



ATTENDANCE MANAGEMENT SYSTEM

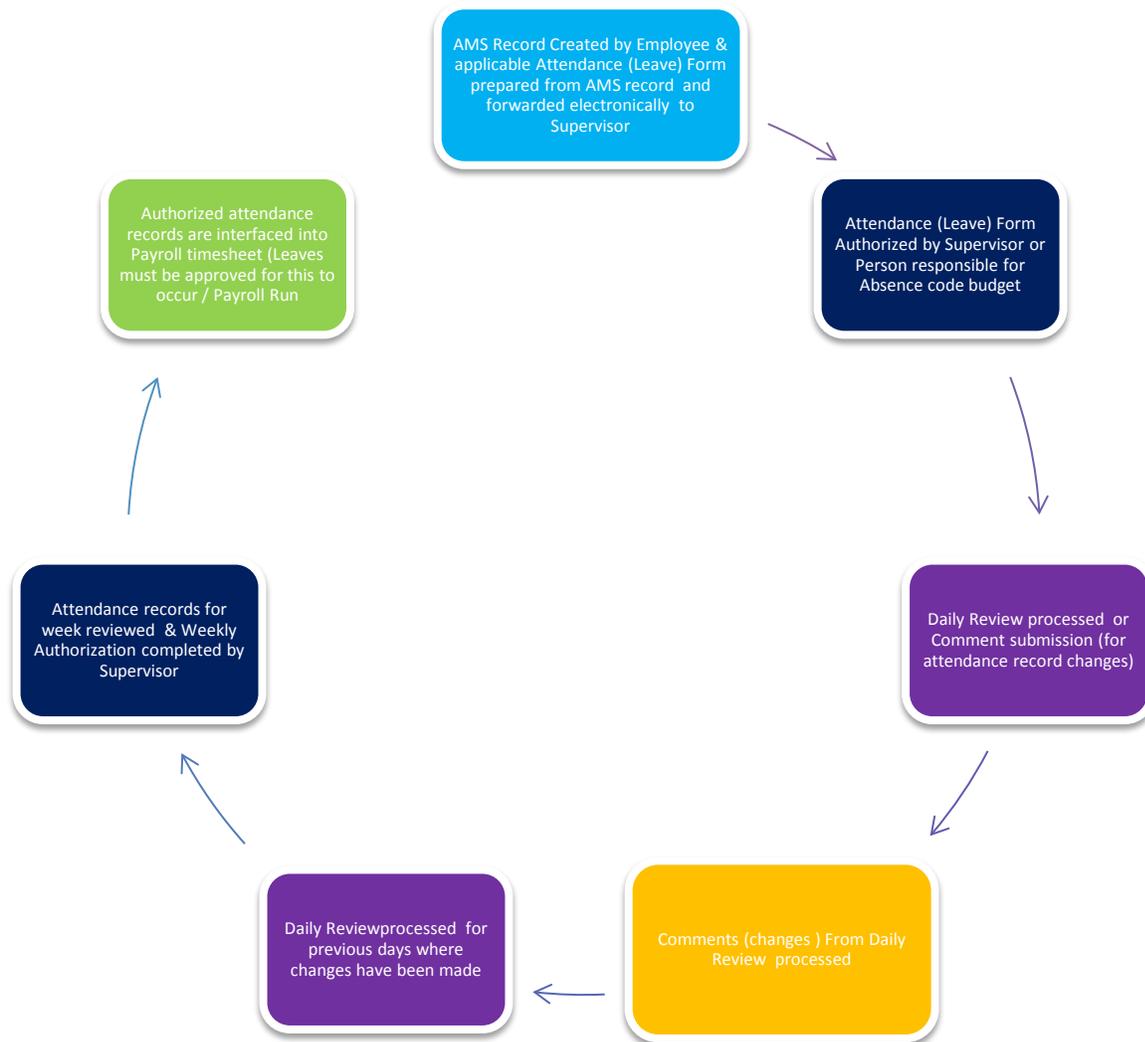
AMS USER GUIDE

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ATTENDANCE MANAGEMENT SYSTEM

OVERVIEW/FLOWCHART



LEGEND OF RESPONSIBILITY:

	Employee
	Administrative Assistant
	Administrator
	AMS Help Desk
	Payroll

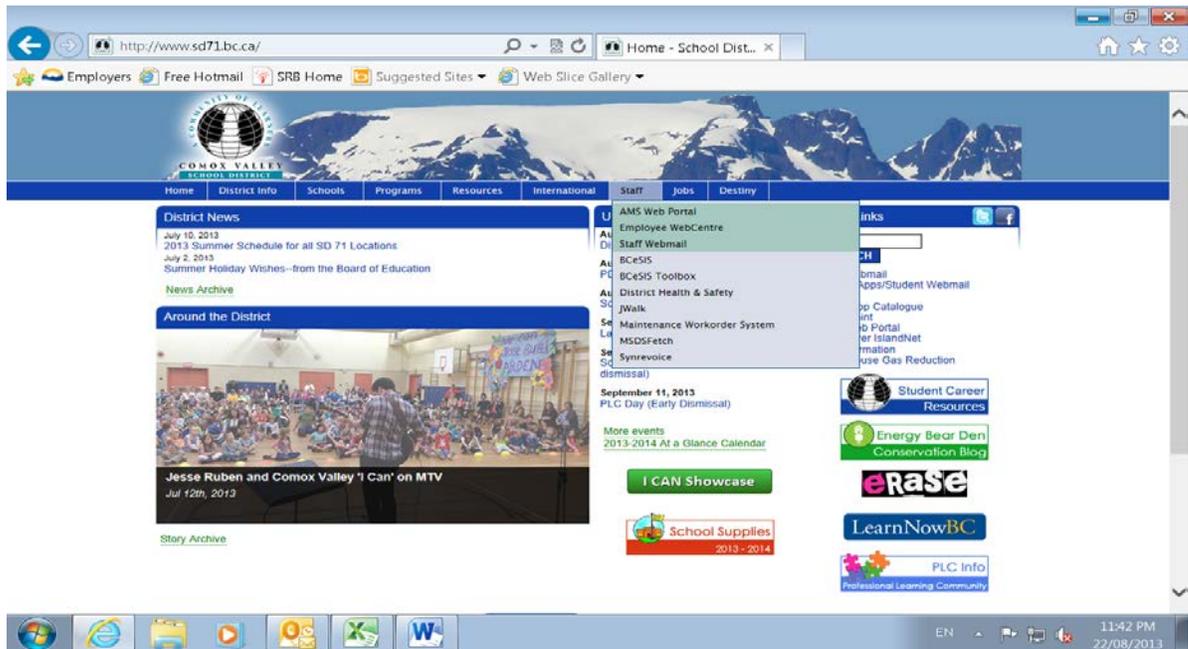
ATTENDANCE MANAGEMENT SYSTEM

AMS USER SECURITY

Accessing the Secure Attendance Management System

Web Site: <http://142.25.199.22/live/servlet/Broker>

OR: Use the Link on the School District's web site: <http://www.sd71.bc.ca> under the **STAFF** dropdown menu choose **AMS Web Portal**



PASSWORDS

Employees use **their personal and private username and password** to log in to the **AMS Web Portal, Employee Centre and Staff Webmail** (highlighted above in blue). If you require your password to be reset please contact **the IT Help Desk for assistance (250-338-1425)**. *(Please do not contact AMS Help Desk for password issues).*

Please Note: Changing your password online (under webmail) does not change your pin number on the phone dispatch system.

GUEST ACCOUNTS

Substitute Employees (ie. substitute administrative assistants) will log in using the Guest Account for the school of the employee being replaced. For example:

<u>School</u>	<u>User Name/User ID</u>	<u>Password/PIN</u>
G.P. Vanier	Guest24	GPVanier24

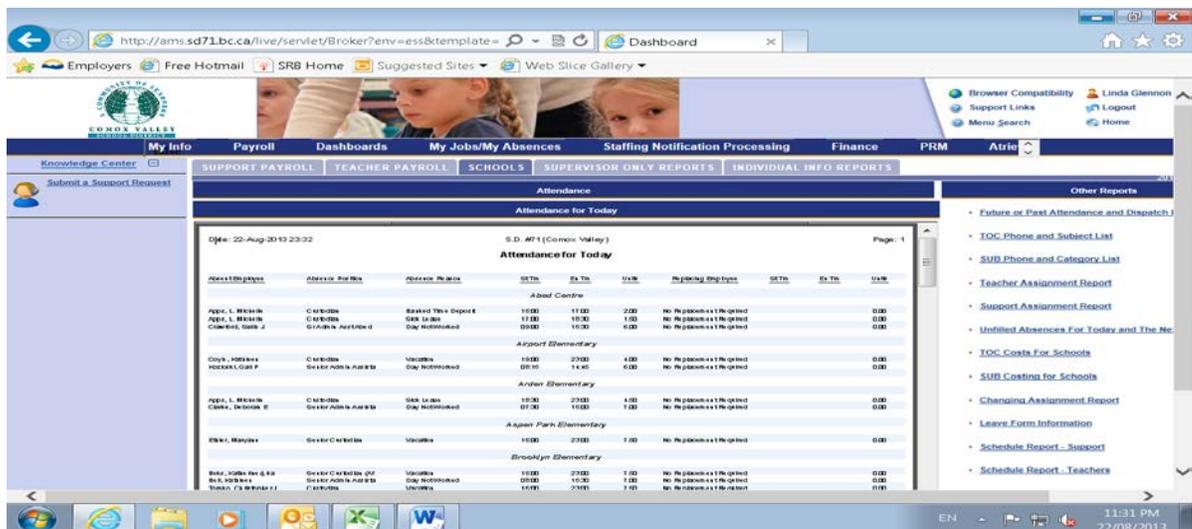
ATTENDANCE MANAGEMENT SYSTEM

DASHBOARDS - SCHOOLS

To access your Dashboard – Schools you must sign in to the AMS Web Portal, then click on Dashboards and click on Schools. This dashboard displays site/department attendance records for the current day. It also displays the reports listed below:

Report	Description
Future or Past Attendance and Dispatch Report	Search future (or previous) attendance records (depending on the date range entered)
TOC Phone and Subject List	Displays TOC Phone numbers and qualified teaching areas
SUB Phone and Category List	Displays Support Staff Phone Numbers and Replacement Categories
Teacher Assignment Report	Displays employment details for teaching staff
Support Assignment Report	Displays employment details for support staff
Unfilled Absences for Today and the Next 30 days	Displays absences that are unfilled with a replacement if the system has not dispatched anyone yet.
TOC Costs for Schools	Displays TOC Costs within selected date range for school authorized site funds: (ADDP, EXTR, FLT, FLD2, PPAR, SCGR)
SUB Costs for Schools	Displays SUB Costs within selected date range for school authorized site funds: (ADDP, EXTR, FLT, FLD2, PPAR, SCGR)
Changing Assignment Report	Displays Staff members who have had an assignment change within the date range specified. (does not indicate the change – only that there has been a change)
Leave Form Information	Displays staff leave information (type, dates, time) for a specific date range
Schedule Report – Support	Displays support staff working schedule information from today to 6 days in future
Schedule Report - Teachers	Displays teaching staff working schedule information from today to 6 days in future

To select any of these reports simply press on the title of the report and fill in selection fields (ie. date format = YYYYMMDD)



Please Note: If you are unable to view the Reports Section from Dashboard - Schools you will need to slide your bottom scroll bar to the right.



