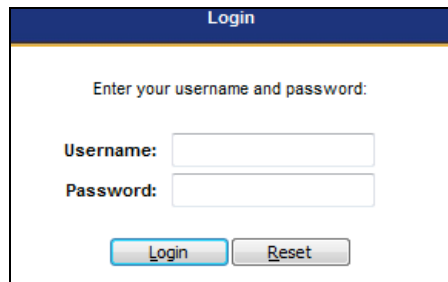


# Logging an Absence – Employee Guide

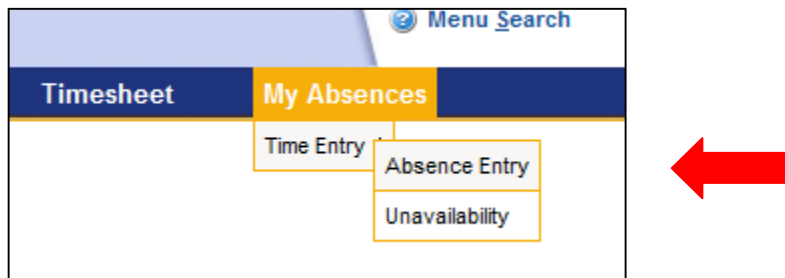
1. A link has been provided on your home page under the Staff Link to the HR System

<< INSERT SCREEN SHOT OR PICTURE OF WEBSITE WITH EMPLOYEE LINK HERE>>

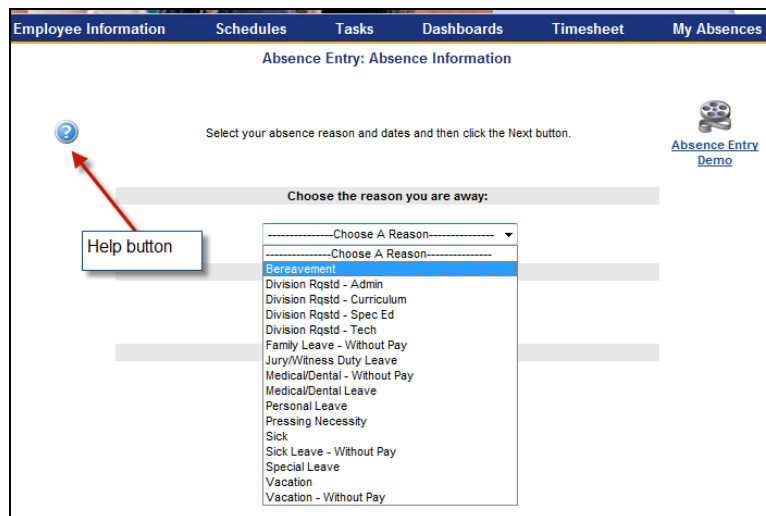
2. Enter your username and password provided to you.



3. Under the "My Absence" tab move your mouse over the time entry tab and click on "Absence Entry"



4. Choose a reason for your absence. "Help" is available on every screen.



- Select a date or a date range for your absence. Click on the calendar icon to select your date. Future absences can be logged by using the arrows on the calendar to move from month to month. You cannot pick dates that have a strike through them.

Select your absence reason and dates and then click the Next button.

**Choose the reason you are away:**

Bereavement

**Select the type of absence:**

single day  range of days

**Enter the date of your absence:**

08-Apr-2010

Next



- Your assignment schedule is displayed. Indicate if you are gone for the morning, afternoon or full day based on your location start and end times by clicking on the radio buttons. You can also enter the time of your absence by choosing a start and end time. Reset is used if you want to revert back to your assigned schedule.

