

# ENTERING ABSENCES

## [Administrators and office staff]

### Entering an absence for someone else:

#### From Atrieve:

- > Enter Absence
- > Enter absence for someone else
- > Yes > Select employee

#### Select the appropriate:

- > Absence reason
- > Absence type:
  - Single day/range of days
- > Absence date
- > Next

Absence Entry: Administrator Options

Absence for someone else?  Yes  No

Absence Reason: Sick Leave

Absence Type:  single day  range of days

Absence Date: 10-May-2021

### Creating a dispatch/entering absence for immediate coverage when school is already in session:

If an absence is being entered after the scheduled start time, and you wish a replacement to be dispatched, you must adjust the replacement schedule details. Please ensure the start time is adjusted to ensure your entry isn't kicked out of ADS due a start time that has already passed.

(ie: school starts at 8:30am, dispatch is being entered at 8:45am > you must change the start time or it will not execute. In a case like this, change the start time to 9:30am.)

Failure to do so will cause the dispatch to be bounced out of the system without executing a callout for replacement at your site.

### Changing a schedule:

Choose No when asked if the replacement is required to work the same schedule then adjust start time.

Absence Entry: Replacement Details

Absence for: [redacted]

Do you require someone to replace you?  Yes  No

Are they required to work the same schedule as you?  Yes  No

Do you want to request employee(s) to replace you?  Yes  No

When prompted with the Replacement Schedule details screen, please adjust the start time to allow sufficient callout and travel time.

Absence Entry: Replacement Schedule Details

Absence for: [redacted]

This is your working schedule during your absence. Once your schedule details are correct, click the Next button.

Include	Date	Day	Position	Location	Start Time	End Time	Location Times
<input checked="" type="checkbox"/>	26-Mar-2021	Fri	[redacted]	[redacted]	08:35	14:15	<input type="radio"/> AM <input type="radio"/> PM <input type="radio"/> Full <input checked="" type="radio"/> Reset

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



**Please note: a dispatch requiring approval will not execute until it has been routed and approved by the appropriate administrators.**

A leave that requires both school and district level approval will remain in the queue until both parties have approved it. **This process could take a few days**, so it is important that these controlled leaves are entered well in advance of the absence. Examples of controlled leaves: Discretionary, Personal, Discretionary Unpaid.

### Entering an absence when a TOC has already been arranged:

If a TTOC has already been arranged:

- 1: Use the magnifying glass to select their name under the Requested Employee #1 column
2. Search for their name
3. Ensure you have the correct person
4. Accept
5. Once you see your replacement's name in the requested employee #1 box, choose Next
6. Since a TTOC has already been arranged, choose Yes

Complete the absence by entering the appropriate subjects and levels and choose next then follow the remaining prompts.

Absence for: [redacted]

Requested Employee # 1 [redacted]

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).

Step 2: Select the employee you were searching for from the dropdown box below.

Requested Employee # 1 [redacted]

Requested Employee # 2 [redacted]

Requested Employee # 3 [redacted]

Absence for: [redacted]

Have you already contacted [redacted] about filling this absence?  Yes  No

This will enter the specified TTOC into Atrieve as the replacement and no dispatch will be executed.

### Requesting a TTOC is not the same as having a confirmed replacement already in place.

If direct arrangements have been made and confirmed with a TTOC, enter the absence using the steps above.

If you would like to request specific TTOCs, but do not have confirmed arrangements with a TTOC, follow the steps below.

### Entering an absence with requests for specific TTOCs:

To request specific TTOCs:

- 1: Use the magnifying glass to select their name under the Requested Employee, column
2. Search for their name
3. Ensure you have the correct person
4. Accept
5. Once you see your replacement's name in the requested employee #1 box, choose Next
6. Choose No when prompted with the question, *Have you already contacted...*

Complete the absence by entering the appropriate subjects and levels and choose next then follow the remaining prompts.

Absence for: [redacted]

Requested Employee # 1 [redacted]

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).

Step 2: Select the employee you were searching for from the dropdown box below.

Requested Employee # 1 [redacted]

Requested Employee # 2 [redacted]

Requested Employee # 3 [redacted]

Absence for: [redacted]

Have you already contacted [redacted] about filling this absence?  Yes  No

### Entering an absence: no replacement required:

If you do not need a TTOC, choose No: Do you require someone to replace you, then choose Next.

Select the appropriate subject and levels. Continue to follow prompts. Once absence details are correct, submit absence.

Absence for: [redacted]

Do you require someone to replace you?  Yes  No

Are they required to work the same schedule as you?  Yes  No

Do you want to request employee(s) to replace you?  Yes  No

### Replacing SSTs and non-enrolling teachers:

Non-enrolling teachers do not need to be replaced if the absence is two days or less.

Please refer to the NDTA Collective Agreement C.21.1.d

### Arranged TTOC cannot be selected:

If you are unable to select a pre-arranged TTOC in step 2 choose:

No, you do not require a replacement then email [absencedispatch@sd68.bc.ca](mailto:absencedispatch@sd68.bc.ca) with the name of the appropriate TTOC and it will be added manually.

### Atrieve entry cannot be made:

If you are unable to enter an absence, please contact [absencedispatch@sd68.bc.ca](mailto:absencedispatch@sd68.bc.ca)