ATTENDANCE MANAGEMENT SYSTEM

PERSONAL EMPLOYEE INFORMATION

Individual employee information such as an employee's earnings statements, T4 slips, staffing notifications, seniority date, etc can be viewed from the **'My Info'** tab on AMS Web Portal.

VIEWING PERSONAL INFORMATION

Detailed information can be viewed in **'Individual Info'**. Employees can view Attendance History, Current and Future Assignments as well as Assignment History and Subject History. To view attendance records click on 'View my Attendance for this Year' which will open a window detailing all entries for an employee in AMS. Attendance records are displayed in calendar format first, and then immediately below the calendar attendance records are sorted by absence reason making it easier to review.

If your personal information is incorrect use the "Contact Us" link to inform Human Resources of changes (not attendance records – this must be handled via School/AMS Help Desk).



WORK BOARDS

Work Boards display AMS records for TOCs **only**. TOCs may review their Work Boards to view any jobs for which they have been requested that occur within the next 20 days following today's date. TOCs may access the job information by clicking on the ID No. (Job #, which is highlighted in blue and underlined) and may accept the Job in advance of the start date, rather than waiting for the dispatch system to contact them via phone.

CHANGING YOUR PHONE NUMBER

Employees can quickly and easily change their primary and secondary phone numbers by going to My Jobs/My Absences < Employee Info < Change Telephone.

ATTENDANCE MANAGEMENT SYSTEM

REASON CODES

AMS Description	Code	Employee Group	Leave Authorizer	Default GL Account (???=School number)	Notes
Aboriginal Education	ABED	ALL	District Principal Ab Ed.		Aboriginal Education related entry – confirm replacement costs with Authorizer.
SICK/MED/ILLFAM – no pay (SUBS)	AWOP	CASU	Site Principal/Supervisor-3 days, over 3 days-Dir of HR		Absences for casual support staff who are in assignments.
*Add To Pay (Support/Teacher) P/VP Use Only	ADDP	SUPP/SU12	Site Principal/Supervisor	SUPP 101021424???000 TEAC 101021410???000	Pre-approved additional time for employees in assignments - replacement not applicable.
Adoption	ADOP	SUPP/SU12/TEAC	Director of Human Resources		
Banked Time Deposit	BKIN	SUPP/SU12	Site Principal/Supervisor		Accumulate pre-approved bank of extra hours worked.
Banked Time Withdrawal	BKWD	SUPP/SU12	Site Principal/Supervisor		Withdraw from pre-approved bank of extra hours worked (no replacement permitted).
BCTF Union Business	BCTF	TEAC	Site Principal/Supervisor		
Bereavement	BRVT	EXCL/PVP/TEAC	Director of Human Resources		
Bereavement Unpaid (Teacher)	BWOP	TEAC	Director of Human Resources		
Bereavement (Support)	BVMT	SUPP	Director of Human Resources		
Bereavement (Sick Bank)	BVRS	SUPP	Director of Human Resources		
CDTA Union Business	CDTA	TEAC	Site Principal/Supervisor		
Convocation of Teacher	CONV	TEAC	Director of Human Resources		
CUPE Board Business	CUBB	CASU/SUPP/SU12	Director of Human Resources		
CUPE Union Business	CUPE	CASU/SUPP/SU12	Site Principal/Supervisor		
CV PVPA Business	CVSA	PVP	Supervisor		
Discretionary (Teacher)	DSCR	TEAC	Director of Human Resources		
Discretionary Unpaid (Teacher)	DWOP	TEAC	Director of Human Resources		
Discretionary (PVP/EXC/Other)	DISC	EXCL/PVP	Supervisor		
DPA Curriculum	DPA	ALL	Assistant Superintendent		Daily Physical Activity Curriculum related entry – confirm replacement costs with Authorizer.
Early Learning	ELRN	ALL	Director of Instruction – Elementary		Early Learning related entry – confirm replacement costs with Authorizer.
Elementary Education	ELED	ALL	Director of Instruction – Elementary		Elementary Education related entry – confirm replacement costs with Authorizer.
Examination (Teacher)	EXAM	TEAC	Director of Human Resources		
*Extra/Misc (Subs/TOCs) P/VP Use Only	EXTR	SUBS/TOCS	Site Principal/Supervisor	SUPP 101021424???000 TEAC 101021410???000	Pre-approved extra time for dispatches (SUBS or TOCs) using 'Employee Support or Employee Teacher' from staff list.
Family Responsibility Unpaid	FRNP	TEAC	Director of Human Resources		
Field Trip (School Trust Fund)	FLDT	ALL	Site Principal	197017220???000	School related – charged to school trust account
Field Trip (School Funds)	FLD2	ALL	Site Principal	101025190???000	School related – charged to school budget acct.
Health & Safety	HLSA	ALL	District Principal-Health & Safety		Health and Safety related entry – confirm replacement costs with Authorizer.
Human Resources	HRSV	ALL	Director of Human Resources		Human Resources related entry – confirm replacement costs with Authorizer.
ICBC	ICBC	ALL	Site Principal/Supervisor notified		
Illness in Family (PVP/EXCL)	ILFA	EXCL/PVP	Supervisor		
Illness in Family (SUPP/Sick)	ILLF	SUPP/SU12	Director of Human Resources		
Illness in Family (W/O Pay)	FWOP	SUPP/SU12	Director of Human Resources		
Illness in Family (Teacher)	ILFM	TEAC	Director of Human Resources		



ATTENDANCE MANAGEMENT SYSTEM

AMS Description	Code	Employee Group	Leave Authorizer	Default GL Account (???=School number)	Notes
In District Meeting	INDT	ALL	Site Principal/Supervisor		
International Student Program	ISP	ALL	District Principal, International Student Pgm		International Student Program related entry – confirm replacement costs with Authorizer.
Jury or Witness Duty	JURY	ALL	Director of Human Resources		
Leave W/O Pay (SU12/PVP/EXCL)	LVNP	EXCL/PVP/SU12	Supervisor		
Leave W/O Pay (Personal Days)	PWOP	CASU/SUPP/SU12	Director of Human Resources		
Leave W/O Pay (Protocol)	LWOP	CASU/SUPP/SU12 /TEAC	Director of Human Resources		
Lieu Time	LIEU	EXCL/PVP/TEAC	Director of Human Resources		
LIF School Health & Safety	LIFH	CASU/SUPP/SU12	Site Principal/Supervisor		Support staff in assignments attendance at H&S meetings (max. 5 hrs/school year)
LIF School IEP/SBT	LIFO	CASU/SUPP/SU12	Site Principal/Supervisor		EAs in assignments required to attend IEP/SBT meetings (max. 2 hrs/school year)
Management Team Meeting	MGT	EXCL/PVP	Superintendent		P/VP attending Management Meetings
Medical Appointment Employee	MED	ALL	Site Principal/Supervisor notified		
Medical Appointment Family	MEDF	TEAC	Director of Human Resources		
Move Up (PVP Use only)	MVUP	ALL	For Payroll - Flag ONLY		To track staff temporarily replacing another employee in higher-rated position -Include details in AMS entry or daily review comment box).
Non-Instructional Day	NI-D	SUPP	For Payroll Use Only		To adjust pay for an NI day.
NIDES Replacement Sick	NSIC	TEAC	Principal – NIDES		
Day Not Worked	NTWK	CASU/SUPP	For Payroll Use Only		To adjust pay for a day not worked.
Out of District/3 rd Party/Other	OUTD	ALL	Site Principal/Supervisor		To be used for Out of District related entries and to track TOC costs for billing to outside agencies.
Pallbearer	PLBR	ALL	Director of Human Resources		
Paternity	PAT	EXCL/PVP/TEAC	Director of Human Resources		
Paternity (Support)	PATS	SUPP/SU12	Director of Human Resources		
Pro-D Teachers (personal pro-d money)	PROD	TEAC	Site Principal/Supervisor		Professional Development related entry for Teachers only.
Pro-D P/VP Excluded (personal pro-d money)	PRD2	EXCL/PVP	Supervisor		Professional Development related entry for P/VP and Excluded Staff only.
Professional Partnerships	PPAR	ALL	Site Principal/Supervisor	101021408???000	Professional Partnership related entry
School Growth	SCGR	ALL	Site Principal/Supervisor	101025104???000	School Growth related entry
School Leadership Fund	LEAD	TEAC	Site Principal/Supervisor		
Secondary Education	SCED	ALL	Assistant Superintendent		Secondary Education related entry – confirm replacement costs with Authorizer.
Sick Leave	SICK	ALL	Site Principal/Supervisor notified		
Sick Leave (Without Pay)	SWOP	ALL	Site Principal/Supervisor notified		
Sick Leave (Worksafe BC Only)	WCB	ALL	Site Principal/Supervisor notified		Work related injury/illness entries only (paid through sick leave).
Sick Leave (Worksafe No Pay)	WCBN	ALL	Site Principal/Supervisor notified		Work related injury/illness entries only (no sick leave remaining).
STAT Holiday Pay Deduction	STAT	CASU/SUPP	For Payroll Use Only		To adjust pay for STAT holiday.
Student Services	STSV	ALL	Director of Instruction - Student Services		Student Services related entry – confirm replacement costs with Authorizer.
Superintendent	SUPR	ALL	Superintendent		Superintendent related entry – confirm replacement costs with Authorizer.
Technology	TECH	ALL	District Principal, Education Technology		Technology related entry – confirm replacement costs with Authorizer.
Unfilled Posting (P/VP Use Only)	POST	SUBS/TOCS	Director of Human Resources		Use only when a Job Posting is pending. Use “Employee Support” or “Employee Teacher”.
Vacation	VAC	EXCL/SU12	Supervisor		
Vacation 10/11 MO	VA10	SUPP	For Payroll Use Only		To record/adjust 10/11 month Support Staff vacation taken.