**Absence Entry: Absence Schedule Details**

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

| Include                             | Date        | Day | Position                       | Location        | St.Time | En.Time | Location Times        |                       |                       |                       |
|-------------------------------------|-------------|-----|--------------------------------|-----------------|---------|---------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                     |             |     |                                |                 |         |         | AM                    | PM                    | Full                  | Reset                 |
| <input checked="" type="checkbox"/> | 21-Apr-2010 | Wed | Human Resources Exec Assistant | Division Office | 08:00   | 16:30   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Next

If you are absent only specific days in a date range, **UNCHECK** the days you do not want to include in your absence.

| Include                             | Date        | Day | Position                       | Location        | St.Time | En.Time | Location Times        |                       |                       |                       |
|-------------------------------------|-------------|-----|--------------------------------|-----------------|---------|---------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                     |             |     |                                |                 |         |         | AM                    | PM                    | Full                  | Reset                 |
| <input checked="" type="checkbox"/> | 21-Apr-2010 | Wed | Human Resources Exec Assistant | Division Office | 08:00   | 16:30   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/>            | 22-Apr-2010 | Thu | Human Resources Exec Assistant | Division Office | 08:00   | 16:30   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="checkbox"/> | 23-Apr-2010 | Fri | Human Resources Exec Assistant | Division Office | 08:00   | 16:30   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Uncheck dates you DO NOT want included in your absent date range**

Next

if e.

### Absence Entry: Replacement Details

Select Yes or No to each of these questions and then click the Next button.

**Do you require someone to replace you?**  
 Yes  No

**Is he/she required to work the same schedule as you?**  
 Yes  No

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

Next

- If requesting an employee you have the ability to select up to two employees. The system will check for the availability of your requested sub/casual by looking at his/her assignment, if he/she is replacing another person or if they have indicated they are unavailable.

### Absence Entry: Replacement Request

Click on the binoculars icon. A pop-up window will appear where you can search for and select your preferred replacement employee. When you are done, click on the Next button.

Requested Employee # 1:

Requested Employee # 2:

Next

Name Search - Windows Internet Explorer

http://hr.cornstonesd.ca:8080/live/servlet/Broker?env=ads&template=prm.getName

**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.

Sabadash, Karen (Substitute)-Active

- If a teacher, you will be prompted for subjects and levels.  
Leaving a brief message in the message box helps gives the replacement specific details regarding your absence.

**Absence Entry: Replacement Instructions**

**Have you already contacted Karen Sabadash about filling this absence?:**  Yes  No

**?** Select the subjects and levels that you require coverage for during your absence in priority order. The first Subject and Level should be your greatest FTE subject area.

|    | Subject | Level            |
|----|---------|------------------|
| 1. | English | Elementary Level |
| 2. |         |                  |

Enter a message for your replacement then click Next.

During the dispatching process ADS will translate this text message into speech and play it for the replacement employee. It is important that you use proper spelling and grammar in your message so that it can be clearly spoken.

**Message:**

I park in stall 51 and have recess supervision

- If the absence requires a leave form you will be prompted to complete a screen similar to this:

**Absence Entry: Leave Application Entry**

**?** Enter the leave information below and press the next button.

**EMPLOYEE BEREAVEMENT LEAVE FORM**

Start Date: 21-Apr-2010      End Date: 21-Apr-2010  
 Absence Code: Bereavement      Status: Requested

**Notes**

Relationship of Deceased:  \* required

**Details**

Description of Leave Type: Please refer to collective agreement for further details.

Comment:

Your absence and leave can be confirmed in the summary screen

**Absence Entry: Summary Page**

? Confirm that these absence details are correct and then click the Submit Absence button.

**Absence Reason:** Bereavement

**Absence Schedule**

| Date        | Day | Position  | Location          | St.Time | En.Time |
|-------------|-----|-----------|-------------------|---------|---------|
| 21-Apr-2010 | Wed | Principal | 33 Central School | 08:40   | 15:15   |

**Replacement Schedule**

You have indicated that the replacing employee's schedule is the same as your absence schedule.

**Requested Employees**  
Karen Sabadash

**Subjects And Levels**  
English Elementary Level

**Message For The Replacing Employee**  
I park in stall 51 and have recess supervision

**Leave Application**  
EMPLOYEE BEREAVEMENT LEAVE FORM

Start Date: 21-Apr-2010      End Date: 21-Apr-2010  
Absence Code: Bereavement      Status: Requested

**Notes**  
Relationship of Deceased: Brother-in-law

**Details**  
Description of Leave Type: Please refer to collective agreement for further details.

Comment:

10. Once you've submit your absence, and your leave will be sent to your supervisor.

**TIP:**  
*To move back to a previous screen use the internet "BACK ARROW":*

