



***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.

A screenshot of a "Login" form. The form has a blue header with the word "Login" in white. Below the header, it says "Enter your username and password:". There are two input fields: "Username:" and "Password:". At the bottom of the form, there are two buttons: "Login" and "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.
 Select your absence reason and dates and then click the Next button.

Choose the reason you are away:
 -----Choose A Reason-----

Select the type of absence:
 single day range of days

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

Choose the reason you are away:
 With Loss Of Sub Pay 10.2.6

Select the type of absence:
 single day range of days

Enter the date of your absence:
 09-Apr-2013

Next

April 2013						
Su	Mo	Tu	We	Th	Fr	Sa
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	2	3	4

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 entering an absence for Test Teacher Srb.
 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	Position	Location	St. Time	En. Time	AM	PM	Full	Reset
<input checked="" type="checkbox"/>	09-Apr-2013	Tue	Teacher	Human Resources	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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"/>	10-Apr-2013	Wed	Teacher	Human Resources	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	11-Apr-2013	Thu	Teacher	Human Resources	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	12-Apr-2013	Fri	Teacher	Human Resources	08:00	16:30	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Uncheck dates you DO NOT want included in your absence.

8. Check off the required information.

Absence Entry: Replacement Details

You are entering an absence for Test Teacher Srb.

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

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.

Requested Employee # 1:

Requested Employee # 2:

Requested Employee # 3:

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.

Bailey, Joanne (Substitutes) ▼



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

Absence Entry: Confirmation Receipt 4268

You are entering an absence for Test Teacher Srb.

Submission Timestamp: 2013-Apr-09 13:52.33


 You have successfully submitted your absence. Your confirmation number is: **4268**

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

Absence Reason: With Loss Of Sub Pay 10.2.6

Absence Schedule

Date	Day	Position	Location	St. Time	En. Time
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

Start Date: 09-Apr-2013 **End Date:** 09-Apr-2013
Absence Code: **Status:** Requested

Absence And Dispatch Status Info

Just 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?
(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”.



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

[View / Change: Absence and Dispatch Listing](#)

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

Absences Date Range: 28-Mar-2013 To 03-Apr-2013

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)	Hours / FTE
4180	28-Mar-2013	03-Apr-2013	Bereavement: Immediate Family	No Replacement Required	21.0

[Long Term Leave Requests](#)

ID No	Start Date	End Date	Absence Reason
Canceled / Denied 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 it.

[View / Change: Absence Details for ID 4180](#)

Absence Details

ID 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	Start	End	Hours / FTE
Test Support Srb	28-Mar-2013	Thursday	Education Assistant	Human Resources	08:00	16:30	7.0
Test Support Srb	02-Apr-2013	Tuesday	Education Assistant	Human Resources	08:00	16:30	7.0
Test Support Srb	03-Apr-2013	Wednesday	Education Assistant	Human Resources	08:00	16:30	7.0

Leave Details

The leave application below is awaiting approval with the following authorizer(s): Test Supervisor Srb - Supervisor.

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: 000000072 - Created: 28-Mar-2013 04:17.14 PM - By: Carol Linden - Processed: 28-Mar-2013 04:17.14 PM - By: Carol Linden