***Extra (EXTR) and Add to Pay (ADDP) records must be approved in advance by the site Principal/Supervisor**



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SBO Codes only: These codes are used by SBO Staff only. They are not part of the employee's drop-down attendance codes in AMS. When applied by SBO staff, these codes are visible to Administration Staff in their daily/weekly review:

MDWP -Long Term Medical Lv With Pay	MDNP -Long Term Medical Lv No Pay
NI-D -Non Instructional Day	NTWK -Not Worked
STAT -Statutory Holiday	VA10 -Vacation 10/11 month
JBAC -Job Action	

NOTES:

-Not all Attendance Codes listed can be selected by every employee - the 'reason' menu which drops down when creating an attendance record has been tailored to meet the needs of each staff category (ie: Admin, Teacher, Support). For example: a teacher's menu will include the reason "CDTA Union Business" while a support staff's menu includes the reason "CUPE Union Business" instead.

-When sending out invitations to an upcoming meeting or inservice please include instructions directing participants to select the correct AMS Absence reason from the lists on the previous pages (do not refer them to the 3-4 digit Code as this is not displayed when creating an attendance record in AMS).

ATTENDANCE MANAGEMENT SYSTEM

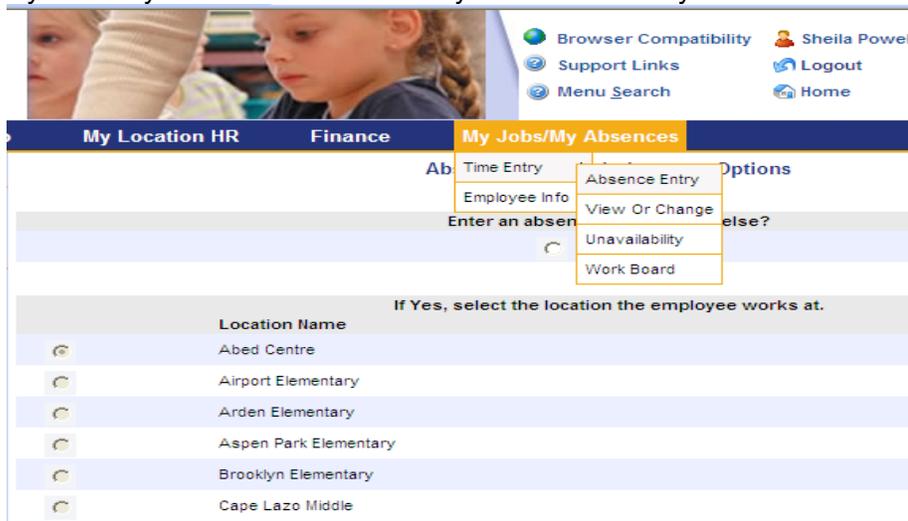
ATTENDANCE ENTRY

Employees in SD71 are required to enter their own attendance records into the Attendance Management System – this is not the responsibility of the Principal/Supervisor or the Administrative Assistant except in unique circumstances (emergency, extra hours, banked time entry, pre-assigning replacements)

ENTERING AN ATTENDANCE RECORD FOR ANOTHER EMPLOYEE (INCLUDING PRE-ASSIGNING A REPLACEMENT EMPLOYEE)

The Sr. Administrative Assistant or Principal/Supervisor may enter pre-approved extra hours or banked time for staff at their location. To do so you must create an attendance record. NOTE: Attendance records can be created up to 14 days in the past (replacements can only be requested for future absences or today’s absence).

My Jobs/My Absences > Time Entry > Absence Entry



Under the bullet: **‘Enter an absence for someone else?’ – Select ‘Yes’**

Select: **‘Next’**

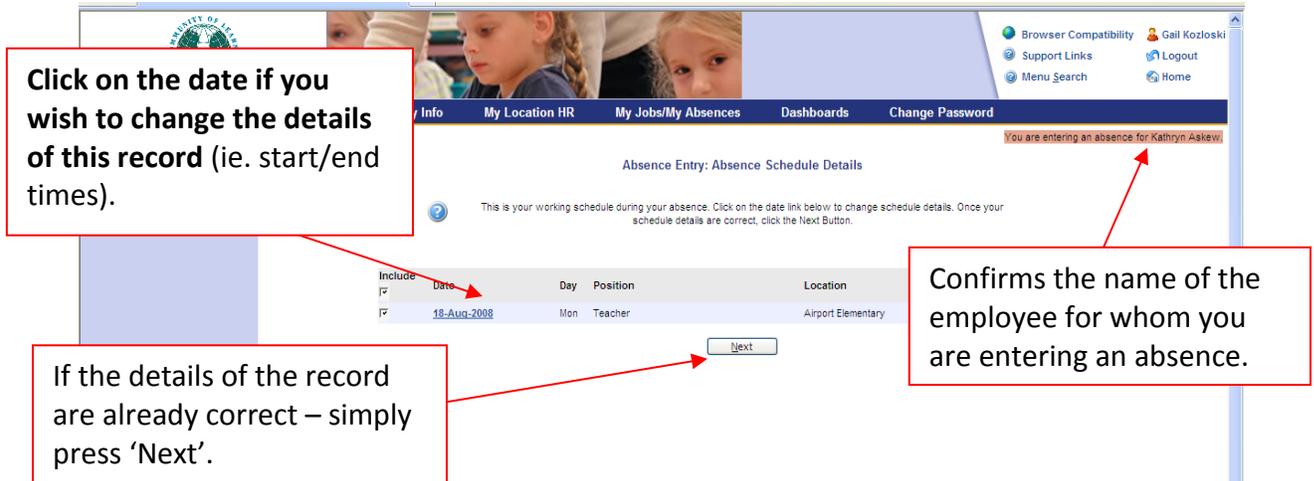
Select the employee by clicking on the employee’s name.

(Pseudo Employees - Employee Support 10/11, Employee Support 12, Employee Teacher are found at the bottom of the list and are used to call in a replacement for a “pending” Job Posting (Vacancy), or to bring in additional help at your location/department.)

Select the Absence reason and dates and then click the ‘next’ button.

Ensure the correct information for the employee’s absence is displayed (ie. start/end times, etc). If an adjustment to the attendance record details is required, click on the date (highlighted & underlined) to display another screen which will allow you to change details (ie. start/end time). Once you have modified the details select ‘Accept Schedule’. If the displayed schedule is already correct simply select ‘Next’.

ATTENDANCE MANAGEMENT SYSTEM



Click on the date if you wish to change the details of this record (ie. start/end times).

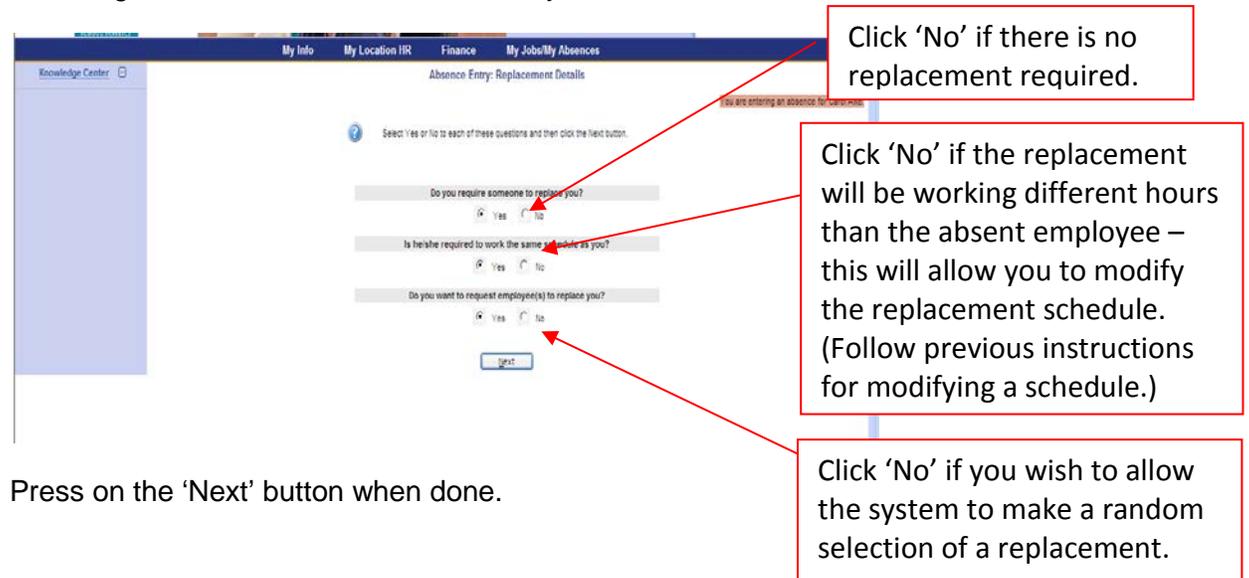
Confirms the name of the employee for whom you are entering an absence.

If the details of the record are already correct – simply press 'Next'.

WARNING: Lengths of call outs **MUST** meet minimum requirements in order for the attendance system to call a replacement. If the call out length is less than the minimum requirement the record will go into manual intervention and will not call in a replacing employee. *A dispatch will also go into manual intervention if the start time for the replacing employee has already been reached.* Ensure the start time for the replacing employee is set far enough in the future (at minimum 30 minutes after the current time) to ensure the dispatch will call for a replacement.

Minimum Requirements:

Support Staff: 4 Hours (2 hours if the replacement hasn't started working)
Teaching Staff: 0.40 of a day



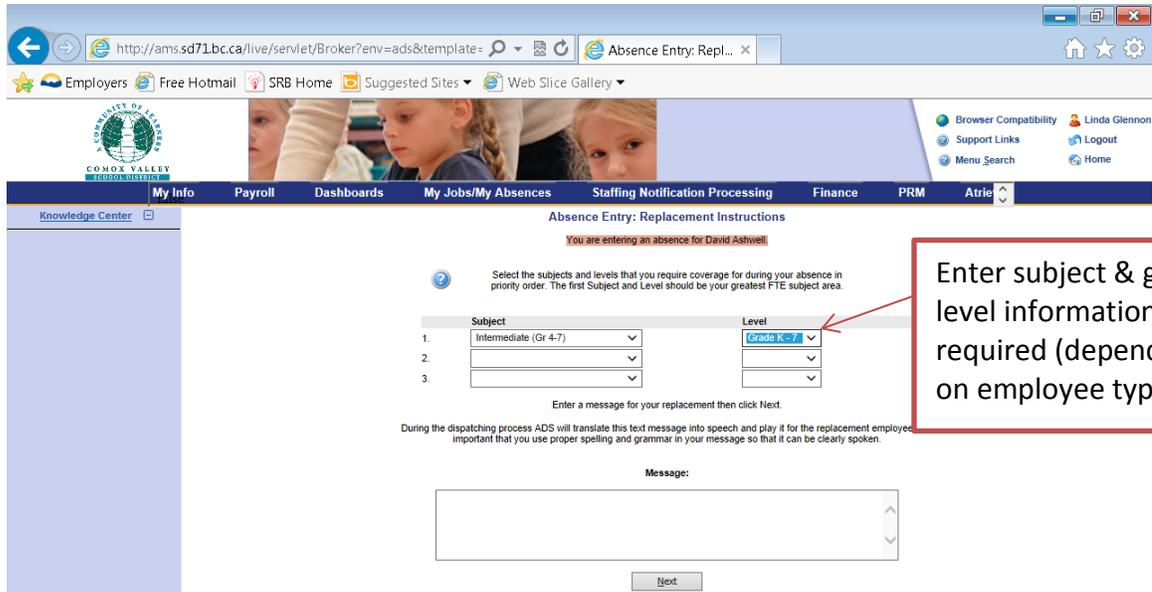
Click 'No' if there is no replacement required.

