

Entering ADS record for

TTOC covering X Block

Because we don't want teachers to be deducted any time for absences from X blocks,

- the teacher needs to make arrangements for the TTOC to cover the X block then let you know
- you need to go into the web portal and enter an absence
 - on behalf of XTRA TEACHER
 - for reason: X Block

if you are doing this on the day of the absence or later you will not be able to choose the TTOC here (you'll do it on the time sheet, which you need to modify anyway)

The screenshot shows the PowerSchool web portal interface. At the top, there is a navigation bar with the PowerSchool logo and the text 'atriveERP™'. Below this, the user is identified as 'SOOKE SCHOOL DISTRICT #62'. The main navigation menu includes 'Finance', '*atrive', 'PRM', 'My Info', 'HR Full', 'My Dashboards', 'Absences and Dispatches', and 'Tasks'. The current page is titled 'Absence Entry: Absence Information'. A red circle highlights the text 'Absence Information' in the title. Below the title, a message states 'You are entering an absence for Teacher Extra.' Another red circle highlights this message. Below the message, there is a prompt: 'Select your absence reason and dates and then click the Next button.' Underneath, there is a section titled 'Choose the reason you are away:' followed by a dropdown menu. The dropdown menu lists various reasons for absence, and 'X Block - Outside Timetable' is highlighted with a red circle.

Reason
Graduation
I.E.P. Planning
Ill Without Pay
Illness
Jury Duty
Leave Without Pay
Legal For Collective Agreement
Legal Personal (Ttoc Cost)
Marriage (Family)
Marriage (Own)
Maternity Leave
Mayor Or Chairperson
Meetings And Curr - Board Pd
Military Leave
Move
Municipal Or Regional District
Paid Day Off
Pallbearer
Pallbearer Travel Paid
Paternity Leave
Professional Development
S.T.A. Business
S.T.A. Pro-D
Secondary Science Teacher Lv
Snow Day
Time In Lieu
Worksafetc
Workshop Facilitator
X - Extra Stah
X Block - Outside Timetable

When you get to the leave comment indicate which teacher the TTOC is in for.

Then go into the time sheet to edit

- in ABS details change the fte to .2
- change box 4 to “Y”
- make sure there is a note in the ABS Comments
- add the TTOC if you weren’t able to in the web portal
- if the TTOC was added in the web portal go into REP details to change the fte to .2

Absence Information

01= Employee: 99998 EXTRA, TEACHER () -

02= Abs Code: XBLK X Block - Outside Timetable () -

03= Comment: FOR TEACHER X

04= Need Rep: Y

06= Start Date: 05-Dec-2017 07= End Date: 05-Dec-2017 08= Part Of Day: F

12= Subjects: [Empty]

Total Hour: [Highlighted in Yellow]

Absence Details

Date	Day	Location	Position	Start Time	End Time	Hours/Days	Abs Code
05-Dec-2017	Tue	0501	100	08:00	16:00	0.200	XBLK

- If the teacher lets you know at least a day ahead because she/he wants you to set the dispatch up to call out a TTOC, then instead of entering a TTOC, leave box 14 blank and hit the enter key repeatedly until you get past the date, then click SEARCH from the top menu and say “yes,” you want the system to call out. Do NOT just set the absence to call out from the web portal because the fte will not be correct.

Replacement Information

14= Replace Emp: [Blank]

15= Position: 101 Teacher On Call

16= Comment: [Blank]

19= Start Date: 12-Dec-2017 20= End Date: 12-Dec-2017 21= Part Of Day: F

25= Rate: 0.000

26= Cost Centre: [Blank] 27= GL: [Blank]

Total Hours: 1.0000 Total Days: 0.200 Total Units: 0.200