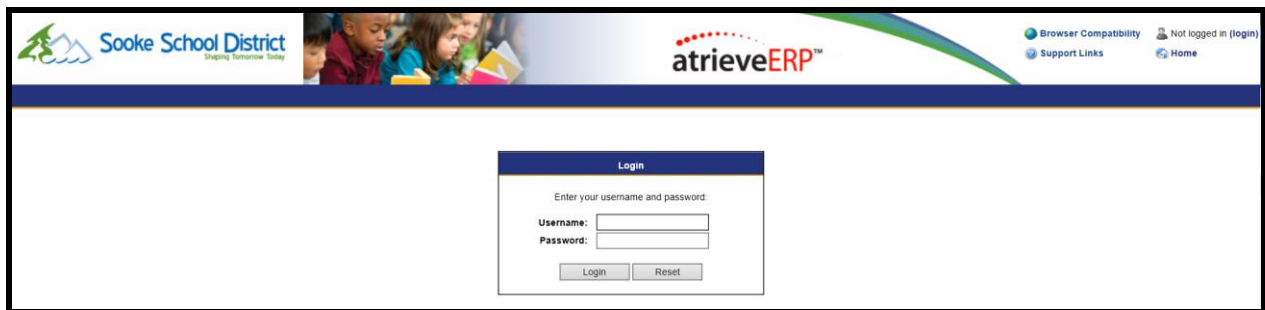
AUTOMATED DISPATCHING WEB (ADW)

LOGGING AN ABSENCE - TEACHERS

This document will show you how to enter an absence through ADW. We will take you through each page and explain how to enter the required information.

Log onto the Web Portal:

<https://sookesd62.atrieveerp.com>



Select Absence Entry from the ABSENCES and DISPATCHES menu option:



This is the first screen of the Absence Entry process. Here you will select why you will be away and for what dates.

Next, identify the length of your absence by clicking on the appropriate “Type of Absence” circle button.

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

Enter the date of your absence:


25-Jan-2017 

Click on '?' for HELP

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.

You will not be able to enter an absence in the past, click on the arrow at the top of the calendar to move to the next month. Once you click on a date the calendar will disappear.

Enter the date of your absence:

25-Jan-2017 

◀ **January 2017** ▶

Su	Mo	Tu	We	Th	Fr	Sa
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	31	1	2	3	4

Finally, pick the dates of your absence. If you are absent for a single day, you will click on the FROM calendar icon which will cause a calendar to display. You will then use your mouse to click on the date of your absence.

If your absence is for several days, you will need to select the RANGE OF DAYS radio button and click on both the FROM and TO calendar icons to pick the first date of your absence and the last date of your absence. You will be given an opportunity on the next page to select which days within this range you will be absent for.

When you are finished, click the *Next* button to move to the next screen.

ABSENCE ENTRY: ABSENCE SCHEDULE DETAILS

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			Days	
<input checked="" type="checkbox"/>							AM	PM	Full	Reset	
<input checked="" type="checkbox"/>	16-Feb-2017	Thu	Teacher	Test Location	08:00	17:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1.0000

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

In this page you will indicate what your schedule will be during your absence. ADS requires your position, location, and hours for each day of your absence. Your regular schedule will be displayed so if the details are correct, click the Next button to move to the next screen.

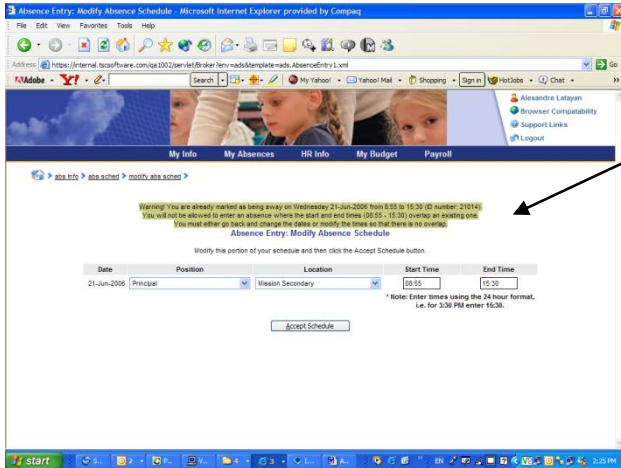
Teachers – if you are away for **part of the day**, use the AM/PM radio buttons:

St. Time	En. Time	Location Times			
		AM	PM	Full	Reset
08:30	15:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>


If you are away for a range of days, these dates will be displayed on this page. Pick the days you will be working by clicking on the box under the Include column.

