

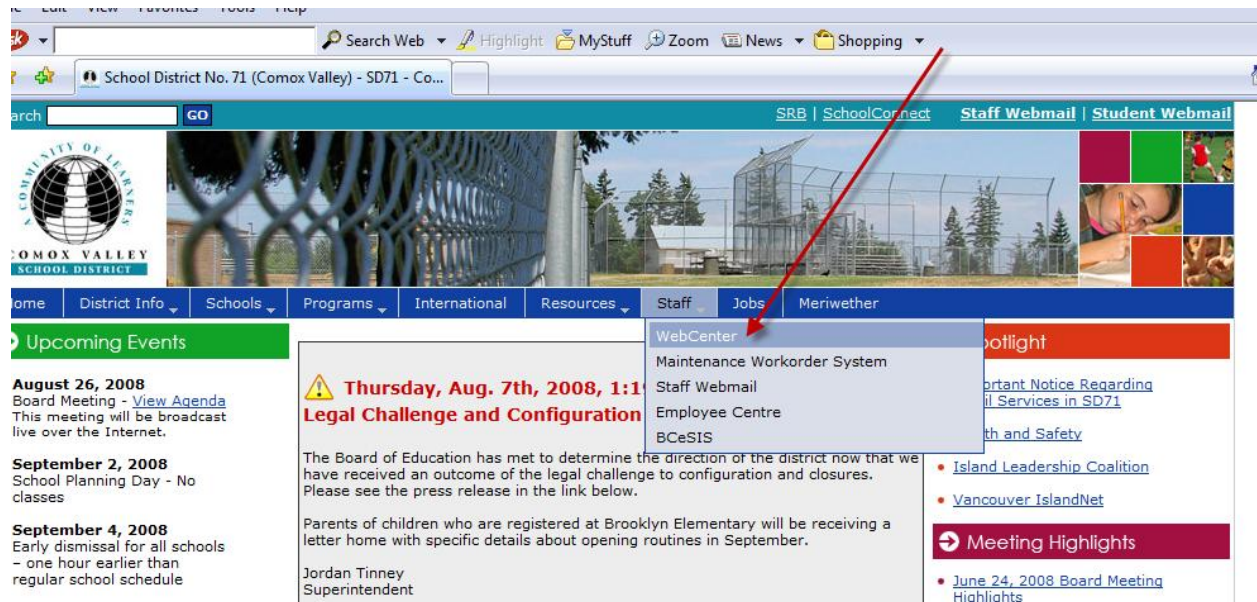
ATTENDANCE MANAGEMENT SYSTEM WEB (AMS)

HOW TO LOG AN ABSENCE – SUPPORT STAFF

This document will show you how to enter an absence through AMS. We will take you through each page and explain how to enter the required information.

First log onto the Comox Valley School District's web site <http://sd71.bc.ca>

Click on the **STAFF** tab and select **WebCenter (AMS)**



The screenshot shows the Comox Valley School District website. The navigation menu includes: Home, District Info, Schools, Programs, International, Resources, Staff, Jobs, and Meriwether. The Staff dropdown menu is open, showing options: WebCenter, Maintenance Workorder System, Staff Webmail, Employee Centre, and BCeSIS. A red arrow points to the WebCenter option. The main content area features an 'Upcoming Events' section with dates from August 26, 2008, to September 4, 2008, and a 'Legal Challenge and Configuration' announcement dated Thursday, Aug. 7th, 2008, 1:10 PM, signed by Jordan Tinney, Superintendent.

You will be prompted to enter your **USERNAME** and **PASSWORD**



The screenshot shows the login page for the Attendance Management System (AMS). The page header includes the Comox Valley School District logo and navigation links for Browser Compatibility, Support Links, and Home. The main content area is a 'Login' form with the following text: 'Enter your Username/User ID and Password/PIN: Your User ID is the 8 digit employee number only, no leading 0'. The form contains two input fields: 'Username/User ID:' and 'Password/PIN:'. Below the fields are 'Login' and 'Reset' buttons.

