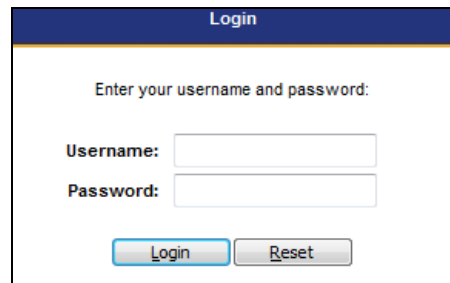


Logging an Absence – Employee Guide

1. Select “atriveERP” on the district web page.



2. Enter your username and password provided to you.



Login

Enter your username and password:

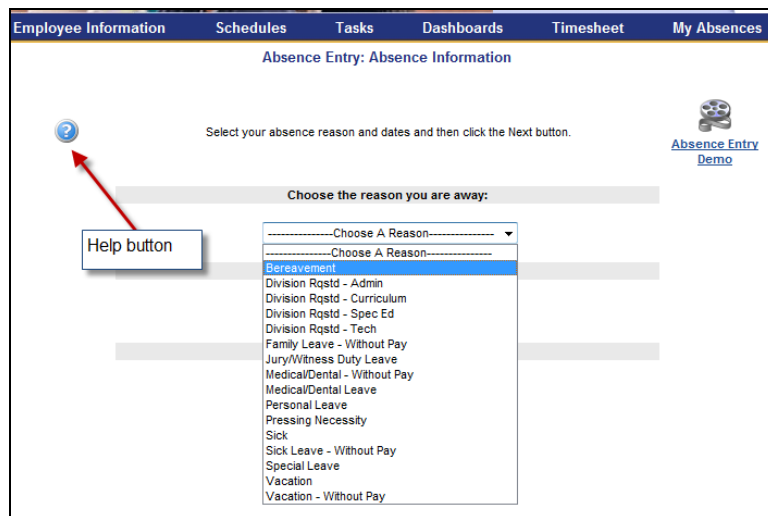
Username:

Password:

3. Under the "My Info" tab select “ Time & Attendance” then “Enter Absence”.



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



Employee Information Schedules Tasks Dashboards Timesheet My Absences

Absence Entry: Absence Information

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

[Absence Entry Demo](#)

Choose the reason you are away:

Help button

Choose A Reason

- Bereavement
- Division Rqstd - Admin
- Division Rqstd - Curriculum
- Division Rqstd - Spec Ed
- Division Rqstd - Tech
- Family Leave - Without Pay
- Jury/Witness Duty Leave
- Medical/Dental - Without Pay
- Medical/Dental Leave
- Personal Leave
- Pressing Necessity
- Sick
- Sick Leave - Without Pay
- Special Leave
- Vacation
- Vacation - Without Pay

- 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



April 2010						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

- 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

8. 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

9. 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":