The screenshot below is showing this employee will be absent from March 25 – 28, except not absent on the 27th.

Include	Date	Day	Position
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	25-Mar-2013	Mon	Admin Asst - Hr Support
<input checked="" type="checkbox"/>	26-Mar-2013	Tue	Admin Asst - Hr Support
<input type="checkbox"/>	27-Mar-2013	Wed	Admin Asst - Hr Support
<input checked="" type="checkbox"/>	28-Mar-2013	Thu	Admin Asst - Hr Support



There is a highlighted warning if you have duplicated an absence, attempted to log time in excess of entitlement or there is an error in logging your absence. This warning will always appear at the top of your screen

Use your *Back Arrow Browser Button*  at the top left corner of your screen to return to the previous page(s) to resolve any issues preventing you from completing your entry.

Click the *Next Button* to move to the next page.

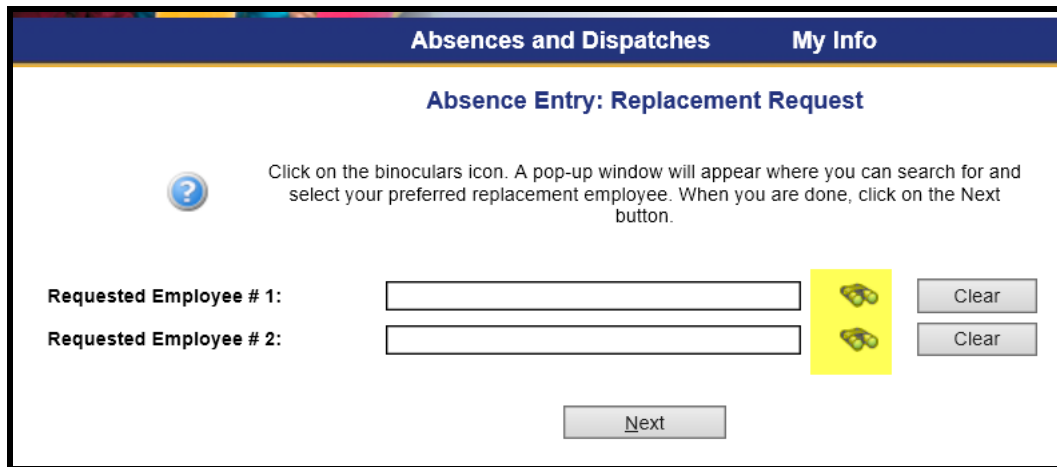
ABSENCE ENTRY: REPLACEMENT DETAIL

This page gives you the option to tell ADS if you need a replacement and if so, what hours your replacement will be working. For example, you may be absent for the full day but only require a replacement for the afternoon. You will see a series of questions listed on this page. Use your mouse to click either the Yes or No circle buttons and respond to each question as best describes your replacement needs.

Click the *Next* Button to move to the next page.

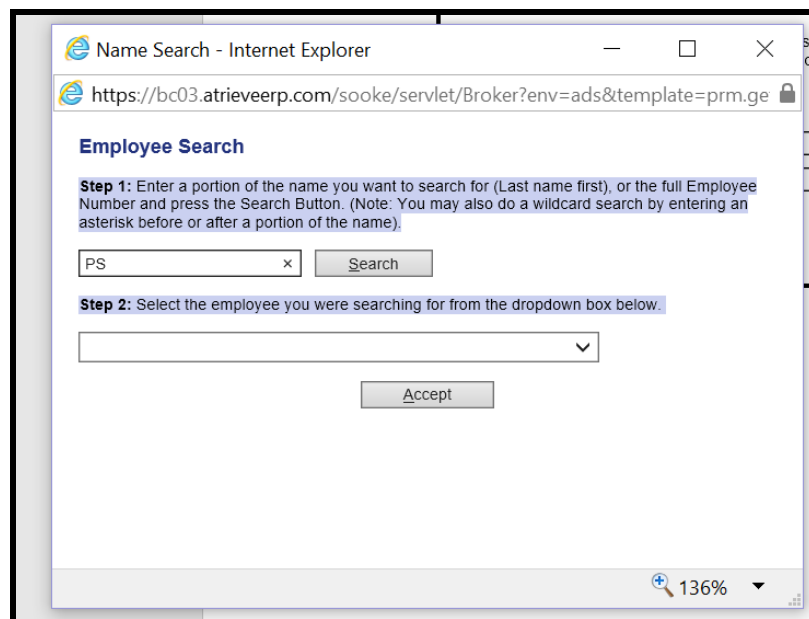
TEACHERS:

If you identified you would like to request your replacement, you may do so on this screen. Any existing replacement employees you have already identified in your Preferred List will display, but you also can enter 2 additional “requested” replacement employees for this absence.