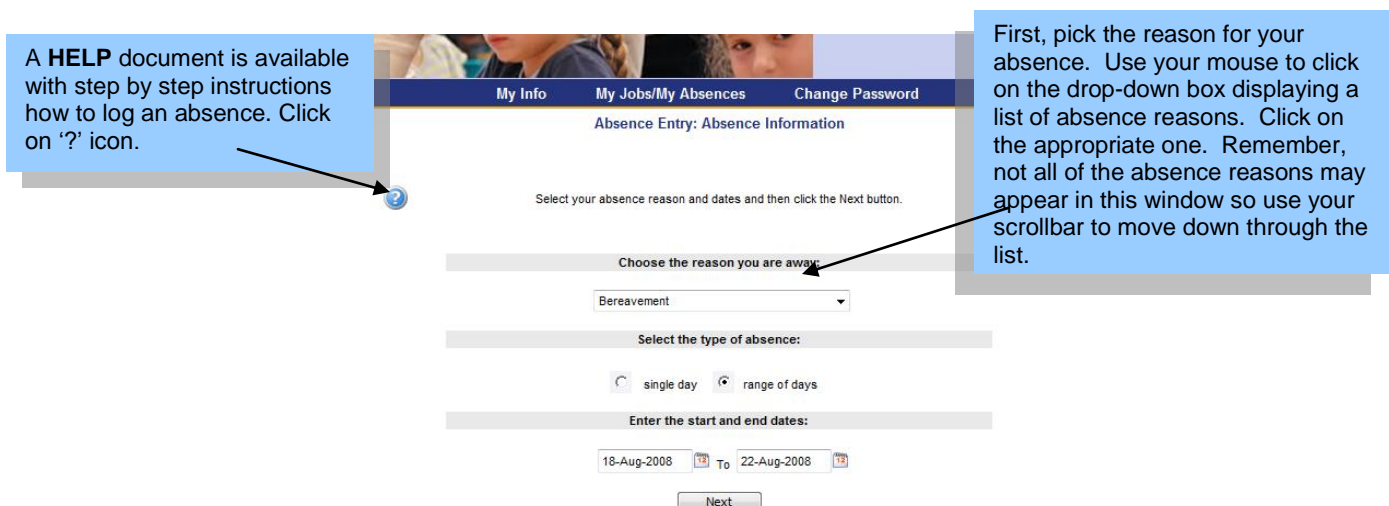
In **MY JOBS/MY ABSENCE TAB**, click on **TIME ENTRY** and select **ABSENCE ENTRY** to view **“ABSENCE ENTRY: ABSENCE DETAILS”**



This is the first screen of the Absence Entry process. Here you will select why you will be away and for what dates. A **HELP** document is available with step by step instructions how to log an absence. Click on **'?'** icon.



Next, identify the length of your absence by clicking on the appropriate **“Type of Absence”** circle button.



You will notice that you are able to pick a date ONE DAY prior to today which is why the Calendar shows slashes through all previous dates. If your absence will occur in a future month, click on the arrow at the top of the calendar to move to the next month. Once you click on a date the calendar will disappear.

Finally, pick the dates of your absence. If you are absent for a single day, you will click on the FROM calendar icon which will cause a calendar to display. You will then use your mouse to click on the date of your absence.

If your absence is for several days, you will need to click on the **RANGE OF DAYS** radio button and the on both the FROM and TO calendar icons to pick the first date of your absence and the last date of your absence. You will be given an opportunity on the next page to select which days within this range you will be absent for.

When you are finished, click the Next button to move to the next screen.

Use your **BACK ARROW** button to move back to the previous screen. This is a quick way to make adjustments to your Absence Entry information without having to restart the process.

Include	Date	Day	Position			
<input checked="" type="checkbox"/>	18-Aug-2008	Mon	Senior Admin Assistant			
<input checked="" type="checkbox"/>	19-Aug-2008	Tue	Senior Admin Assistant	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	20-Aug-2008	Wed	Senior Admin Assistant	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	21-Aug-2008	Thu	Senior Admin Assistant	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	22-Aug-2008	Fri	Senior Admin Assistant	School Board Office	08:30	16:30

ABSENCE ENTRY: ABSENCE SCHEDULE DETAILS

In this page you will indicate what your schedule will be during your absence. AMS requires your position, location, and hours for each day of your absence. Your regular schedule will be displayed so if the details are correct, click the Next button to move to the next screen.

