

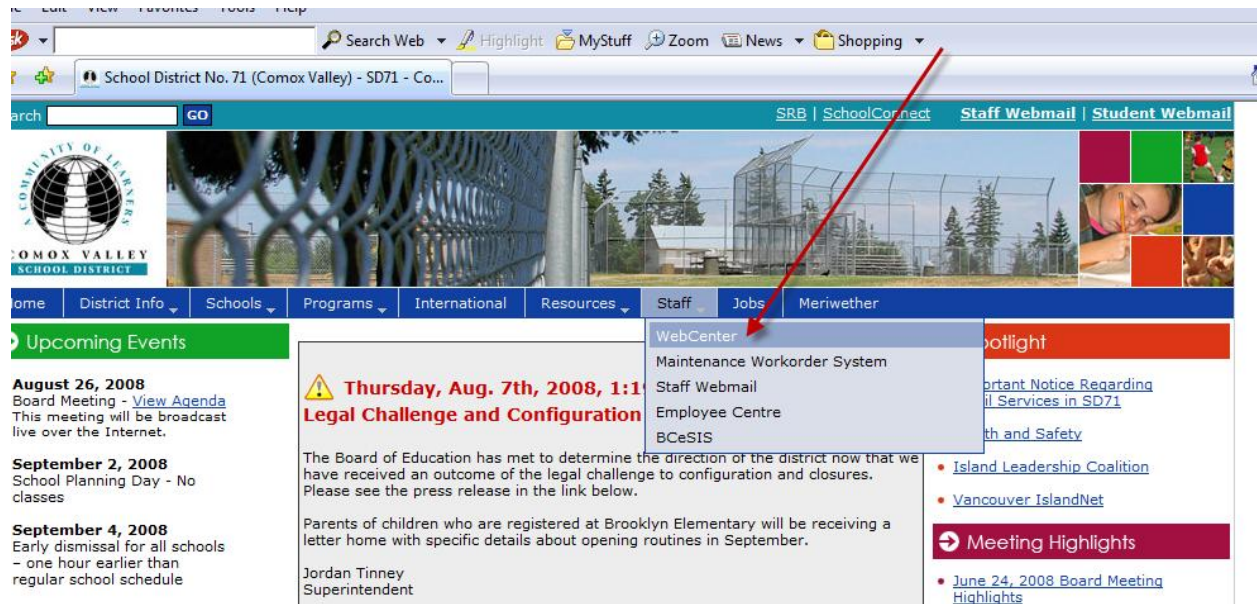
# ATTENDANCE MANAGEMENT SYSTEM WEB (AMS)

## HOW TO LOG AN ABSENCE - TEACHERS

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, Meriwether. A dropdown menu is open under the Staff tab, listing: 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 to September 4, 2008, and a 'Spotlight' section with a warning icon and the text: 'Thursday, Aug. 7th, 2008, 1:15 - 2:00 PM Legal Challenge and Configuration'. Below this, it states: 'The Board of Education has met to determine the direction of the district now that we have received an outcome of the legal challenge to configuration and closures. Please see the press release in the link below. Parents of children who are registered at Brooklyn Elementary will be receiving a letter home with specific details about opening routines in September. Jordan Tinney Superintendent'.

