ATA Teaching Staff





ATA TEACHING STAFF LEAVE MANAGEMENT USER GUIDE

Logging an Absence – ATA Teaching Staff Employee Guide

1. On your school website, in the bottom left-hand corner is a link to the District website.



2. Go to Human Resources – Staff Tools – Access to Employee Personal Information.



3. Enter your network username and password that was provided to you.

Login	
Enter your username and password:	
Username: Password:	
Login Reset	

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





5. You will see the following screen. Choose a reason for your absence from the drop down menu. Remember, "Help" is available on every screen.

	Absence Entry: Absence Information
	You are entering an absence for Test Teacher Srb.
0	Select your absence reason and dates and then click the Next button.
	Choose the reason you are away:
Help Button	
	Choose A Reason 🔻
	Select the type of absence:
	single day
	Enter the date you will be away:
	09-Apr-2013
	Next

6. 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.

	Absence Entry: Absence Information								
	You are entering an absence for Test Teacher Srb.								
2	Select your absence reason and dates and then click the Next button.	ſ	٩		Ap	ril 20'	13	$\left(\right)$	
	Choose the reason you are away:								
			Su	Мо	Tu	We	Th	Fr	Sa
	With Loss Of Sub Pay 10.2.6		31	4	2	9	4	5	6
	Select the type of absence:		7	8	9	<u>10</u>	<u>11</u>	12	<u>13</u>
	single day		<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18	<u>19</u>	<u>20</u>
	Enter the date of your absence:		<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
	00 Apr 2012		<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
	Next								

7. Your assigned schedule is displayed. If your schedule is different from what is shown, please email lindenc@holyspirit.ab.ca so that it can be updated with the

			Absence	Entry: Absence Schedule Details							
			You are e	ntering an absence for Test Teacher Srb.							
	2	This is your workin	This is your working schedule during your absence. Click on the date link below to change schedule details.Once your schedule details are correct, click the Next Button.								
Include 🔽	Date	Day F	Position	Location	St. Time En. Time AM PM Full Reset						
~	09-Apr-2013	3 Tue 1	Teacher	Human Resources	08:00 16:30 🔘 🔘 🔘						
				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 I⊽	Date	Day	Position	Location	St.Tim	e En.Time	AM	Locat PM	ion Ti Full	mes Reset
	<u>10-Apr-2013</u>	Wed	Teacher	Human Resources	08:00	16:30	۲	۲	٢	\bigcirc
	<u>11-Apr-2013</u>	Thu	Teacher	Human Resources	08:00	16:30		\bigcirc	\bigcirc	۲
•	<u>12-Apr-2013</u>	Fri	Teacher	Human Resources	08:00	16:30	٢	٢	۲	\bigcirc
		Unche want i	ck dates you DO NOT ncluded in your absence.	Next						

8. Check off the required information.

	Absence Entry: Replacement Details													
	You are entering an absence for Test Teacher Srb.													
2	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 you require a sub, you can select who you would like: Absence Entry: Replacement Request You are entering an absence for Test Teacher Srb. 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. Bailey, Joanne Requested Employee # 1: **S** Clear **S** Requested Employee # 2: Clear Requested Employee # 3: 5 Clear Next 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). Search Step 2: Select the employee you were searching for from the dropdown box below. Bailey, Joanne (Substitutes) • Accept



ATA Teaching Staff

9. Check off whether of not you contacted the sub directly. If you check "No" the school office will be advised to contact them. Fill out information for the sub regarding the day (s) requested. (They will be able to access this information).