Include	Date	Day	Position	Location	St. Time	En. Time
<input checked="" type="checkbox"/>	18-Aug-2008	Mon	Senior Admin Assistant	School Board Office	08:30	16:30
<input type="checkbox"/>	19-Aug-2008	Tue	Senior Admin Assistant	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	20-Aug-2008	Wed	Senior Admin Assistant	School Board Office	08:30	16:30
<input type="checkbox"/>	21-Aug-2008	Thu	Senior Admin Assistant	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	22-Aug-2008	Fri	Senior Admin Assistant	School Board Office	08:30	16:30

If you're absent for part of the day, click on the 'Date' link. This will take you to the Modify Schedule page. Adjust the Start or End Time boxes to reflect the hours of your absence. Remember that all time must be entered using the 24-hour clock. For example, 1:30 pm must be entered as 13:30. You can also change your absence location or position on this page. When you are finished, click the Accept Schedule button to return to the previous page.

Modify this portion of your schedule and then click the Accept Schedule button.

Date	Day	Position	Location	St. Time	En. Time	AM	PM	Full	Reset
18-Aug-2008	Mon	Senior Admin Assistant	School Board Office	08:30	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30.

Click the Accept Schedule button to move to the next page.

If you are away for a range of days, these dates will be displayed on this page. Clicking on the box under the **INCLUDE** column will pick the days you will be working. Only those dates with a checkmark will be considered days you are absent.

Include	Date	Day	Position	Location	St.Time	En.Time
<input checked="" type="checkbox"/>	18-Aug-2008	Mon	Senior Admin Assistant	School Board Office	08:30	16:30
<input type="checkbox"/>	19-Aug-2008	Tue	Senior Admin Assistant	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	20-Aug-2008	Wed	Senior Admin Assistant	School Board Office	08:30	16:30
<input type="checkbox"/>	21-Aug-2008	Thu	Senior Admin Assistant	School Board Office	08:30	16:30
<input type="checkbox"/>	22-Aug-2008	Fri	Senior Admin Assistant	School Board Office	08:30	16:30

There is a highlighted warning if you have duplicated an absence or there is an error in logging your absence. This warning will always appear at the top of your screen.

ABSENCE ENTRY: REPLACEMENT DETAIL

This page gives you the option to tell AMS if you need a replacement and if so, what hours your replacement will be working. For example, you may be absent for the full day but only require a replacement for the afternoon. You will see a series of questions listed on this page. Use your mouse to click either the Yes or No circle buttons and respond to each question.

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

Click the Next Button to move to the next page.

EMPLOYEE SEARCH

If you selected the option requesting an employee to replace you, you will now be on this page. Use your mouse to click on the binoculars icon. A pop-up window will appear. Enter the last name of the employee you are requesting, and click the Search button.

The screenshot shows the 'Absence Entry: Replacement Request' page. A 'Requested Employee # 1:' field is visible with a binoculars icon and a 'Clear' button. A 'Next' button is also present. A pop-up window titled 'Employee Search' is open, showing instructions for searching by last name or first name using asterisks. A blue callout box on the right contains the following text:

If you are not sure how to spell the replacement employee's name, enter a portion of their name followed by the asterisks key. To search by first name enter * followed by the first name (*Linda)

Next, click on the drop-down box to see the matching list of employees. Each employee's category and status is listed beside their name to help find the employee you are searching for. Once you have found an employee, click on their name and click on the **Accept** button to return to the previous screen.

ABSENCE ENTRY - REPLACEMENT SCHEDULE

If you selected the option to enter a different replacement schedule, you will now be on this page. You will click on the 'Date' Link to make adjustments to the replacement schedule details. If you do not need a replacement employee for some of your absence dates, you may select those days by clicking on the box under the Include column. The little checkmark will disappear indicating that the replacement employee will NOT be dispatched for those dates.

The screenshot shows the 'Absence Entry: Replacement Schedule Details' page. A message states: "This is the working schedule for your replacement. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button." Below the message is a table with the following data:

Include	Date	Day	Position	Location	St.Time	En.Time
<input checked="" type="checkbox"/>	18-Aug-2008	Mon	Senior Admin Assistant	School Board Office	08:30	16:30
<input type="checkbox"/>	20-Aug-2008	Wed	Senior Admin Assistant	School Board Office	08:30	16:30

A 'Next' button is located at the bottom of the page.

Click the Next Button to move to the next page.

Next, you are able to enter instructions that will be shared with your replacement employee. During the Dispatching process AMS 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.

My Info My Jobs/My Absences

Absence Entry: Replacement Instructions

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:

Next

Click the Next Button to move to the next page.