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

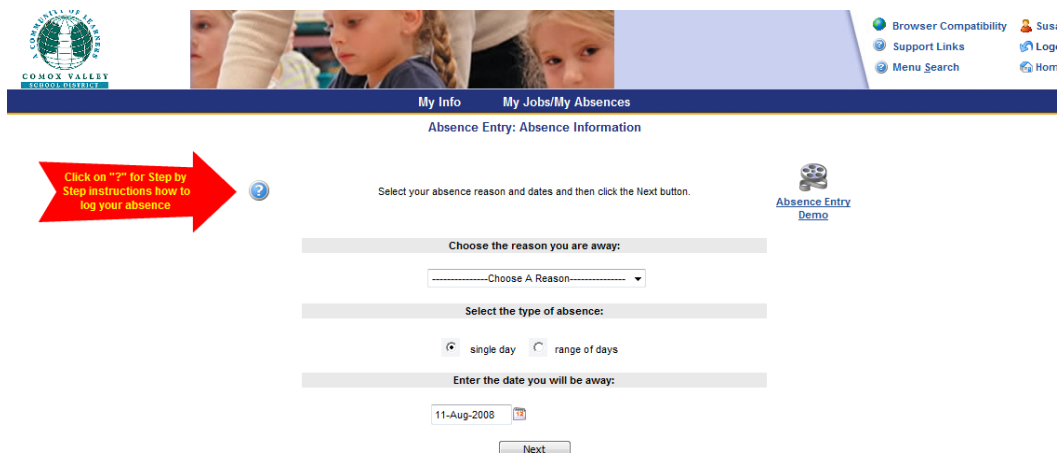


The screenshot shows the login form for the AMS system. The form is titled 'Login' and contains the following text: 'Enter your Username/User ID and Password/PIN: Your User ID is the 8 digit employee number only, no leading 0'. Below this text are two input fields: 'Username/User ID:' and 'Password/PIN:'. At the bottom of the form are two buttons: 'Login' and 'Reset'.

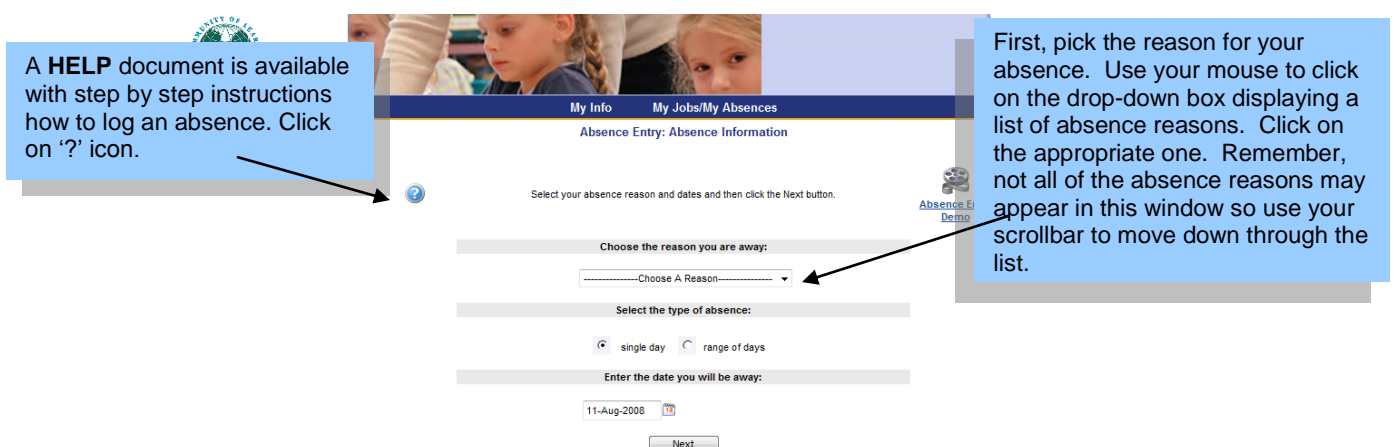
In **MY JOBS/MY ABSENCE TAB**, click on **TIME ENTRY** and select **ABSENCE ENTRY** to view **“ABSENCE ENTRY: ABSENCE DETAILS”**



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 not able to pick a date 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.

Include	Date	Day	Position	Location	St. Time	En. Time
<input checked="" type="checkbox"/>	19-Aug-2008	Tue	Teacher	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	20-Aug-2008	Wed	Teacher	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	21-Aug-2008	Thu	Teacher	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	Pos	Location	St.Time	En.Time
<input checked="" type="checkbox"/>	<a href="#">19-Aug-2008</a>	Tue	Teacher	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	<a href="#">20-Aug-2008</a>	Wed	Teacher	School Board Office	08:30	16:30
<input checked="" type="checkbox"/>	<a href="#">21-Aug-2008</a>	Thu	Teacher	School Board Office	08:30	16:30

Next

**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.

Date	Day	Position	Location	St.Time	En.Time	AM	PM	Full	Reset
19-Aug-2008	Tue	Teacher	School Board Office	08:30	12:00	<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.