Click 'No' if the replacement will be working different hours than the absent employee – this will allow you to modify the replacement schedule. (Follow previous instructions for modifying a schedule.)

Click 'No' if you wish to allow the system to make a random selection of a replacement.

Press on the 'Next' button when done.

ATTENDANCE MANAGEMENT SYSTEM



http://ams.sd71.bc.ca/live/servlet/Broker?env=ads&template= Absence Entry: Repl... x

Employers Free Hotmail SRB Home Suggested Sites Web Slice Gallery

Browser Compatibility Linda Glennon
Support Links Logout
Menu Search Home

My Info Payroll Dashboards My Jobs/My Absences Staffing Notification Processing Finance PRM Atrie

Absence Entry: Replacement Instructions

You are entering an absence for David Ashwell!

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. Intermediate (Gr 4-7)	Grade K - 7
2. [Dropdown]	[Dropdown]
3. [Dropdown]	[Dropdown]

Enter a message for your replacement then click Next.

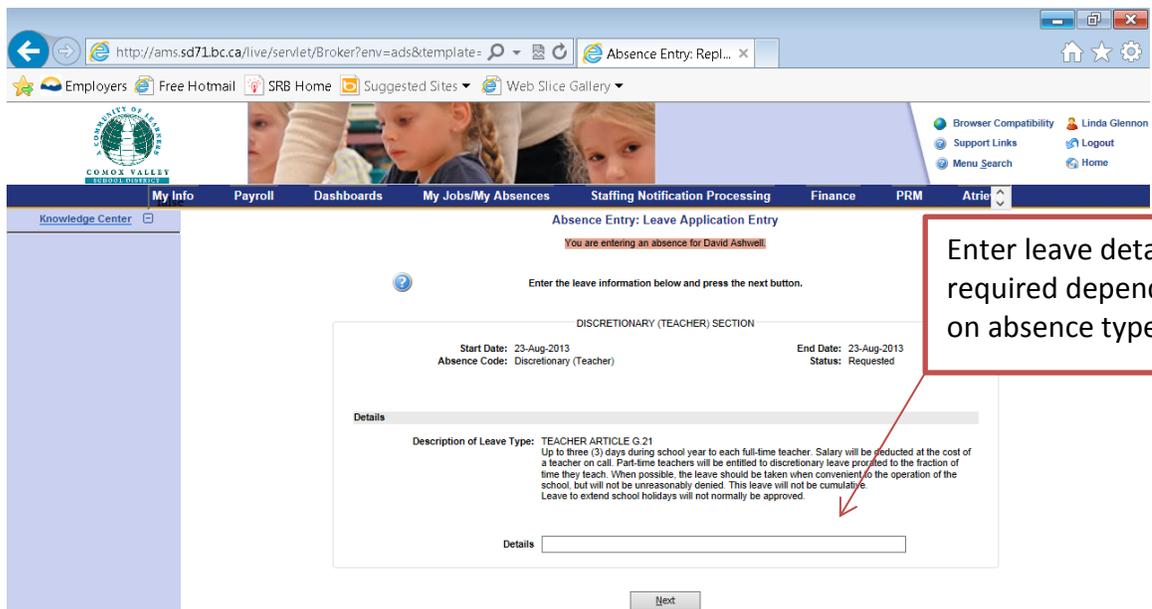
During the dispatching process ADS will translate this text message into speech and play it for the replacement employee. It is important that you use proper spelling and grammar in your message so that it can be clearly spoken.

Message:

Next



EN 12:45 AM
23/08/2013



http://ams.sd71.bc.ca/live/servlet/Broker?env=ads&template= Absence Entry: Repl... x

Employers Free Hotmail SRB Home Suggested Sites Web Slice Gallery

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My Info Payroll Dashboards My Jobs/My Absences Staffing Notification Processing Finance PRM Atrie

Absence Entry: Leave Application Entry

You are entering an absence for David Ashwell!

Enter the leave information below and press the next button.

DISCRETIONARY (TEACHER) SECTION

Start Date: 23-Aug-2013 End Date: 23-Aug-2013
Absence Code: Discretionary (Teacher) Status: Requested

Details

Description of Leave Type: TEACHER ARTICLE G.21
Up to three (3) days during school year to each full-time teacher. Salary will be produced at the cost of a teacher on call. Part-time teachers will be entitled to discretionary leave pro-rated to the fraction of time they teach. When possible, the leave should be taken when convenient to the operation of the school, but will not be unreasonably denied. This leave will not be cumulative. Leave to extend school holidays will not normally be approved.

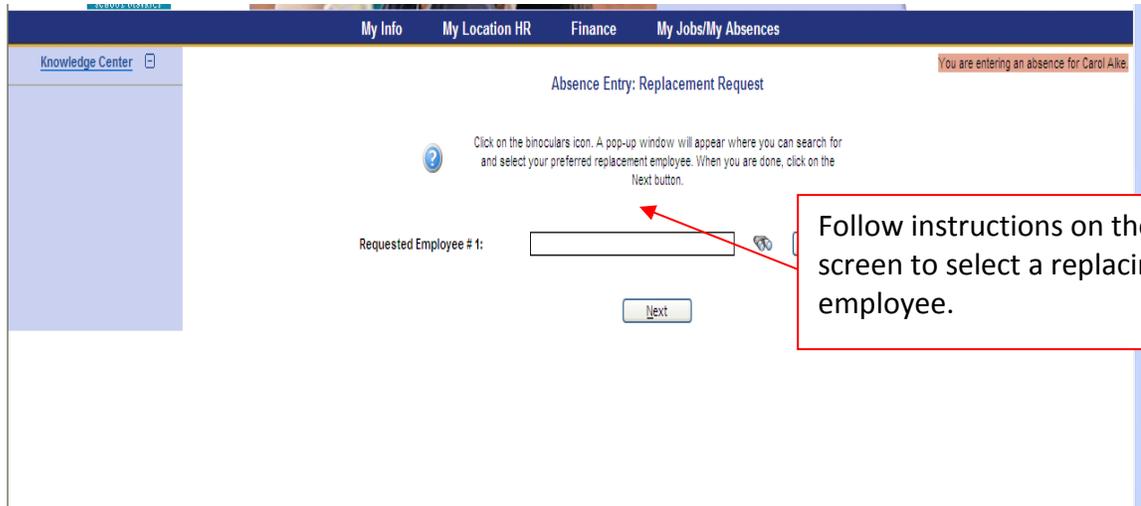
Details

Next



EN 1:01 AM
23/08/2013

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My Info My Location HR Finance My Jobs/My Absences

Knowledge Center

Absence Entry: Replacement Request

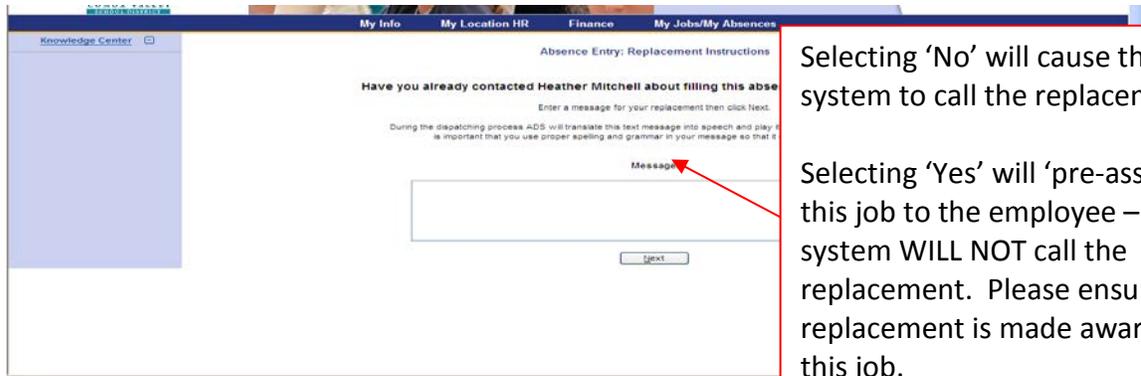
You are entering an absence for Carol Aike

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: 

Next

Follow instructions on the screen to select a replacing employee.



My Info My Location HR Finance My Jobs/My Absences

Knowledge Center

Absence Entry: Replacement Instructions

Have you already contacted Heather Mitchell about filling this absence?

Enter a message for your replacement then click Next.

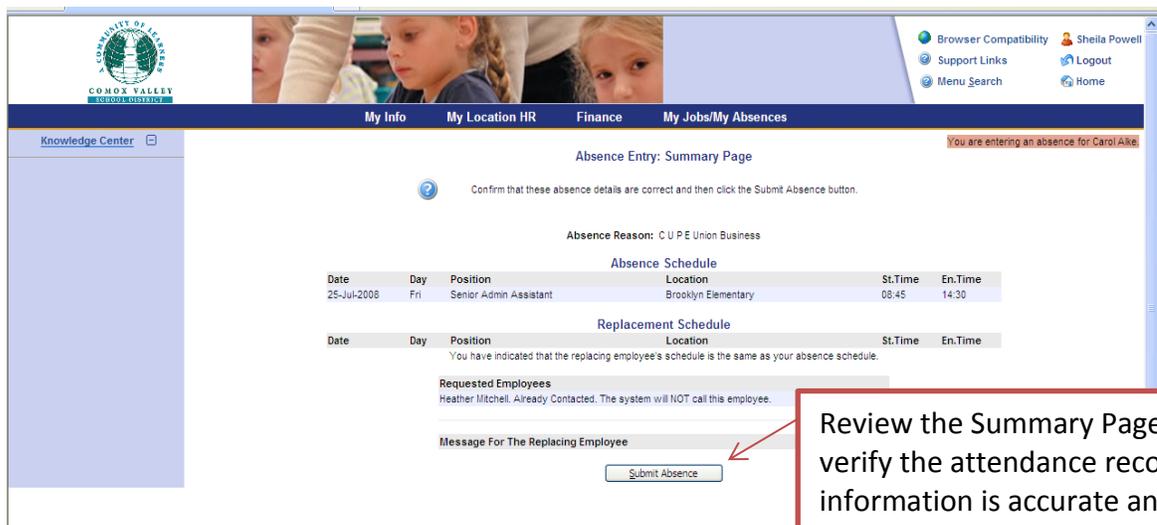
During the dispatching process ADS will translate this text message into speech and play it back. It is important that you use proper spelling and grammar in your message so that it is clear.