		Absence Entry	: Replacement Instr	uctions		
		You are entering a	n absence for Test Tea	cher Srb.		
Have	you alre	ady contacted Joanne Bai	ley about filling th	his absence?:	Yes	No
	2	Select the subjects and levels tha in priority order. The first Subject	t you require coverage and Level should be yo area.	for during your absend our greatest FTE subje	ce ct	
		Subject		Level		
	1.	Physical Education -		Grade 3 🔹		
	2.	-		-		
		Enter a message fo	r your replacement then	click Next.		
			Message:			
	Dress fo	or the weather as we are playing soco	er outside.		*	
					~	
		(Next			

10. Indicate how yo	ou would like the sub t	o be paid.											
Absence Entry: Leave Application Entry													
You are entering an absence for Test Teacher Srb.													
2	Enter the leave informati	ion below and press the next but	ton.										
LEAVE AT LOSS OF SUB PAY (PERSONAL/EMERGENCY) 2													
Abs	Start Date: 09-Apr-2013 sence Code:	End D Sta	ate: 09-Apr-2013 tus: Requested										
Absence And Dispatch Sta	atus Info												
Not yet submitted.													
Details													
Description of L	eave Type: ATA 10.2.6 Personal leave for no to private concerns p through payroll dedu principal or in the cas	ot more than three (3) days in any sch roviding the Member Employer is rein ction. Where possible, at least three se of a principal to the Superintenden	nool year shall be granted for attending nbursed for the cost of a substitute (3) days notice shall be given to the t or his office.										
	Notes												
	How is the Sub going to be paid? (Day 1)	Voucher * required											
	If other was chosen , ple ase specify.												
If you are paying for			Ensure all supporting										
your sub using more than one method,	How is the Sub going to be paid? (Day 2 if req)	Choose Payment Method 🔻	documentation is scanned and emailed										
indicate all that	If other was chosen, please specify.		with your request, or										
apply.	How is the Sub going to be paid?	Choose Payment Method	you will be deducted for the sub cost and										
	(Day 3 if req)	onoose r dynone method	reimbursed when it										
	If other was chosen, please specify.		comes in to our office.										
	Application Comment		nut tem										
		Email Supporting Documentation <u>N</u> ext	Calif. 1504										

9. Review all of the details of your absence. If changes are required, use the back arrow button.

+ C - E http://bud.holyspirit.ab.ca/live/servlet/Bro	ker?	
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Once all details are correct, hit "Submit Absence" button at the top or Absence Entry: Summary Page You are entering an absence for Test Teacher Srb. You are not yet finished. Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page. Submit Absence Absence Reason: With Loss Of Sub Pay 10.2.6 **Absence Schedule** Position Location St.Time En.Time Date Dav 09-Apr-2013 Tue Teacher Human Resources 13:00 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 Joanne Bailey. Already Contacted. The system will NOT call this employee. Subjects And Levels Physical Education Grade 3 Message For The Replacing Employee Dress for the weather as we are playing soccer outside. Leave Application LEAVE AT LOSS OF SUB PAY (PERSONAL/EMERGENCY) 2 End Date: 09-Apr-2013 Start Date: 09-Apr-2013 Absence Code: Status: Requested Absence And Dispatch Status Info Not yet submitted. Details Description of Leave Type: ATA 10.2.6 Personal leave for not more than three (3) days in any school year shall be granted for attending to private concerns providing the Member Employer is reimbursed for the cost of a substitute through payroll deduction. Where possible, at least three (3) days notice shall be given to the principal or in the case of a principal to the Superintendent or his office. Notes How is the Sub going to be paid? Voucher (Day 1): Application Comment:



10. You will receive a Confirmation Receipt acknowledging that your absence has been sent for authorization.

			Absence Entry: Con	firmation Receipt 42	68			
			You are entering an abs	ence for Test Teacher S	srb.			
			Submission Timestam	ıp: 2013-Apr-09 13:52.3	33			
	(You have	e successfully submitted your 42	r absence. Your confirma 268.	ation number	is:		
		Please	record the confirmation num	nber or print out a copy o	of this receip	t.		
			Absence Reason: Wit	th Loss Of Sub Pay 10.2	6			
			Absence	Schedule				
Date 09-Apr-2013	Day Tue	Position Teacher		Location Human Resources			St.Time 13:00	En.Time 16:30
			Replaceme	ent Schedule				
Date	Day	Position		Location			St. Time	En.Time
		You have indicated	that the replacing employee'	s schedule is the same	as your abse	nce schedule) .	
		Requested Emplo	yees					
		Joanne Bailey . Alre	ady Contacted. The system	will NOT call this employ	ee.			
		Subjects And Lev	els					
		Physical Education	Grade 3					
		Message For The	Replacing Employee					
		Dress for the weath	er as we are playing soccer of	outside.				
Leave Applicati	ion							
LEAVE AT LO	55 UF	SUB PAT (PERSUNA	L/EIVIERGENCT) 2					
		Start Dat Absence Cod	e: 09-Apr-2013 e:		End Date: Status:	09-Apr-201 Requested	3	
Absence A	nd Dis	patch Status Info						
Just submitte	ed.							
Details								
D	escrip	tion of Leave Type:	ATA 10.2.6					
			Personal leave for not mor to private concerns providi through payroll deduction. principal or in the case of a	e than three (3) days in ng the Member Employe Where possible, at leas a principal to the Superir	any school y er is reimburs t three (3) da ntendent or h	year shall be sed for the co ays notice sh his office.	granted for ost of a sub: all be given	attending stitute to the
Notes								
How is	the Su	ub going to be paid (Day 1):	? Voucher					



11. To check on the approval status of your leave, or to review all of your absences, go to "View or Change" under "My Absences".

My Absences	My Info	Payroll	PRM	Security	Finance	Absences	Atrieve
Time Entry Employee Info	Absence Entry /iew Or Change Jnavailability	۱ <u>ـــــ</u>					

12. Choose the absence you wish to view by clicking on the ID No.

	View / Change: Absence and Dispatch Listing											
		Instructions: Clic	k on the ID Number To V	iew, Close C	Or Cancel An Absence C	Dr Dispatch.						
	Absences	Date Range	28-Mar-2013	To 03	3-Apr-2013	Refresh	Absences					
ID No	Start Date	End Date A	bsence Reason		Replacing Em	ployee(s)	Hours / FTE					
4180	28-Mar-2013	03-Apr-2013 E	Bereavement: Immediate	Family	No Replacemen	t Required	21.0					
	ng Term Leave	Requests										
ID No	Start	Date	End Date		Absence Reason							
Cai	nceled / Denied	l Leave Requests -	No Absence record									
ID No	Start	Date	End Date		Absence Reason							

13. The View/Change: Absence Details will tell you where your absence is at in the approval process. The absence shown below is waiting for the Supervisor/

Principal	to approve	e it.							
		View /	Change: /	Absence D	etails for ID 4180				
			Ab	sence Deta	ails				
		I	D Number:	4180					
Dates: 28-Mar-2013 To 03-Apr-2013									
Absence Reason: Bereavement: Immediate Family									
Replacing Employee(s): No Replacing Employee Required									
Subjects/Levels:									
			Message:						
Absent Employee	Date	Day	Position		Location	s	tart	End	Hours / FTE
Test Support Srb	28-Mar-201	3 Thursday	Education	Assistant	Human Resources	0	8:00	16:30	7.0
Test Support Srb	02-Apr-201	3 Tuesday	Education	Assistant	Human Resources	0	8:00	16:30	7.0
Test Support Srb	03-Apr-201	3 Wednesda	y Education	Assistant	Human Resources	0	8:00	16:30	7.0
Leave Details									
					· · · · · · · · · · · · · · · · · · ·				
The leave application b	pelow is awaiting	approval w	ith the foll	owing autho	orizer(s): Test Supervisor Srb - Super	rvisor.			

14. Once your leave has been approved/denied, you will receive an email advising you of it. You can also view it online to ensure it has been processed (finalized).

Leave Details	
BEREAVEMENT: IMMEDIATE FAMILY	
Task ID: 0000000072 - Created: 28-Mar-2013 04:17.14 PM - B	ly: Carol Linden - Processed: 28-Mar-2013 04:17.14 PM - By: Carol Linden
	Holy Spirit

