



FOR WEB ACCESS:

From a School Site or Home Computer: At the Comox Valley School District Web Site (<http://sd71.bc.ca>), click on the **STAFF TAB** and select the **WEB CENTER (AMS)** link. Add it to your favorites.

Absence Entry:

1. Enter your user name and your password.
 2. Click on the tab for My Jobs/My Absences, then time entry and then click on absence entry.
 3. Choose a reason for the absence (from the drop down box). Click Next.
 4. Choose either a single day or range of days (if it is more than one day). 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.
 5. Check the details. If they are correct, click next. You may enter multiple days and change the time and/or the replacement 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.
 6. Do you need a replacement? Yes or No.
 7. If yes, does that person work the same hours as you? Yes or No. (Note: A replacement TOC must be called for a minimum .4 FTE)
 8. Do you want to request a particular person to replace you? Yes or No. Click Next.
 - a. If you have indicated to request a particular TOC click on the binoculars and type in the first three letters of the persons last name. Choose from the dropdown list. Click Next.
- Please Note:** A requested employee is not confirmed to be available – this is only a REQUEST.
9. If everything looks correct Click Submit Absence.
 10. Write down your job number and/or you can print off a receipt.

Employee Information:

You may view your own personal and employment information at this site. Click on the MY INFO TAB. You will be able to view your name address, phone number as well as your location, assignment and history. If the information listed is incorrect please click on the Contact Us Icon which will email Human Resources the changes that need to be made. When you have completed all transactions, **Click logout and close out of the web browser.**

IMPORTANT – Wait for the AMS system to voice your Job number. You need this to Inquire, Cancel or Close your absence.



COMOX VALLEY SCHOOL DISTRICT

**AMS REFERENCE GUIDE
TEACHERS**

AMS PHONE NUMBER: 250-338-5931

HELP DESK NUMBER:

250-338-2388 OR AMSHelpdesk@sd71.bc.ca



FOR TELEPHONE USE:

FYI

- All codes entered must be followed by pressing the #
- Dates must be entered as YYYYMMDD
- 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 AMS by pressing # and 3
- Decrease the volume of AMS by pressing # and 2

NOTE: FUTURE ABSENCES CAN BE LOGGED BUT MUST BE INPUT WEEKLY (eg. Monday – Friday not Wednesday to Wednesday)

QUICK ABSENCE ENTRY:

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

TEACHER ABSENCE REASON CODES

DESCRIPTION	Phone Code	AMS Code
ABORIGINAL EDUCATION	91	ABED
ADOPTION (3 DAY LEAVE)	38	ADOP
BCTF UNION BUSINESS	5	BCTF
BEREAVEMENT	36	BRVT
CDTA UNION BUSINESS	7	CDTA
CONVOCAION OF TEACHER	4	CONV
DISCRETIONARY (TEACHER)	42	DSCR
DPA CURRICULUM	102	DPA
EARLY LEARNING	410	ELRN
ELEMENTARY EDUCATION	92	ELED
EMPLOYEE MEDICAL APPOINTMENT	24	MED
TEACHER EXAMINATION	19	EXAM
FAMILY MEDICAL APPOINTMENT	25	MEDF
FIELD TRIP (SCHOOL TRUST FUND)	2	FLDT
FIELD TRIP (SCHOOL FUNDS)	87	FLD2
HEALTH &SAFETY	88	HLSA
HUMAN RESOURCE SERVICES	94	HRSV
ILLNESS IN FAMILY (TEACHER)	41	ILFM
INTERNATIONAL STUDENT PROGRAM	103	ISP
JURY OR WITNESS DUTY	15	JURY
LEAVE WITHOUT PAY	35	LWOP
LIEU TIME	16	LIEU
MANAGEMENT TEAM MEETING	46	MGT
THIRD PRTY-MINISTRY/BCCT/OTHER	17	MNST
NIDES REPLACEMENT SICK	45	NSIC
OUT OF DISTRICT MEETING	33	OUTD
PALLBEARER	6	PLBR
PATERNITY	18	PAT
PRO-D (PERSONAL PROD MONEY)	8	PROD
PRO-D ACTIVITY FUND (TEACHER)	100	PDAC
PROFESSIONAL PARTNERSHIPS	89	PPAR
SCHOOL GROWTH	1	SCGR
SECONDARY EDUCATION	97	SCED
SICK LEAVE	3	SICK
STUDENT SERVICES	98	STSV
SUPERINTENDENT	99	SUPR
TECHNOLOGY	96	TECH
WORKSAFE BC LEAVE	23	WCB