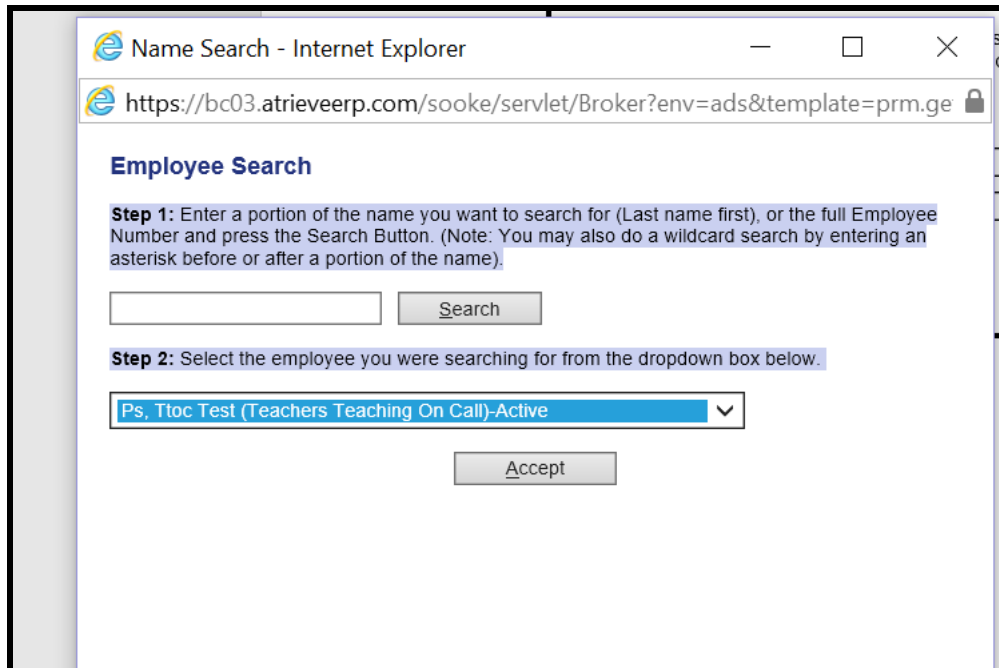
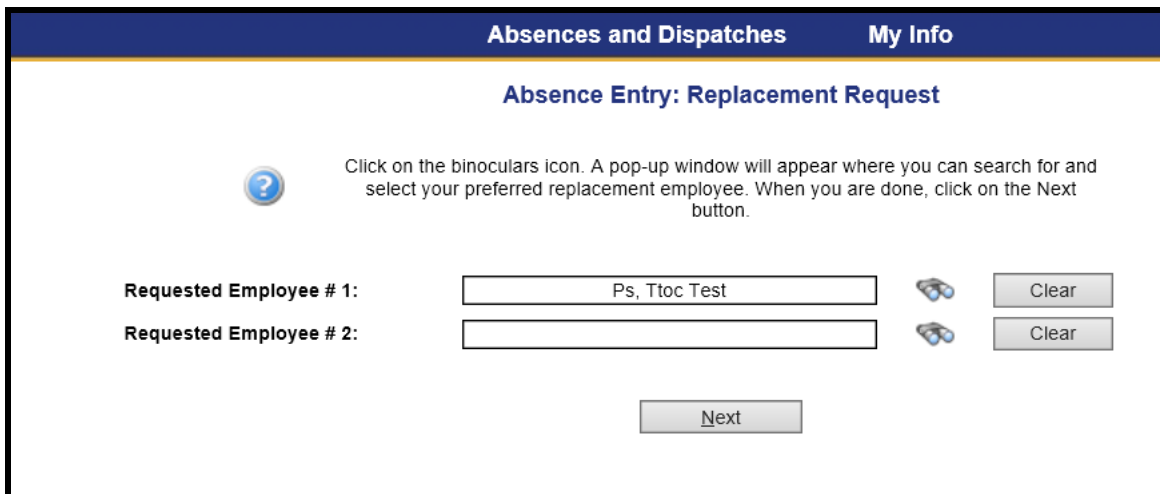


Click on the binoculars to search for the replacement you wish to request.