Message:

Next

Selecting 'No' will cause the system to call the replacement.

Selecting 'Yes' will 'pre-assign' this job to the employee – the system WILL NOT call the replacement. Please ensure the replacement is made aware of this job.



Browser Compatibility Sheila Powell
Support Links Logout
Menu Search Home

My Info My Location HR Finance My Jobs/My Absences

Knowledge Center

Absence Entry: Summary Page

You are entering an absence for Carol Aike

Confirm that these absence details are correct and then click the Submit Absence button.

Absence Reason: C U P E Union Business

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
25-Jul-2008	Fri	Senior Admin Assistant	Brooklyn Elementary	08:45	14:30

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.					

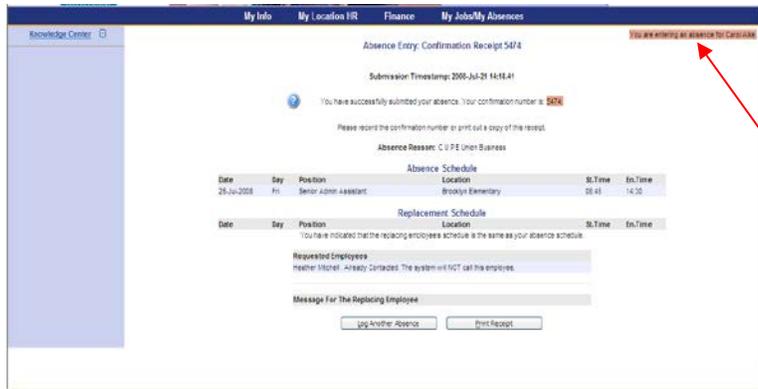
Requested Employees
Heather Mitchell, Already Contacted. The system will NOT call this employee.

Message For The Replacing Employee

Submit Absence

Review the Summary Page to verify the attendance record information is accurate and then press 'Submit Absence'.

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Confirms the name of the employee for whom you are entering an absence.

Make note of the confirmation/receipt # (ID #) and/or print receipt for your records.

ENTERING AN ATTENDANCE RECORD FOR ADD TO PAY OR BANKED TIME (SUPPORT ONLY)

For an employee IN an assignment at your site:

My Jobs/My Absences > Time Entry > Absence Entry

Under the bullet: **'Enter an absence for someone else'** – Select **'Yes'**

Select: **'Next'**

Select the employee who is working the additional hours or banking the time.

Select Reason: **Add To Pay or Banked time deposit**

Note: Employees may make their own entries for banked time withdrawal.

Select single or range of days.

Select correct start/end time.

(If the employee works from 8:00 am to 3:30 pm and has received approval to work an extra hour at the end of their day, the start time should be entered as 15:30 and the end time as 16:30.)

Do you require a replacement?: **NO**

ENTERING AN ATTENDANCE RECORD EXTRA HOURS

For Subs and TOCs dispatched to your site when they are not replacing an employee in an assignment:

My Jobs/My Absences > Time Entry > Absence Entry

Select the bullet: **'Enter an absence for someone else'**

Select: **'Next'**

Choose appropriate selection from bottom of the staff list:

(Employee Support 10/11, Employee Support 12, or Employee Teacher)

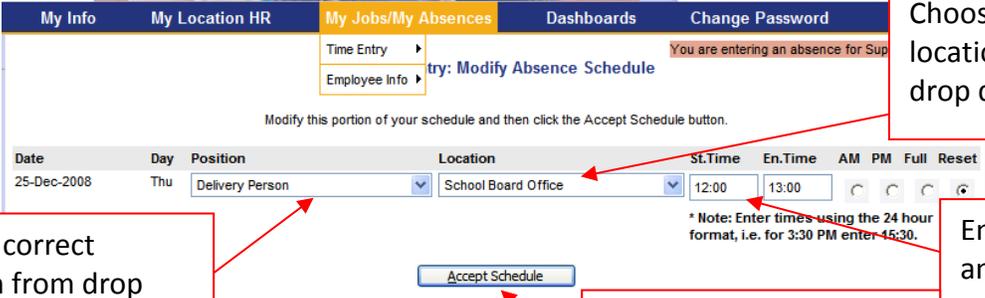
Select Reason: **'Extra/Misc (Subs/TOCs) P/vP Use Only'**

Select: **'Single' or 'Range of days'**

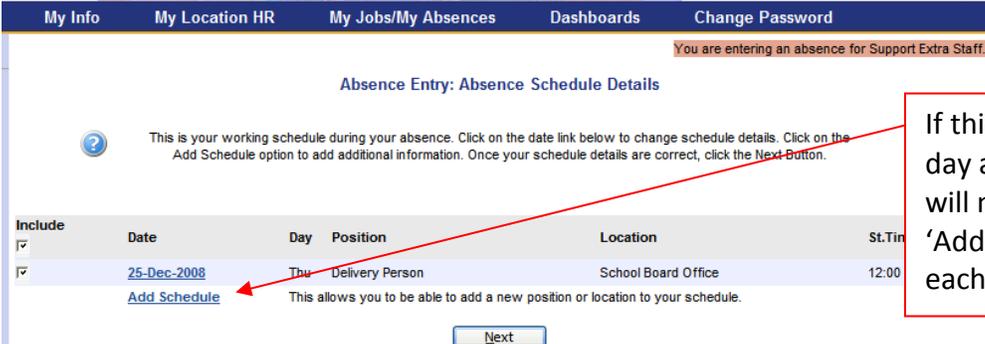
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Press: **'Add Schedule'**

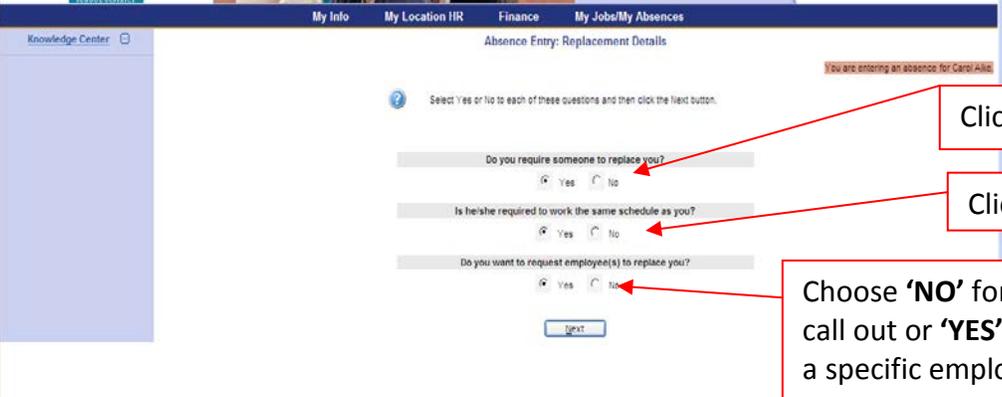
Choose correct position and location from drop down lists, and enter start/end times before accepting schedule.



This screenshot shows the 'Modify Absence Schedule' form. The 'Position' dropdown is set to 'Delivery Person' and the 'Location' dropdown is set to 'School Board Office'. The start time is 12:00 and the end time is 13:00. A callout box points to the 'Location' dropdown with the text: 'Choose the correct location from the drop down list.' Another callout points to the 'Position' dropdown with the text: 'Choose correct position from drop down list.' A third callout points to the time input fields with the text: 'Enter the start and end times'. A fourth callout points to the 'Accept Schedule' button with the text: 'Once all information has been entered correctly click Accept Schedule.' A note at the bottom of the form reads: '* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30.'



This screenshot shows the 'Absence Schedule Details' page. It displays a table with columns for 'Date', 'Day', 'Position', 'Location', and 'St. Time'. The first row shows '25-Dec-2008', 'Thu', 'Delivery Person', 'School Board Office', and '12:00'. A callout box points to the 'Add Schedule' link below the table with the text: 'If this is a multi-day absence you will need to press 'Add Schedule' for each day.' A 'Next' button is visible at the bottom of the page.

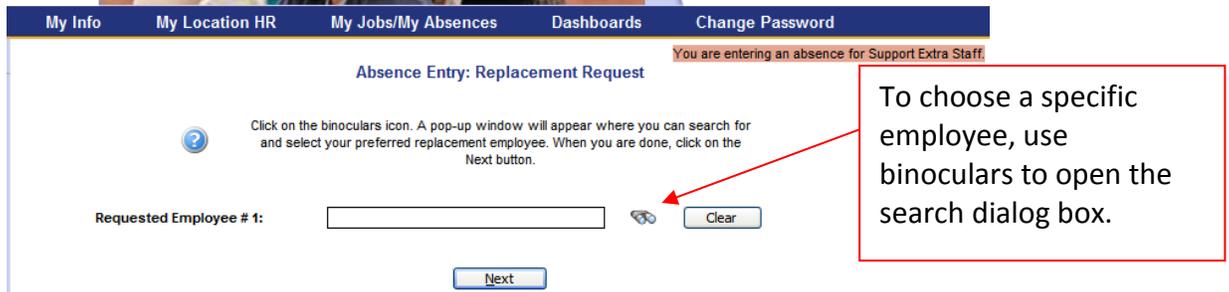


This screenshot shows the 'Replacement Details' form. It contains three questions with radio button options for 'Yes' and 'No':

- Do you require someone to replace you? (Callout: 'Click 'YES''.)
- Is he/she required to work the same schedule as you? (Callout: 'Click 'YES''.)
- Do you want to request employee(s) to replace you? (Callout: 'Choose 'NO' for random call out or 'YES' to select a specific employee.')

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

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If you have already contacted the requested employee about filling this absence, choose YES when prompted or NO if you require the system to make a call out.

Review all your entries before submitting the absence.