4. For a single day absence press **1**, for a range of days press **2**.
5. Enter the starting day you will be absent as YYMMDD followed by the **#** key.
6. The AMS 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. The AMS system will now voice your absence information (schedule). Press **1** if the schedule is correct and skip to step 8.
Press **2** to change the daily working times.
Enter the hours you will be absent: Press **1** for a full day, **2** for specific hours or **3** if you will not be absent.
Press **4** to reenter the schedule manually.
8. Press **1** if you require a replacement during your absence.
Press **2** if you do not require a replacement. Skip to step 13.
9. Press **1** if the replacement is needed for entire absence, then skip to step 10. 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.
10. Enter the Subject Code followed by the **#** key. Enter the Level Code followed by the **#** key.
11. Press **1** to enter another Subject and Level or press **2** to continue to next step.

CODE	SUBJECT DESCRIPTION	CODE	SUBJECT DESCRIPTION
305	ABORIGINAL EDUCATION	230	JOURNALISM
307	ALTERNATE (7-9)	101	KINDERGARTEN
301	ALTERNATE (10-12)	316	LEARNING SUPPORT SECONDARY
201	ART	309	LEARNING SUPPORT ELEMENTARY
302	BEHAVIOUR RESOURCE	234	LEADERSHIP
203	BIOLOGY	259	LIBRARY (TEACHER)
204	BUSINESS EDUCATION	310	LIFESKILLS PROGRAM
206	CHEMISTRY	236	MATH
314	COUNSELLOR	238	MECHANICS
209	DRAFTING (CAD)	270	MEDIA
211	DRAMA	239	METAL WORK
213	ELECTRONICS	295	MONTESSORI
214	ENGLISH	243	MUSIC (BAND)
304	ESL/ESD	241	MUSIC (VOCAL)
218	FRENCH	106	MUSIC ELEMENTARY
104	FRENCH IMMERSION ELEMENTARY	266	PE
220	FRENCH IMMERSION SECONDARY	249	PHYSICS
222	GEOGRAPHY	261	PLANNING (CAREER PREP)
223	GERMAN	102	PRIMARY
303	GIFTED	250	PSYCHOLOGY
224	HISTORY	251	SCIENCE
227	HOME ECONOMICS (FOODS)	306	SECONDARY INDEP. LEARNING PROG.
225	HOME ECONOMICS (TEXTILES)	253	SOCIAL STUDIES
228	HUMANITIES	255	SPANISH
231	INFORMATION TECHNOLOGY	312	SPEECH LANGUAGE PATHOLOGIST
103	INTERMEDIATE	257	WOODWORK
229	JAPANESE		

CODE	LEVEL DESCRIPTION
40	ELEMENTARY
80	SECONDARY

12. Press **1** to leave a message for the replacement (*even if it is only to tell them where to park*). Press **2** to skip this option.
13. Press **1** to finalize your absence or press **2** to cancel your absence.
Make a note of your AMS Absence ID number.

To listen to your absence ID again press **1**, to hang up press **2**, to return to the main menu press **3**.

AMS WILL DISPATCH AT THE FOLLOWING TIMES:

TODAY'S JOBS:		
MONDAY - FRIDAY	06:00	12:00 NOON
FUTURE JOBS AS FOLLOWS:		
SUNDAY - THURSDAY	18:00	22:00
SATURDAY	NONE	
PROD	18:00	22:00
HOLIDAYS	18:00	22:00

ABSENCE LOGGING PARAMETERS

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

INQUIRE ON AN ABSENCE

1. Call the AMS 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.

CLOSE AN ABSENCE

TO CLOSE AN ABSENCE IS TO SHORTEN THE DATE RANGE OF YOUR ABSENCE.

1. Call the AMS system phone number, enter your employee number and PIN followed by the **#** and press **3** to *CLOSE AN ABSENCE*.
2. Press **1** and enter your AMS Job # followed by the **#**.
3. Press **4** to close the absence. Enter the date you want to return on followed by **#**.
4. Press **1** to complete the process

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.

5. Call the AMS system phone number, enter your employee number and PIN followed by the **#** and press **4** to *CANCEL AN ABSENCE*.
6. Press **1** and enter your AMS Job # followed by the **#**.
7. Press **4** to cancel the absence.
8. Press **1** to complete the process.

CHANGE YOUR PHONE NUMBER

1. Call the AMS system phone number, enter your employee number and PIN # followed by **#** and press **5** then **2**.
2. Press **2** to enter your backup phone number followed by the **#**.

RE-RECORD YOUR VOICE

1. Call the AMS system phone number, enter your employee number and PIN # followed by **#** and press **5** then **3**.
2. Speak your full name followed by the **#**.