ADS Web Access *Absence Entry:*

From a school computer, home computer, or a mobile device:

1. Go to the School District 68 (Nanaimo-Ladysmith) Home Page: **www.sd68.bc.ca**

2. Click on **Staff** (upper right hand corner of the page), then **My SD68**

3. Enter your user name and your password (just as you

4. If using a mobile device, click on **Mobile** in the top right corner after you've entered your password

5. Click on the tab for **My Absences**, then **Time Entry** and then click on **Absence Entry**.

6. Choose a reason for the absence (from the drop down box).

7. Choose either a single day or range of days (if it is more than one day—up to one week at a time) . If it is a single day, only one calendar will appear. If it is a range of days, you may choose the start day from the first calendar and then choose the end date from the calendar on the right. Click **Next**.

8. 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 right hand side of the screen) for a more detailed description for multiple day entries.

9. Do you need a replacement? Yes or No. If yes, does that person work the same hours as you? Yes or No. Do you want to request a particular person to replace you? Yes or No. Click **Next**.

   - If you have indicated to request a particular substitute, click on the binoculars and type in the first three letters of the person's last name. Choose from the dropdown list. Click **Next**.

   - If you have **pre-arranged a replacement** substitute you will need to answer the following questions. Do you need a replacement? **Yes** or No. If yes, does that person work the same hours as you? Yes or No. Do you want to request a particular person to replace you? **Yes**. Click on the binoculars and type in the first three letters of the persons last name. Choose from the drop-down list. Click **Next**. Have you already contacted — about filling this absence? **Yes**. Click **Next**.

10. If everything looks correct click **Submit Absence**.

Absences must be closed or cancelled at least 1 hour 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 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 Nancy Ketchen in Human Resources):

1. Call the ADS system phone number, enter your employee number and PIN 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

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

1. 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 followed by the # and press **5** then **3**.

2. Voice your full name followed by the # key.

EMPLOYEE INFORMATION on *ADS WEB*:

To change your phone number and/or PIN number, click on **My Absences,** then **Employee Info**.

For online help, click the ? button.

NANAIMO LADYSMITH PUBLIC SCHOOLS

Automated Dispatch System

TEACHING

NEW ADS Phone Number:	(778) 841-0277
Emergency Line:	(250) 741-5245

Web Access: www.sd68.bc.ca (click on My SD68)

Did you know you can access the SD68 website from the SD68 mobile app?

ADS WILL CALLOUT AT THE FOLLOWING TIMES:

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

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

Updated April 2018

Teachers

📞 **Telephone Use**

Absence entry using the telephone

FYI

- All codes entered must be followed by pressing the **#** key
- 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 the **# key** and then **3**
- Decrease the volume of ADS by pressing the **# key** and then **2**

Quick Absence Entry:

To enter a Single Absence

1. Call the ADS system phone number, enter your Employee number and your PIN number 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 more than 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**.

7. For a full day, Press **1**. For the morning only, press **2**. For the afternoon only, press **3**. For specific hours, press **4**. Press **1** if the schedule is correct.

Quick Absence Entry *(cont'd)*:

8. Press **1** if you require a replacement during your absence. If you ***do not*** require a replacement, Press **2** and skip to step **12**.

9. Press **1** to request a TOC, press **2** if you do not have a request.

   - To request the TOC by ***name,*** press ***1***. (Enter the name in the format of Last Name, First Name Initial. You must specify the first 3 letters of the last name. Use 1 for a comma, 7 for the letter Q, & 9 for the letter Z. For example, to request **John Smith**, press **76415#** which would search for **Smi, J**). If more than one TOC has this spelling, the list will be read out and you must select your TOC by pressing 1 after his/her name is read out.

   - To request the TOC by ***employee number***, press ***2***. Enter the employee number followed by the # key.

10. Press **1** if the replacement is needed for entire absence, then skip to step 11.

    - Press **2** if the replacement is only required for part of the absence. 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.

11. Enter the **Subject Code** followed by the **#** key. Enter the **Level Code** followed by the **#** key.

12. Press **1** to enter another Subject and level or press **2** to continue to next step.

13. Press **1** to leave a message for the replacement (if applicable, even if it is only to tell them where to park). Press **2** to skip.

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

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

Teacher Absence Reason Codes

ADS #	DESCRIPTION	ADS #	DESCRIPTION
12	SICK LEAVE	121	ACCOUNTABILITY
13	DISCRETIONARY	130	PRINCIPAL DESIGNATE
14	UNION/BOARD	140	SSS IEP RELEASE
16	COURT LEAVE	145	SAFETY MEETING
17	BEREAVEMENT	153	DEPARTMENT HEAD R. T.
18	UNION BUSINESS	166	ATHLETICS RELEASE
22	WORKERS COMP	180	INNER CITY (LINK)
29	FAMILY ILLNESS	500	WORKSHOP, IN-SERVICE, PRO-D
30	PREP RELEASE TIME		
90	PERSONAL LEAVE	810	BCTF BILLED
100	SCHOOL BILLINGS		

Subject Codes

ADS #	SUBJECT	ADS #	SUBJECT
100	ELEMENTARY SPECIALIST	142	CHEMISTRY
105	LEARNING ALTERNATIVES	143	PHYSICS
107	COUNSELING	150	SOCIAL STUDIES
110	LIBRARY	160	PHYSICAL EDUCATION
120	ENGLISH	170	TECHNICAL EDUCATION
121	FRENCH	175	HOME ECONOMICS
122	FRENCH IMMERSION	176	TEACHING CHEF
123	GERMAN	180	BUSINESS EDUCATION
124	HUL QUI MINUM	185	COMPUTER EDUCATION
125	JAPANESE	190	ART
126	SPANISH	195	PERFORMING ARTS
130	MATH	196	BAND
140	SCIENCE	197	MUSIC
141	BIOLOGY		

Level Codes

ADS #	LEVEL	ADS #	LEVEL
100	Elementary: K to Grade 7	101	Secondary: Grades 8 to 12
20	Primary: K to Grade 3	40	Junior: Grades 8 and 9
30	Intermediate: Grades 4 to 7	50	Senior: Grades 10 to 12
10	ALL: Elementary AND Secondary		