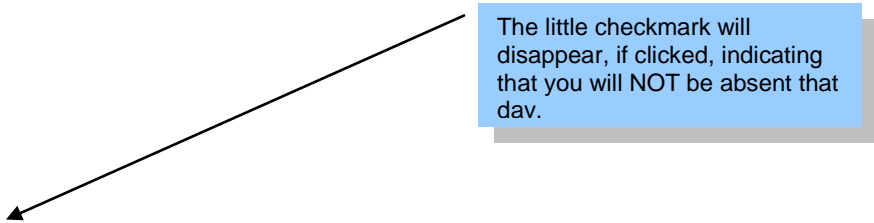
Accept Schedule

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.

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

My Info My Jobs/My Absences Change Password

Absence Entry: Absence Schedule Details



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.

My Info My Jobs/My Absences

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

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.

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:

**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.

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.

Click the Next Button to move to the next page.

## ABSENCE ENTRY – DISPATCH DETAILS

If you are a teacher and you need a replacement employee, you will need to tell AMS what Subjects and Levels you require for coverage. Use your mouse to click the drop-down menu under both the Subject and Level columns to list the available choices. Not all of the subjects may appear in this window so use your scrollbar to move down through the list. It is very important that you enter the Subjects and Levels in your priority order, with the first Subject and Level being your most important or greatest FTE subject area.

## Absence Entry: Replacement Instructions



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	Grade 8 - 12
2.	Geography	Grade 8 - 12
3.		

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:

My Plan Book is on my desk

Next

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.

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.

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
19-Aug-2008	Tue	Teacher	School Board Office	08:30	12:00
21-Aug-2008	Thu	Teacher	School Board Office	08:30	16:30

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**  
Mary Anderson

**Subjects And Levels**  
English Grade 8 - 12  
Geography Grade 8 - 12

**Message For The Replacing Employee**  
My Plan Book is on my desk

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.

Absence Entry: Confirmation Receipt 5650

Submission Timestamp: 2008-Aug-19 00:40:21

You have successfully submitted your absence. Your confirmation number is: 5650.

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

Absence Reason: Bereavement

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
19-Aug-2008	Tue	Teacher	School Board Office	08:30	
21-Aug-2008	Thu	Teacher	School Board Office	08:30	

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**  
Mary Anderson

**Subjects And Levels**  
English Grade 8 - 12  
Geography Grade 8 - 12

**Message For The Replacing Employee**  
My Plan Book is on my desk

Log Another Absence

Print Receipt

Record this number or print this page as this is the Job ID number that confirms you have submitted your absence.

## 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.

**My Info** **My Jobs/My Absences**

**View / Change:** Time Entry, Absence Entry, Employee Info, **View Or Change**, Unavailability, Work Board

Instructions: Click on the ID Number To View, Close Absence Or Dispatch.

**Absences** Date Range: 20-Jul-2008 To 20-Aug-2009 Refresh Absences

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)
<a href="#">5650</a>	19-Aug-2008	21-Aug-2008	Bereavement	Phoning Replacement Employee

**Dispatches** Date Range: 20-Jul-2008 To 20-Aug-2009 Refresh Dispatches

ID No	Start Date	End Date	Extra Time Type	Absent Employee
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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.

**My Info** **My Jobs/My Absences**

**View or Change: Close Absence**

Enter your return date and press the Submit Close button to close this absence

Date you will be returning to work: 20-Aug-2008 Submit Close

**Absence Detail**

Absence ID Number: 5650  
 Dates: 19-Aug-2008 To 21-Aug-2008  
 Absence Reason: Bereavement  
 Replacing Employee(s): No Replacing Em  
 Subjects/Levels: English / Grade 6 - 12  
 Geography / Grade 8 - 12

**Outstanding Transactions:** Phone A Replacing Employee About Working  
**Message:** My Plan Book is on my desk

Date	Week Day	Position	Location	Start	End
19-Aug-2008	Tuesday	Teacher	School Board Office	08:30	12:00
21-Aug-2008	Thursday	Teacher	School Board Office	08:30	16:30

**Dispatch Details**

Replacing Employee	Date	Day	Position	Location	Start	End
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## 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.

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

View History

Choose the reason you are unavailable:

Working Elsewhere

Enter the date(s) you will be unavailable:

01-Sep-2008 To 31-Dec-2008

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.

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

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.