Please note all attendance records entered using the Add to Pay or Extra absence reasons are charged by default to the site/department. If you require a different GL account be charged, you must submit a Comment for that individual employee via the Daily Review (or Weekly Authorization), to provide the GL account information change.

ENTERING AN ATTENDANCE RECORD FOR MOVE UP

This reason code is to be selected when a support staff employee in an assignment is replacing another support staff employee in an assignment who is paid at a higher pay grade than themselves. Choosing the "Move Up" reason will not pay the employee at the higher pay grade, but it does flag the record so payroll staff can assess the employee's eligibility for the higher pay grade.

Here is an example of how to use the 'move up' absence reason code:

In this scenario Employee A is the Senior Admin Assistant at an Elementary School who is away sick. Employee B who is the part-time Admin. Assistant will work for Employee A and an On-Call Admin. Assistant will work for Employee B:

- 1) Employee A creates an attendance record for herself for her full work day using the reason code "SICK" and indicates no replacing employee required.
- 2) A second attendance record is created (either by Employee A or the Principal/Supervisor) selecting Employee B as the absent employee with the reason "MOVE UP". The Absence Schedule Details screen (start/end times) should be adjusted to match Employee A's work day. Ensure you indicate a replacement is required. In the Replacement Schedule Details Screen the replacing employee's schedule must be adjusted to match Employee B's normal work day (start/end times). Request your preferred On-Call Admin Assistant or allow the system to find someone for you.

ATTENDANCE MANAGEMENT SYSTEM

3) If this MOVE UP requires Employee B to work longer hours than their regular work day, a third attendance record will need to be created (either by Employee A or the Principal/Supervisor) selecting Employee B as the absent employee and using the reason 'ADDP'. The Absence Schedule Details screen (start/end times) should be adjusted to cover the additional hours worked (ie. Employee B normally finishes at 13:00 - start time of the ADDP will be 13:00 and the end time will be adjusted to reflect Employee A's normal end time.) There will be no replacement required for this absence entry.

VIEW/CANCEL OR CLOSE AN ABSENCE

My Jobs/My Absences > Time Entry > View or Change

If the attendance record is for someone else:

Under the bullet: 'View information for someone else' – Select 'Yes'
 Select: 'Next'

Select the employee by clicking on the employee name

(Pseudo Employees (Employee Support 10/11, Employee Support 12, Employee Teacher) are found at the bottom of the list.)

Click on the ID Number of the attendance record you wish to view, close or cancel.



The screenshot shows the 'View / Change: Absence Details for ID 5474' page. It includes a navigation menu with 'My Info', 'My Location HR', 'Finance', and 'My Jobs/My Absences'. The main content area displays the following information:

Absence Details
 ID Number: 5474
 Dates: 25-Jul-2008 To 25-Jul-2008
 Absence Reason: C U P E Union Business
 Replacing Employee(s): Heather Mitchell
 Subjects/Levels: Admin Assistant 8 /
 Message:

Absent Employee	Date	Day	Position	Location	Start	End
Carol Aike	25-Jul-2008	Friday	Senior Admin Assistant	Brooklyn Elementary	08:45	14:30

Dispatch Details

Replacing Employee	Date	Day	Position	Location	Start	End
Heather Mitchell	25-Jul-2008	Friday	Sub Senior Admin Assistant	Brooklyn Elementary	08:45	14:30

At the bottom of the page, there are two buttons: 'Close Absence' and 'Cancel Absence'.

Close Absence: This process is used to shorten the length of an existing absence (ie. employee returns earlier than anticipated).

Cancel Absence: This process can only be used if the absence has not yet begun. The callout system will only allow cancellation of an absence if the request is selected more than 11 hours prior to the start date/time of the absence.



ATTENDANCE MANAGEMENT SYSTEM

Please note: The only changes which you can make to an absence are either to close or cancel. If other information such as: the replacing employee; the start/end time; etc. needs to be changed the job will need to be cancelled and a new absence created with the correct absence record information and a new confirmation receipt/ID #. If a replacing employee has already accepted the dispatch the system will attempt to contact this employee just prior to the next scheduled call out for jobs (a few minutes prior to 6 pm, Sunday through Thursday) to advise them of the cancellation.



ATTENDANCE MANAGEMENT SYSTEM

AMS USER CHECKLISTS

ADMINISTRATIVE ASSISTANT CHECKLIST

See 'Administrative Assistant – Daily Review' for detailed instructions, following immediately after the Checklists.

Each morning, log into AMS Web Portal and select 'Dashboard – Schools' under the Dashboards tab to view the list of attendance records for the current day in order to prepare for replacement staff.

Each afternoon by 1:00 pm log into AMS Web to review attendance records. The current day will show as the default in the [Daily Attendance Review](#). Select the date you wish to review. Click on the Submit Day button to list all records for that day.

Review each attendance record on the selected date for accuracy. Any corrections which need to be made must be forwarded to AMS Help Desk by clicking in the box under the red 'x' next to the employee record in question. A dialogue box (Comment) will open with the wording "this entry is incorrect because". Please type the changes you require in the box provided being specific about what needs to be changed (ie. start/end time is incorrect, then provide correct start/end times and any relevant change to hours or FTE).

The 'Extra Comments' box is used when an attendance record is missing. Full details of your request must be provided when using the 'Extra Comments' (ie. Absent Employee, Date, Start/End time, Hours/FTE, Replacing Employee, Start/End time, Hours/FTE, GL Account).

After you are finished making comments, click on the Submit Daily Review button to send the comments to AMS Help Desk. NOTE: If you exit without clicking the Submit Daily Review button, ALL of your submitted comments will be deleted. If you submit the Daily Review more than once all of your comments will be re-sent to AMS Help Desk, causing duplicate work. Please limit your submission of the Daily Review to once a day by 1:00 pm whenever possible.

NOTE: Comments received by AMS Help Desk during the current day will be processed ASAP, but no later than noon of the following day, with the exception of Friday when Comments received by 2:00 pm will be processed by 3:00 pm. In order to minimize additional workload for both Administrative Assistants and AMS Help Desk please do not send follow up emails or Comments to AMS Help Desk prior to these processing timelines. Urgent matters, such as an immediate need for a replacement at your location, should be communicated to AMS Help Desk via phone (250-338-2388).

If you have submitted Comments for a particular date you will be required to view the date again after the Comments have been processed by AMS Help Desk. When this has occurred, a status indicator 'C' will be displayed next to the date in the Daily Review drop down menu. Other status indicators which you will see are: 'N' for Not Reviewed and 'R' for Reviewed.



ATTENDANCE MANAGEMENT SYSTEM

Click on the 'Submit Day' button to review the attendance records again. If they are now accurate, click on the box under the green ✓ and next to the attendance record. After all attendance records with Comments have been checked you may proceed by clicking on the Submit Daily Review button to mark the date as reviewed.

On Monday mornings, the previous Saturday and Sunday will need to be reviewed even if there were no attendance records. Click on Submit Daily Review button to process.

On Friday, once you are satisfied with the attendance information on each of the days of that week (Saturday through Friday), notify the Principal/Supervisor that the week is ready to be reviewed and authorized. The deadline for the Weekly Authorization is **10:00 am** Monday morning or Tuesday if Monday is a holiday.

NOTE: Please ensure Daily Reviews are submitted in a timely manner so that payroll processing is not held up. Late submission of Comments or delayed completion of Daily Reviews may impact the Principal/Supervisor's ability to process the Weekly Authorization.

The Payroll Supervisor will send friendly e-mail reminders to administrative assistants if the Daily Review has yet to be submitted.

The screenshot shows the 'Attendance Management: Date Selection' interface for 'Edwardson Secondary'. It features two main sections: 'Daily Attendance Review' and 'Weekly Authorization Review'. The 'Daily Attendance Review' section includes a dropdown menu for 'Day to Review' (set to '08-Jul-2008 N') and a 'Submit Day' button. The 'Weekly Authorization Review' section includes a dropdown menu for 'Week to Review' (set to '13-Jul-2007 N') and a 'Submit Week' button. A red arrow points to a blue question mark icon next to the 'Daily Attendance Review' section. A red box contains the text: "Help" is always available through a tutorial.



ATTENDANCE MANAGEMENT SYSTEM

ADMINISTRATOR CHECKLIST

See 'Administrator – Weekly Authorization' for detailed instructions, following immediately after the Checklists.

A list of attendance records for the current day can be viewed by logging into AMS Web Portal and clicking on 'Dashboard - Schools'.

You may log in to AMS Web Portal to complete your Weekly Authorization after your Administrative Assistant has indicated all the Daily Reviews for the week have been completed. The Weekly Authorization can be done as early as Friday at the end of the school day or at the latest Monday morning by 10:00 am, Select the [Week to Review](#) from the drop-down box. Click on Submit Week to proceed.

If a message pops up on your screen this must be dealt with before you will be able to complete the Weekly Authorization. The most common message will identify dates which have not been processed by the Daily Review. These dates must be reviewed by the Administrative Assistant or yourself, if you are on a tight deadline. You may process the outstanding Daily Reviews by choosing the appropriate date, clicking on Submit Day, reviewing the attendance records and then clicking on Submit Daily Review.

Review each attendance record on the selected week for accuracy. Any corrections which need to be made must be forwarded to AMS Help Desk by clicking in the box under the red 'x' next to the employee attendance record in question. A dialogue box (Comment) will open with the wording "this entry is incorrect because". Please type the changes you require in the box provided being specific about what needs to be changed (ie. start/end time is incorrect, then provide correct start/end times and any relevant change to hours or FTE).

The 'Extra Comments' box is used when an attendance record is missing. Full details of your request must be provided when using the 'Extra Comments' (ie. Absent Employee, Date, Start/End time, Hours/FTE, Replacing Employee, Start/End time, Hours/FTE, GL Account).

After you are finished making comments, click on the Submit Daily Review button to send the comments to AMS Help Desk. NOTE: If you exit without clicking the Submit Daily Review button, ALL of your submitted comments will be deleted. If you submit the Daily Review more than once all of your comments will be re-sent to AMS Help Desk, causing duplicate work.

If you have submitted Comments for a particular date you will be required to view the date again after the Comments have been processed by AMS Help Desk. When this has occurred, a status indicator 'C' will be displayed next to the date in the Daily Review drop down menu. Other status indicators which you will see are: 'N' for Not Reviewed and 'R' for Reviewed.

Click on the 'Submit Day' button to review the attendance records again. If they are now accurate, click on the box under the green ✓ and next to the attendance record. After all



ATTENDANCE MANAGEMENT SYSTEM

attendance records with Comments have been checked you may proceed by clicking on the Submit Daily Review button to mark the date as reviewed.