Type their LAST NAME in Step 1 and press the SEARCH button:



If you are satisfied with the employee you are selecting, click the ACCEPT button. If you are not satisfied the result is what you want, click on the dropdown arrow to scroll through your options based on your search criteria.

Click the *Next* Button to move to the next page.

TEACHERS

Identify whether or not you have contacted the requested replacement about filling this absence. If you say YES, ADS will not call out the job and will assume the replacement will be working in your absence. If you say NO, ADS will preferentially call the replacement, giving them opportunity prior to others.

Identify the Subjects which need to be taught as well as any pertinent Message you wish to be communicated to the potential replacement employee(s). **Please note, Levels are not required.**

Absences and Dispatches
My Info

Absence Entry: Replacement Instructions

Have you already contacted Ttoc Test Ps 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.

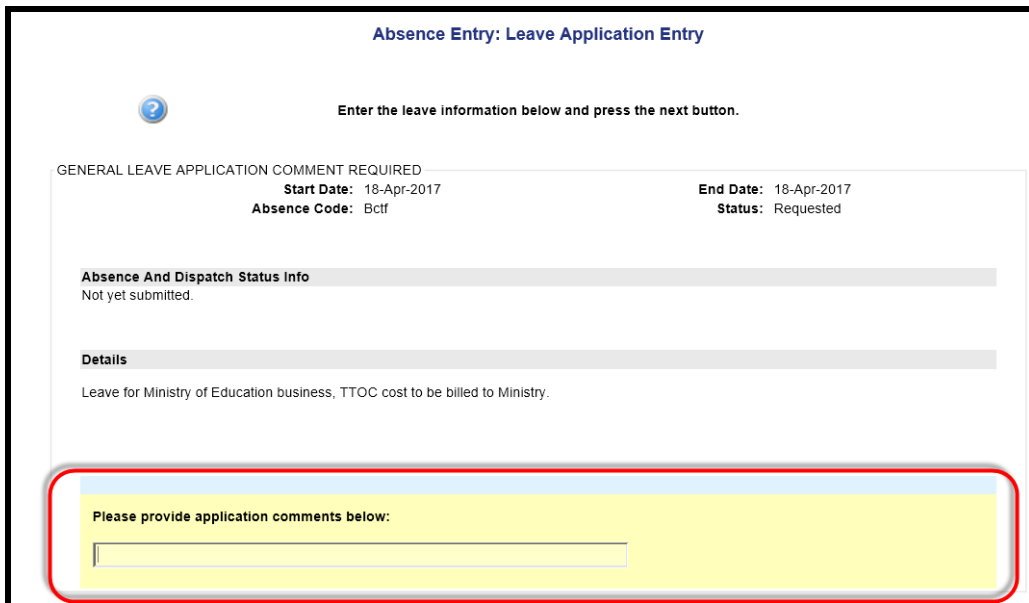
	Subject	Level
1.	<input style="width: 90%;" type="text" value=""/>	<input style="width: 90%;" type="text" value=""/>
2.	<input style="width: 90%;" type="text" value=""/>	<input style="width: 90%;" type="text" value=""/>
3.	<input style="width: 90%;" type="text" value=""/>	<input style="width: 90%;" type="text" value=""/>

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:

Complete any leave application required details and click the *NEXT* Button.



Review submission details prior to submitting your absence. When you are satisfied with the information provided, click the *Submit Absence* button. Use your *Back Arrow Browser* button to navigate to previous pages if you need to make any changes to your entry.

If your position requires a replacement, your Administrative Assistant at your school will find a replacement as needed.



Absence Entry: Summary Page

You are not yet finished.
 Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page.

Absence Reason: Jury Duty Or Subpoena

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time	Days
18-Apr-2017	Tue	Enrolling Teacher	Test Location	08:30	15:30	1.0000

Leave Application
 GENERAL LEAVE APPLICATION

Start Date: 18-Apr-2017 End Date: 18-Apr-2017
 Absence Code: Jury Duty Or Subpoena Status: Requested

Absence And Dispatch Status Info
 Not yet submitted.

Details

Teachers Please refer to Article G.14
Support Please refer to Article 23.15.
 Any payments made to Employee are to be remitted to the Board.

Required Documents For Jury Duty Or Subpoena Leave

No.	Document	Document Notes
1	Subpoena	Please provide court document.

Optional Comment:

You will receive a confirmation receipt of your entry.

