



## ADS Web *Absence Entry:*

### From a School Site or Home Computer:

- Go to the School District 68 (Nanaimo-Ladysmith) Home Page: [www.sd68.bc.ca](http://www.sd68.bc.ca)
- Click on: **My SD68**

1. Enter your user name and your password (just as you would when opening your computer in the morning)
2. Click on the tab for **My Absences**, then *Time Entry* and then click on *Absence Entry*.
3. Choose a reason for the absence (from the drop down box).
4. Choose either a single day or range of days. If it is a single day, only one calendar will appear. If it is a range of days (up to one week), you may choose the start day from the first calendar and then choose the end date from the calendar on the right. Click next.
5. Check the details. If they are correct, click Next. You may enter multiple days and change the time for each day if necessary. Click on the help icon (top left hand side of the screen) for a more detailed description for multiple day entries.
6. Do you need a replacement? Yes or No. If yes, will that person work the same hours as you? Yes or No.
7. If everything looks correct Click Submit Absence.
8. Write down your job number and/or you can print off a receipt.

### Employee Information on ADS Web:

To change your phone number and/or PIN number, click on the **My Absences Tab**, then **Employee Info**. For online help click on the ? button.

**Absences must be closed or cancelled before the start time of your absence or the school will be charged for the substitute.**

**The following can also be done at: *mysd68* on the School District 68 website:**

### To Inquire On An Absence

1. Call the ADS system phone number, enter your employee number and PIN number followed by the # and press **2** to *Inquire On An Absence*.
2. Press **1** and enter your Job # followed by the # key.
3. Press **1** to listen to the details of the absence. Press **4** to find out who your replacement is.

**To Cancel An Absence** Note: you can ONLY cancel an absence that has not begun otherwise it will have to be cancelled through your school office or through Linda Sharples in Human Resources.

1. Call the ADS system phone number, enter your employee number and PIN number followed by the # and press **4** to Cancel An Absence.
2. Press **1** and enter your ADS Job # followed by the # key.
3. Press **4** to cancel the absence.
4. Press **1** to complete the process.

### Change Your Phone Number

1. Call the ADS system phone number, enter your employee number and PIN number followed by the # and press **5** then **2**.
2. Press **2** to enter your backup phone number followed by the #.

### Re-Record your Name

1. Call the ADS system phone number, enter your employee number and PIN number followed by the # and press **5** then **3**.
2. Voice your full name followed by the # key.



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## Automated Dispatch System SUPPORT

Employee #:	
Pin #:	
Position Code:	
Location Code:	

ADS Phone Number:	(250) 244-7035
Emergency Line:	(250) 741-5245

### ADS WILL CALLOUT THE FOLLOWING TIMES:

	A.M.	P.M.
WEEKDAYS	06:00 AM-12:30 PM	18:00 PM-22:00 PM
FRIDAY A.M.	06:00 AM-12:30 PM	NONE
FRIDAY P.M. & SAT.	NONE	NONE
SUNDAY	NONE	18:00 PM-22:00 PM
HOLIDAY	NONE	18:00 PM-22:00 PM

Absences may be logged 24 hours a day,  
7 days a week.

# Support



## Telephone Use

*Absence entry using the telephone*

### FYI

- All codes entered must be followed by pressing the #
- Dates must be entered as **YYMMDD**
- Time must be entered as **HHMM** using the **24 hour clock**
- Exit back to the main Menu by pressing \* then **1**
- Increase the volume of ADS by pressing # and then **3**
- Decrease the volume of ADS by pressing # and then **2**

### Quick Absence Entry:

#### *To enter a Single Absence*

1. Call the ADS system phone number, enter your employee number and PIN # followed by the #key, press **1** for the *Absence Logging* option then press **1** to Log an Absence.
2. Enter your **Absence Reason Code** followed by the # key.
3. The ADS system voices your absence reason. To accept absence reason press **1**, to re-enter the reason press **2**, or to replay the reason press **3**.
4. For a single day absence press **1**, for a range of days press **2**. (The range of days cannot span over a week)
5. Enter the starting day you will be absent as YYMMDD followed by the # key.
6. The ADS system voices the dates absent. If the dates entered are correct press **1**, to re-enter the dates press **2** or to replay the dates press **3**.

### Quick Absence Entry (cont'd):

7. The ADS system will now voice your absence information (schedule)

Press **1** if the schedule is correct and skip to step **8**

Press **2** to change the daily working times.

(\*Note: For Clerical and Education Assistants, replacements must be called in for a minimum of **four hours**)

Enter the hours you will be absent: Press **1** for a full day, **2** for specific hours or **3** if you will not be absent.

Press **3** to replay the schedule.

8. Press **1** if you require a replacement during your absence. If you *do not* require a replacement, Press **2** and skip to step 11.
9. Press **1** if the replacement is needed for entire absence, then skip to step 10.

Press **2** if the replacement is only required for part of the absence. (\*Note: For Clerical and Education Assistants, replacements must be called in for a minimum of **four hours**). Enter the hours the replacement is needed for. Press **1** for a full day, **2** for specific hours, **3** if a replacement is not required.

10. Press **1** to leave a message for your replacement. (Note: It is **IMPORTANT** that you speak the start and end time and the number of hours your replacement will be required to work in your absence).

11. Press **1** to finalize your absence or press **2** to cancel your absence. **Make a note of your ADS Absence ID number.**

To listen to your absence ID again press **1**, to hang up press **2**, to return to the main menu press **3**.

#### **IMPORTANT**

**Wait for the ADS system to voice your Job Number. You need this to Inquire, Cancel or Close your Absence.**

### Support Absence Reason Codes:

ADS	ABSENCE REASON
12	SICK LEAVE
14	UNION/BOARD (LABOUR RELATIONS)
15	ANNUAL VACATION ENTITLEMENT
16	COURT LEAVE
17	BEREAVEMENT
18	UNION BUSINESS (BILLED)
22	WORKERS COMPENSATION
29	FAMILY ILLNESS LEAVE
145	SAFETY MEETING
500	WORKSHOP, INSERVICE, PRO-D