Once the Daily Reviews have been completed you may proceed with the Weekly Authorization by clicking on the Submit Authorization button. Once a week is authorized no further comments may be added. NOTE: You may see certain attendance records coloured red. These are attendance records or dispatches from previous weeks which have been changed by the AMS Help Desk that now require the Principal/Supervisor to verify and approve the change by checking off the entry.

Note: Please ensure Weekly Authorizations are submitted in a timely manner so that payroll processing is not held up.

The Payroll Supervisor will send friendly e-mail reminders to Principals/Supervisors if the Weekly Authorization has yet to be submitted. If you receive an email please process your Weekly Authorization ASAP to ensure the timesheet entries for adjustments to pay or sick, discretionary & vacation banks which are created from the AMS attendance records are processed in the appropriate pay period. This will assist the Payroll Department to ensure accurate payroll data is processed and minimize potential overpayments for employees.

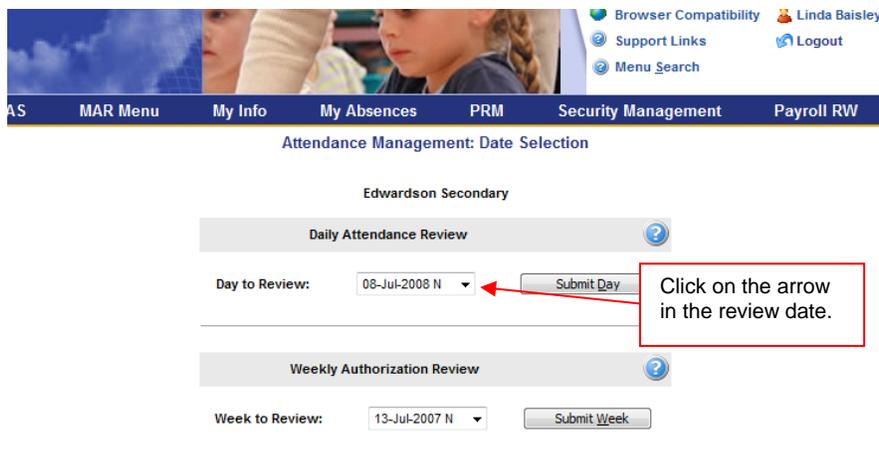
ATTENDANCE MANAGEMENT SYSTEM

ADMINISTRATIVE ASSISTANT DAILY REVIEW – DETAILED INSTRUCTIONS

Under the MY LOCATION HR, select AMS Web

Click on the arrow in the Day to Review drop down box to select the date you wish to review (default is the current date). Historical records for the last 50 days (plus today) will be available for review. A status indicator will appear next to each date – 'N' for Not Reviewed, 'R' for Reviewed or 'C' for Changed.

Once the correct day is selected, click the SUBMIT DAY button to continue.



DAILY ATTENDANCE/DISPATCH REVIEW SCREEN

Daily Attendance Review displays all attendance records occurring on the date selected. Attendance records are grouped by employee category (i.e. Excluded, Support, Teaching). If there are no attendance records for the day, the message "There are no absences or dispatches" will appear under the employee category.

				Abs Employee	Position	StTm	EnTm	Days	Rep Employee	Rep Emp No	Position	StTm	EnTm	Days
--	--	--	--	--------------	----------	------	------	------	--------------	------------	----------	------	------	------

Mark each correct absence/replacement entry by clicking on the checkbox in the column under the green ✓. This indicates the entire entry including the time absent, replacement employee, replacement time and absence days reason is correct.

Support Staff

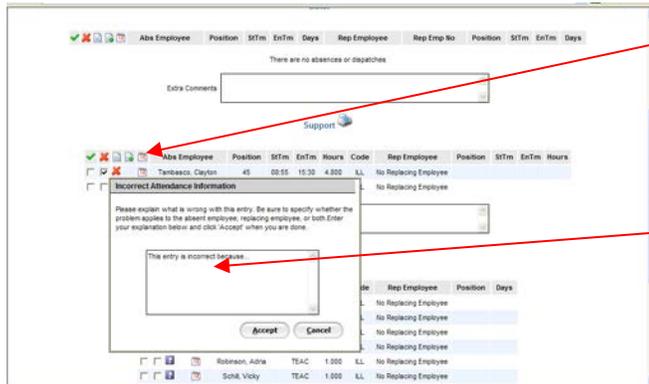
				Abs Employee	Position	StTm	EnTm	Hours	Abs GI Account	Code	Rep Employee	Position	StTm
There are no absences or dispatches													
Extra Comments													

Teaching Staff

				Abs Employee	StTm	EnTm	Days	Abs GI Account	Code	Rep Employee	StTm	EnTm
<input checked="" type="checkbox"/>	<input type="checkbox"/>			Makeechak, Linda Joa	13:00	15:20	0.500		CLSN	Dyke, Helen	13:00	15:20
<input checked="" type="checkbox"/>	<input type="checkbox"/>			No, Absent Teacher	08:40	15:20	1.000		DIV	No Replacing Employee		

ATTENDANCE MANAGEMENT SYSTEM

If any part of the entry is incorrect, click on checkbox in the column under the red x. The system will then prompt you for additional information:



If you wish to generate an employee attendance report for the past year you may click on calendar icon.

Enter the reason you are marking the entry as incorrect. Be specific, e.g.: if hours of work are incorrect – provide correct hours & start/end time changes.

Enter the reason you are marking the entry as incorrect. Provide as much information as possible. Click the ACCEPT button once all the information has been recorded. Click on the Cancel button if you do not wish to proceed with entering a comment on this entry.

An 'Extra Comments' window is located at the end of the list of attendance records for each employee group. This window is to be used to provide information for employees who were absent where an entry has not been recorded. Please use the following format as a template when requesting new attendance records be entered into AMS:

Date	Abs Employee	Position	StTm	EnTm	Days	Code	Rep Employee	Position	StTm	EnTm	Days	Rep GL Account
------	--------------	----------	------	------	------	------	--------------	----------	------	------	------	----------------

The Extra Comments box may also be used to communicate changes to attendance records for previous weeks (already approved). Ensure all relevant details regarding the change are included as shown above (ie. name of the employee, absence date, etc).

Please do not send emails regarding these changes to the AMS Help Desk.

Once all records have been reviewed and comments have been made, click 'SUBMIT DAILY REVIEW'.

A message window will appear indicating your daily review submission was successful. Click on the 'Go Back To Date Selection Screen' link if you wish to review another date. If you want to leave the application click on 'Logout', then close your web browser window.

NOTE: If you accidentally mark an absence or dispatch entry, you can UNCHECK the column and recheck the record. Changes are not saved until "Submit Daily Review" is clicked. You are able to review submitted comments by clicking on the icon.



ATTENDANCE MANAGEMENT SYSTEM

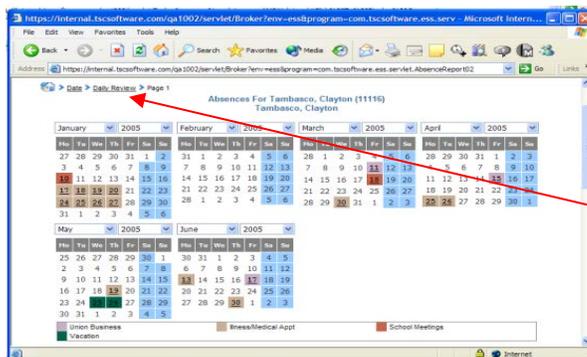
Please note GL account codes are directly linked to the absence code. If an absence code is incorrect please indicate the correct absence code through the use of the Comment box on your Daily Review.

Attendance Management: Processed Comments

Timestamp	Absent Employee	Replacing Employee	Comment
20070910084325	No, Absent Teacher		This entry is incorrect because...the replacing employee should read Carol MacLeod.
20070911091143	No, Absent Teacher		This entry is incorrect because...THE REPLACING EMPLOYEE WAS CAROL MACLEOD.
20070913110925	No, Absent Teacher		This entry is incorrect because...it is unnecessary.

Close

Employee attendance records may be viewed by clicking on the calendar button. A more detailed listing of the records is listed below the calendar.



Scroll down to view attendance details.

If at any time you want to go back to the previous screen click on the link.

Email Reminders

If you forget to review a date you'll receive an email reminder that will look like the following. It will include the date that needs to be reviewed.



ATTENDANCE MANAGEMENT SYSTEM

Change Notification From AMS Help Desk

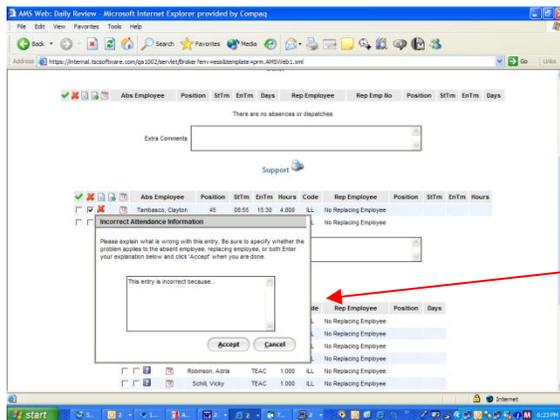
If you are still logged into AMS Web Portal when AMS Help Desk has processed your comments for the day, the following message will pop-up on your monitor:



On your Daily Review screen a 'C' will now display beside the date on which comments have been processed. You must review the Absences/Dispatches with Comments for that date again. If accurate, click the 'SUBMIT DAY' button to process your Daily Review.

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If the Principal/Supervisor notices other attendance records which are incorrect they must click on the check box under the column marked with a red x to submit a Comment outlining why the record is incorrect and providing all details for the change (ie. Start time is inaccurate – provide correct start time and confirm Hours/FTE). Click the ‘Accept’ button to finish your Comment (or click on the ‘Cancel’ button if you do not wish to proceed with entering a Comment on this record. Comments must be done for each attendance record which requires correction.



The system will prompt the administrator for comments.

AMS Help Desk may be required to make changes to historical records which have already been authorized during previous Weekly Authorizations. If this happens, the attendance record will display in red text on the screen in your current Weekly Authorization. It will require your review and a check mark in the box under the green ✓ if the record is accurate.

The ‘Extra Comments’ windows may be used to provide attendance data for an employee who was absent during the week but whose attendance record has not been entered. Please ensure all pertinent data is provided, including date of absence (as shown below) so that AMS Help Desk may accurately enter the attendance record.



All attendance records must be reviewed by the Principal/Supervisor for accuracy. If all records are correct and there are no Comments to be processed, click on ‘Submit Authorization’ at the bottom of your screen. A message window will appear indicating your Weekly Authorization has been submitted successfully.