Absence Entry: Confirmation Receipt 1032

Submission Timestamp: 2017-Jan-25 16:22:48

You have successfully submitted your absence. Your confirmation number is: **1032**.

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

Absence Reason: Compassionate Care Leave

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time	Days
16-Feb-2017	Thu	Teacher	Test Location	08:00	17:00	1.0000

Replacement Schedule

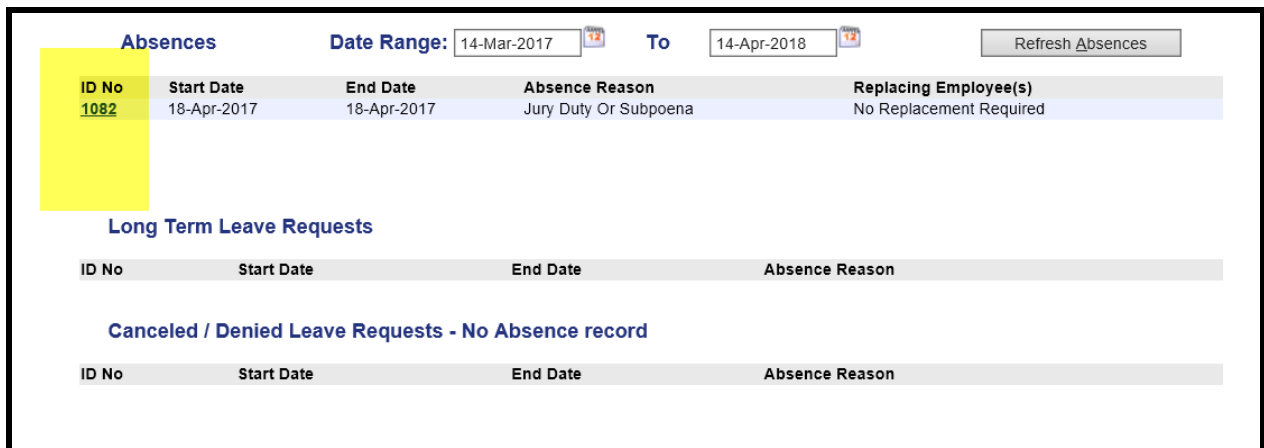
Date	Day	Position	Location	St.Time	En.Time
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In the event a submission requires review/approval, you will receive an email notification once the request has been approved. You will also receive an email notification if your request has been denied. Please follow instructions provided in email for DENIED applications.

You have the ability to VIEW or CANCEL your absence records:



Select the ID you wish to review:



Buttons:

1. Close (Shorten) – allows you to reduce the number of days for an absence if a range of days was selected.
2. Cancel Absence – cancels the absence and ADS will call the replacement to notify of the cancellation. Please note, you are unable to cancel absences the day-of or in the past.
3. Return to List – closes detail window and returns to main absence list.
4. Modify Msg to Sub – allows you to change your messaging to you replacement.

he simultaneous routing)

To Cancel an absence, select the *Cancel Absence* button and click the *Submit Cancel* button:

My Info My eForms My Absences

View or Change: Cancel Absence

Press the Submit Cancel button to cancel this absence.

Absence Details

Absence ID Number: 1028
Dates: 09-Feb-2017 To 09-Feb-2017
Absence Reason: Learning Meeting Or Pd
Replacing Employee(s): No Replacing Employee
Subjects/Levels: Art /
Outstanding Transactions: This job has not yet been filled
Message: test message

Date	Week Day	Position	Location	Start	End
09-Feb-2017	Thursday	Teacher	Test Location	08:00	17:00

Dispatch Details

Replacing Employee	Date	Day	Position	Location	Start	End

Leave Details

This leave application is currently being processed by: Principal Test - Lmw Calculated Supervisor.

GENERAL LEAVE APPLICATION WITH EVENTS

Task ID: 0000000058 - Created: 24-Jan-2017 02:55.40 PM - By: Principal Test - Processed: 24-Jan-2017 02:55.40 PM - By: Principal Test

Leave Applicant: Test, Teacher (99999)	Absence ID: 1028
Start Date: 09-Feb-2017	End Date: 09-Feb-2017
Absence Code: Learning Meeting Or Pd	Status: Requested

You will receive an email notification your absence has been cancelled. You are now able to resubmt a new absence for the same day(s).

If you require *changes* to an absence record, please contact your principal or school administrative assistant. Changes include:

- Date changes
- Time changes
- Unit/FTE changes
- Absence reason changes