ABSENCE ENTRY - SUMMARY PAGE

You are now at the end of the Absence Entry process. The choices you have made will be listed on this page. If everything is correct click the Submit Absence button. If you wish to make changes, click the previous link to move back through your pages. You can also click the Restart link to return to the first page of Absence Entry and begin the process again. Remember that the **Restart option ERASES** all of your choices made previously.

My Info My Jobs/My Absences Change Password

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
18-Aug-2008	Mon	Senior Admin Assistant	School Board Office	08:30	16:30
20-Aug-2008	Wed	Senior Admin Assistant	School Board Office	08:30	16:30

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
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You have indicated that the replacing employee's schedule is the same as your absence schedule.

Requested Employees

Message For The Replacing Employee
My parking stall is #15

Submit Absence

ABSENCE ENTRY - CONFIRMATION SCREEN

Congratulations! You have successfully submitted your absence to AMS. You will see a Job ID number displayed at the top of this page. You will need this number to make inquiries or changes to your absence through the View/Change option. Once your absence has been dispatched you can inquire about your replacement by going into View/Change. Clicking on the Job ID number will allow the name of your replacement employee to appear.

My Info **My Jobs/My Absences** **Change Password**

Absence Entry: Confirmation Receipt 5649

Submission Timestamp: 2008-Aug-18 23:29.01

ⓘ You have successfully submitted your absence. Your confirmation number is: **5649**.

Please record the confirmation number or print out a copy of this receipt.

Absence Reason: Bereavement

Absence Schedule

Date	Day	Position	Location
18-Aug-2008	Mon	Senior Admin Assistant	School Board Office
20-Aug-2008	Wed	Senior Admin Assistant	School Board Office

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
You have indicated that the replacing employee's schedule is the same as your absence schedule.					

Requested Employees

Message For The Replacing Employee
My parking stall is #15

VIEW / CHANGE: ABSENCE DISPATCH LISTING

In the View / Change screen you are able to view or change your absence. Select the Job ID or Date of your absence.

Absences can be cancelled and if a replacement has been contacted the system will notify the replacement that the job has been cancelled. If the absence is a DATE RANGE, you have the option of CLOSING the absence, ending the absence prior to what was originally specified.

Date	Week Day	Position	Location	Start	End
18-Aug-2008	Monday	Senior Admin Assistant	School Board Office	08:30	16:30
20-Aug-2008	Wednesday	Senior Admin Assistant	School Board Office	08:30	16:30

UNAVAILABILITY: ADD, CHANGE AND VIEW HISTORY

Unavailability is where you record the dates that you will not be available to accept dispatch jobs. By keeping this information current you will not receive AMS dispatch calls for jobs that you cannot accept.

For part time employees, and wanting to be a substitute or casual it's important their unavailability is logged.

You need to identify the days and times within your date range that you will be unavailable. By default all of the boxes under the Unavailability column will be checked. Use your mouse to click on the box for the days you will not be unavailable. The little checkmark will disappear indicating that you will be AVAILABLE that day of the week. You can also change the Start Time and End Time if you will only be unavailable for part of the day. Remember to enter this time using the 24-hour format.

My Info My Jobs/My Absences

Unavailability: Add, Change and View History

FAQ

Enter your unavailability information then click Next.

View History

Click on the calendar icon to select your dates from a pop-up calendar.

Choose the reason you are unavailable:

Working Elsewhere

Enter the date(s) you will be unavailable:

01-Sep-2008 To 31-Dec-2008

Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input checked="" type="checkbox"/>	01:00	To	23:59
Tuesday	<input type="checkbox"/>	01:00	To	23:59
Wednesday	<input type="checkbox"/>	01:00	To	23:59
Thursday	<input type="checkbox"/>	01:00	To	23:59
Friday	<input checked="" type="checkbox"/>	01:00	To	23:59
Saturday	<input checked="" type="checkbox"/>	01:00	To	23:59
Sunday	<input checked="" type="checkbox"/>	01:00	To	23:59

Next

Pick the start date of your unavailability by clicking on the left calendar icon, which will cause a pop-up calendar to display. If your unavailability will occur in a future month, click on the arrow at the top of the calendar to move to the next month

Use your mouse to click on the drop-down box displaying a list of unavailability reasons

Note: The weekly schedule you enter is assumed to repeat for each week within the date range. Please enter the time in 24 hour format.

When you are finished, click the Next button to move to the Summary Page. Here you will see a summary of your unavailability dates. If everything is correct you will click the Submit Unavailability button to complete this process.