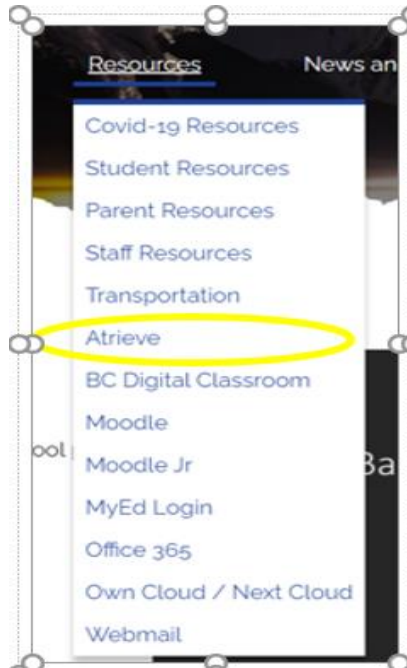


How to Log an Absence (Support)

Follow this link:

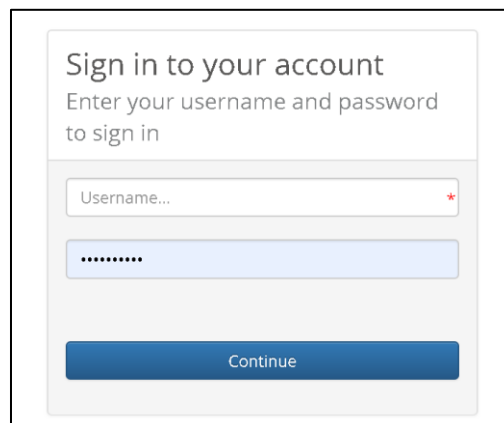
<https://bc11.atriveerp.com/bulkleyvalley/servlet/Broker>

Tip: Quick link is available from the district website – Resources - Atrive

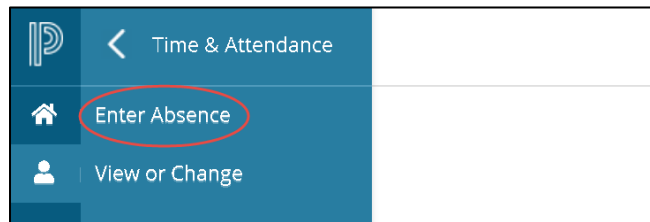


Step 1 – Log Into the Web Portal

Your user name and password will be the same as the district network.

A screenshot of a sign-in form. The form has a title 'Sign in to your account' and a subtitle 'Enter your username and password to sign in'. Below the subtitle are two input fields: 'Username...' and a password field represented by dots. A red asterisk is visible next to the username field. At the bottom of the form is a blue button labeled 'Continue'.

Step 2 – Locate the 'My Info' Menu, select 'Time & Attendance' and select Enter Absence



Step 3 – Complete the Absence Information Screen

Absence Entry: Absence Information

?

Absence Reason:

Absence Type: ☒ single day ☐ range of days

Absence Date:

1. Enter the reason you are away.
2. Select single day or range of dates.
3. Complete date details.

Step 4 – Absences Schedule Details

Absence Entry: Absence Schedule Details

BULKLEY VALLEY SD#54 ? Q G

?

This is your working schedule during your absence. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next button.

Add Schedule

Include	Date	Day	Position	Location	Start Time	End Time	Hours
☒	05-Jun-2020	Fri	Education Assistant	Test Location	08:00	16:00	7.0000

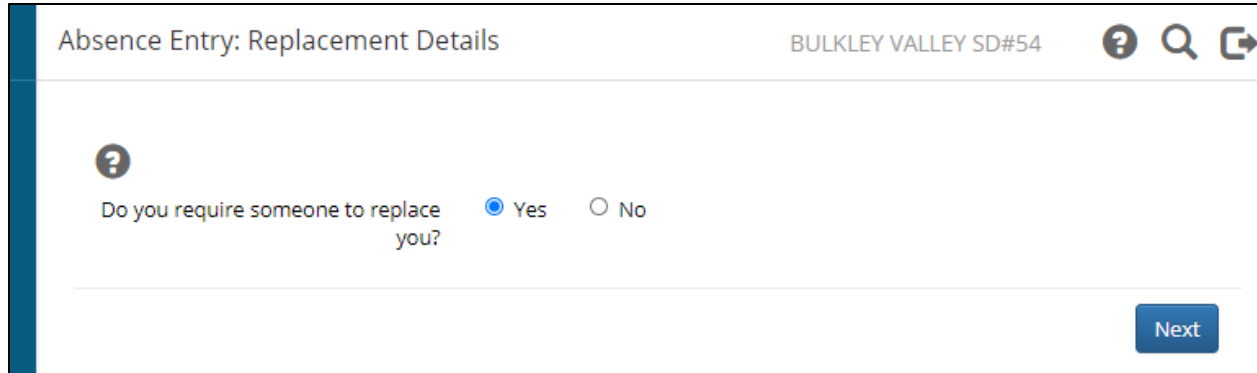
* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Next

Absences automatically default to a full day, but you are able to adjust the Start and End times in the fields provided: "St.Time"/"En.Time"

Step 5 – Replacement Details

Select whether or not a replacement is required for your absence.