If there are any Comments (incorrect records) to submit, click on the ‘Submit Comments’ button. You will be unable to complete the Weekly Authorization until these records have been processed by AMS Help Desk. When the records have been processed (Date is marked by a ‘C’ in the Daily Review selection) the Daily Review for that date will need to be completed again, after which you may proceed with your Weekly

ATTENDANCE MANAGEMENT SYSTEM

Authorization. *Note: The Weekly Authorization button will only appear if all records are correct and all Comments have been marked.*

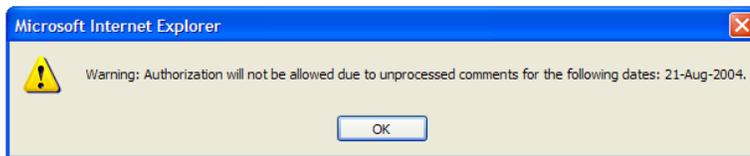
NOTE: If you accidentally mark an attendance record, you can uncheck the column and recheck the record. Changes are not saved until 'Submit Comments' or 'Submit Authorization' is clicked.

Once your Weekly Authorization has been processed you may click on the Go Back to Date Selection Screen link if you wish to review another date, or you may click on 'Logout' if you wish to leave the application.

Pop Up Message Box:

A pop up message box may display for a number of reasons. Once you have reviewed the warnings you may proceed past the message by clicking 'OK'.

Below are samples of messages you may see and actions which need to be taken to remove them:



Comment(s) on an attendance record (identified by a red x) have been submitted by the Administrative Assistant to the AMS Help Desk. In order to proceed, AMS Help Desk must process the Comment (make the requested change to the attendance record), then the Administrative Assistant (or yourself if there are time constraints) must proceed with the Daily Review to mark the record under the green ✓.

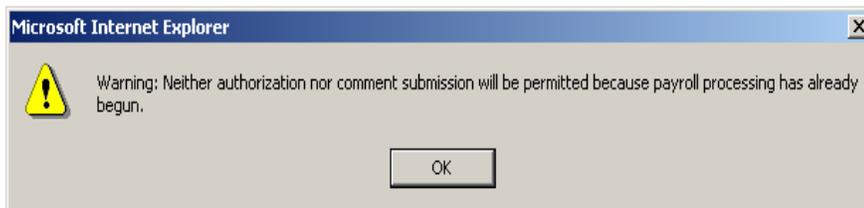


Daily Review has not been completed for the dates noted. This must be done for each day listed (mark the record under the green ✓) before you may proceed with your Weekly Authorization.

ATTENDANCE MANAGEMENT SYSTEM



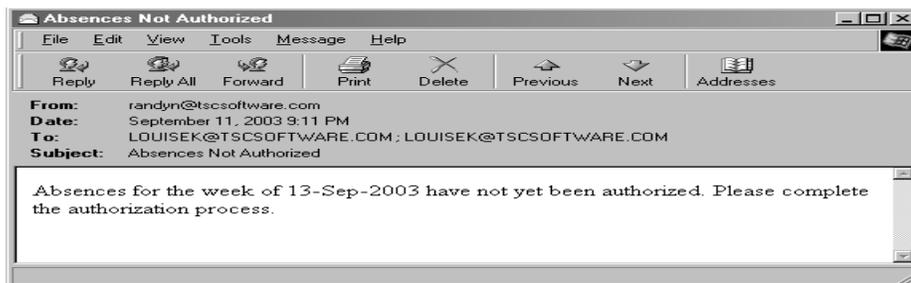
If you receive this message and require changes be made to an attendance record please contact the AMS Help Desk or Payroll Supervisor.



If you receive this message and require changes be made to an attendance record please contact the Payroll Supervisor.

Email Reminders

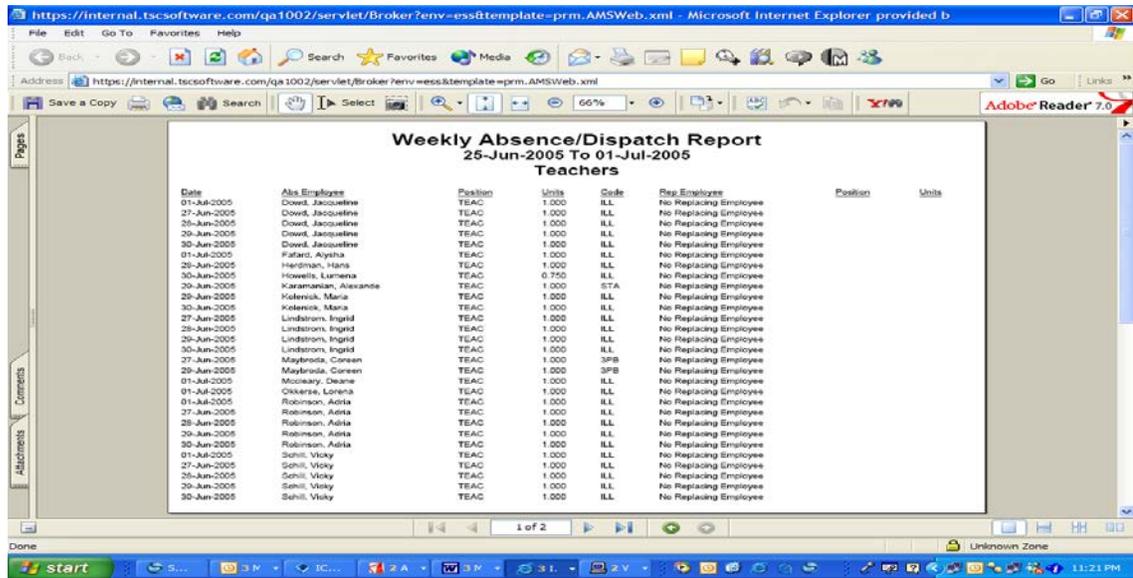
If you forget to review and authorize a week you will receive an email reminder similar to the following screen. It will identify the week that needs to be reviewed. It is important that you review your information each Monday morning no later than 10:00 am so that you do not hold up any payroll processing.



ATTENDANCE MANAGEMENT SYSTEM

SAMPLE LOCATION ATTENDANCE REPORT

To generate this report click on the printer icon located beside the Employee Category heading (ie. Exempt, Support, or Teaching) on the Weekly Authorization screen.



Date	Abs Employee	Position	Units	Code	Rep. Employee	Position	Units
01-Jul-2005	Dowd, Jacqueline	TEAC	1,000	ILL	No Replacing Employee		
27-Jun-2005	Dowd, Jacqueline	TEAC	1,000	ILL	No Replacing Employee		
28-Jun-2005	Dowd, Jacqueline	TEAC	1,000	ILL	No Replacing Employee		
29-Jun-2005	Dowd, Jacqueline	TEAC	1,000	ILL	No Replacing Employee		
30-Jun-2005	Dowd, Jacqueline	TEAC	1,000	ILL	No Replacing Employee		
01-Jul-2005	Fafard, Aiysha	TEAC	1,000	ILL	No Replacing Employee		
28-Jun-2005	Harrison, Hans	TEAC	1,000	ILL	No Replacing Employee		
29-Jun-2005	Howells, Lumena	TEAC	0,750	ILL	No Replacing Employee		
30-Jun-2005	Karamanian, Alexsandra	TEAC	1,000	STA	No Replacing Employee		
29-Jun-2005	Kelenick, Maria	TEAC	1,000	ILL	No Replacing Employee		
30-Jun-2005	Kelenick, Maria	TEAC	1,000	ILL	No Replacing Employee		
27-Jun-2005	Lindstrom, Ingrid	TEAC	1,000	ILL	No Replacing Employee		
28-Jun-2005	Lindstrom, Ingrid	TEAC	1,000	ILL	No Replacing Employee		
29-Jun-2005	Lindstrom, Ingrid	TEAC	1,000	ILL	No Replacing Employee		
30-Jun-2005	Lindstrom, Ingrid	TEAC	1,000	ILL	No Replacing Employee		
27-Jun-2005	Maybrida, Cureen	TEAC	1,000	3FB	No Replacing Employee		
29-Jun-2005	Maybrida, Cureen	TEAC	1,000	3FB	No Replacing Employee		
01-Jul-2005	Mociany, Deane	TEAC	1,000	ILL	No Replacing Employee		
01-Jul-2005	Okenick, Lorena	TEAC	1,000	ILL	No Replacing Employee		
01-Jul-2005	Robinson, Adria	TEAC	1,000	ILL	No Replacing Employee		
27-Jun-2005	Robinson, Adria	TEAC	1,000	ILL	No Replacing Employee		
28-Jun-2005	Robinson, Adria	TEAC	1,000	ILL	No Replacing Employee		
29-Jun-2005	Robinson, Adria	TEAC	1,000	ILL	No Replacing Employee		
30-Jun-2005	Robinson, Adria	TEAC	1,000	ILL	No Replacing Employee		
01-Jul-2005	Schill, Vicky	TEAC	1,000	ILL	No Replacing Employee		
27-Jun-2005	Schill, Vicky	TEAC	1,000	ILL	No Replacing Employee		
28-Jun-2005	Schill, Vicky	TEAC	1,000	ILL	No Replacing Employee		
29-Jun-2005	Schill, Vicky	TEAC	1,000	ILL	No Replacing Employee		
30-Jun-2005	Schill, Vicky	TEAC	1,000	ILL	No Replacing Employee		

SAMPLE EMPLOYEE ATTENDANCE REPORT

To generate this report click on the calendar icon located beside the absent employee's name on the attendance record of the Weekly Authorization screen.



Absences For Dowd, Jacqueline (12473)
Dowd, Jacqueline

Month	Year	Mo	Tu	We	Th	Fr	Sa	Su
September	2004	30	31	1	2	3	4	5
October	2004	27	28	29	30	1	2	3
November	2004	1	2	3	4	5	6	7
December	2004	29	30	1	2	3	4	5
January	2005	3	4	5	6	7	8	9
February	2005	7	8	9	10	11	12	13
March	2005	7	8	9	10	11	12	13
April	2005	4	5	6	7	8	9	10
May	2005	2	3	4	5	6	7	8
June	2005	6	7	8	9	10	11	12



ATTENDANCE MANAGEMENT SYSTEM

MANAGER LEVEL INFO

To see Teacher Assignments or Support Staff Assignments for your location select the list by clicking on its title on your dashboard and then select 'Next' to view the report.

Human Resources Report Writer: Selection

Help

Select the Field Criteria below and click Next

Teaching Assignment Report Dashboard

Field Name	Selection Info
ASOF_DATE_SELECTION:	02-Sep-2008

Next

Note: Details displayed in these lists are for viewing purposes only and can only be updated by the Human Resources Department.