

# Entering and Cancelling Absences

## To enter an absence:

Log in to your Atrieve account:

MyInfo > Time & Attendance > Enter Absence

You can choose a single day or a range of days.



Absence Reason:

Absence Type:  single day  range of days

Absence Date:  To

1. If you need to remove a day from your entry, deselect the check mark under the *include* column.
2. Adjust the start and end times of your absence.
3. You can select AM or PM only or a full day.

**?** 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
							AM PM Full Reset
<input checked="" type="checkbox"/>	20-Nov-2023	Mon			08:30	11:45	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/>	21-Nov-2023	Tue			11:00	14:10	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
<input type="checkbox"/>	22-Nov-2023	Wed			08:30	14:10	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	23-Nov-2023	Thu			08:30	14:10	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
<input checked="" type="checkbox"/>	24-Nov-2023	Fri			08:30	14:10	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

## Do you require a replacement?

If you require a replacement, select the *Yes* radio button, if your position does not require a replacement, choose *No*.

If your replacement is required to work a **schedule that differs** from yours, be sure to select the *No* radio button to enter the hours your replacement is needed.



### Absence Entry: Replacement Details

**?** Absence for:

Do you require someone to replace you?  Yes  No

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

**Please note: an absence requiring approval will not execute until it has routed and been approved by the appropriate administrator(s).**

A leave that requires both school and district level approval, will remain idle in the queue until all parties have approved it. **This process could take a few days to route through the approval process.** It is important that controlled leaves are entered 2 weeks in advance of the absence.

## To cancel an absence:

Atrieve

> Time & Attendance  
> View or Change

1. Select applicable ID No. hyperlink
2. Once your leave application opens, scroll to the bottom to edit, shorten or cancel your absence.
3. Ensure you receive confirmation of successful cancellation.

### Absences

Date Range:  To

ID No	Start Date	End Date	Absence Reason	Location(s)
<a href="#">560594</a>	07-Dec-2023	07-Dec-2023	SICK LEAVE	

Leave Applicant:   
Start Date: 07-Dec-2023  
Absence Code: Sick Leave

Absence ID:   
End Date: 07-Dec-2023  
Status: Approved

Date	Day	Position	Location	Start Time	End Time
07-Dec-2023	Thu	Teacher			

Article G.20 - Sick Leave  
It is recognized that the purpose of sick leave is to provide sick leave benefits, as outlined in this Article, to teacher absent from their duties for reasons of the teacher's illness or unavoidable quarantine. If the Board so requests, and at the Board's expense, the teacher shall provide a certificate to that effect, signed by a medical practitioner, confirming the illness and/or the expected length of the teacher's absence.

Edit Absence  Shorten Absence  Cancel Absence

View/Change - Absence cancelled for ID 560594

### Absence Details

Date(s): 07-Dec-2023 to 07-Dec-2023

Absence Reason: Sick Leave

**You have successfully cancelled this absence. The change may take a minute to complete.**