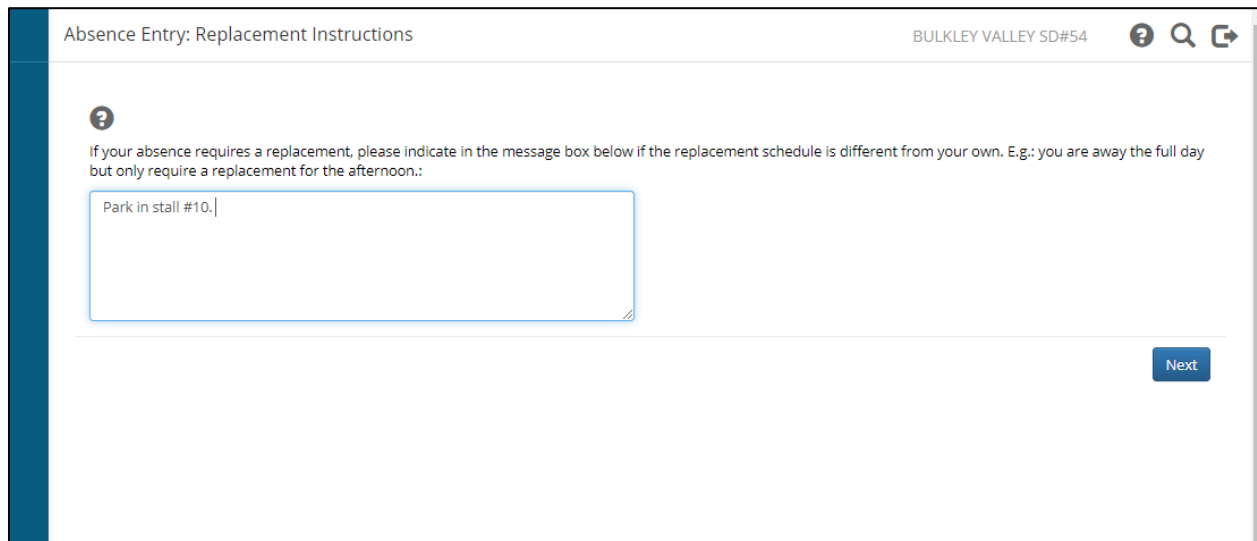
Absence Entry: Replacement Details BULKLEY VALLEY SD#54

Do you require someone to replace you? ☒ Yes ☐ No

Next

Step 6 – Replacement Instructions

Any time a replacement is required, you will have the opportunity to write a message to the replacement employee. This message will also be visible to the school dispatch to assist in filling the absence.



Absence Entry: Replacement Instructions BULKLEY VALLEY SD#54

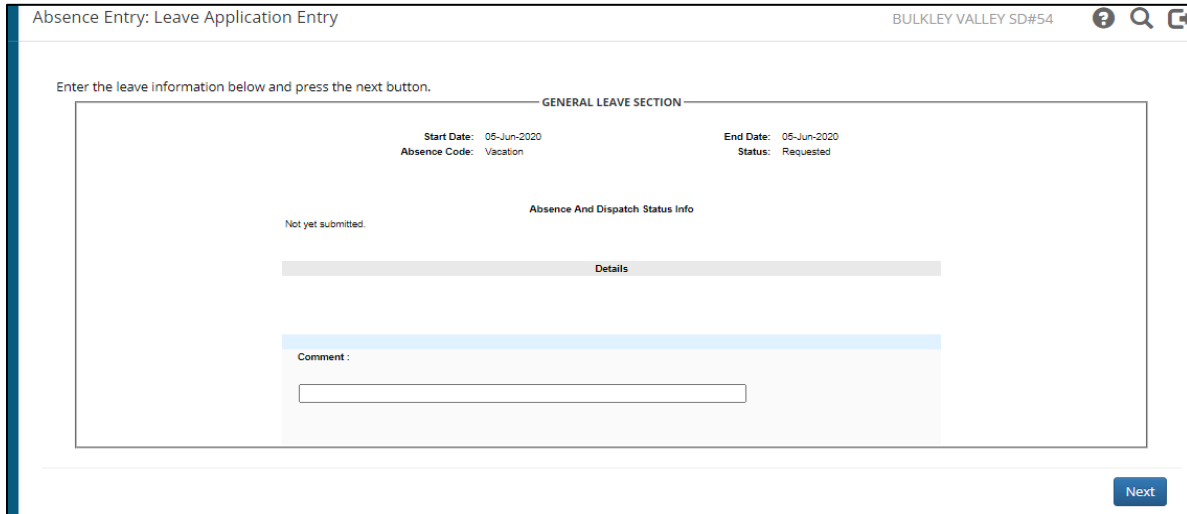
If your absence requires a replacement, please indicate in the message box below if the replacement schedule is different from your own. E.g.: you are away the full day but only require a replacement for the afternoon.:

Park in stall #10.

Next

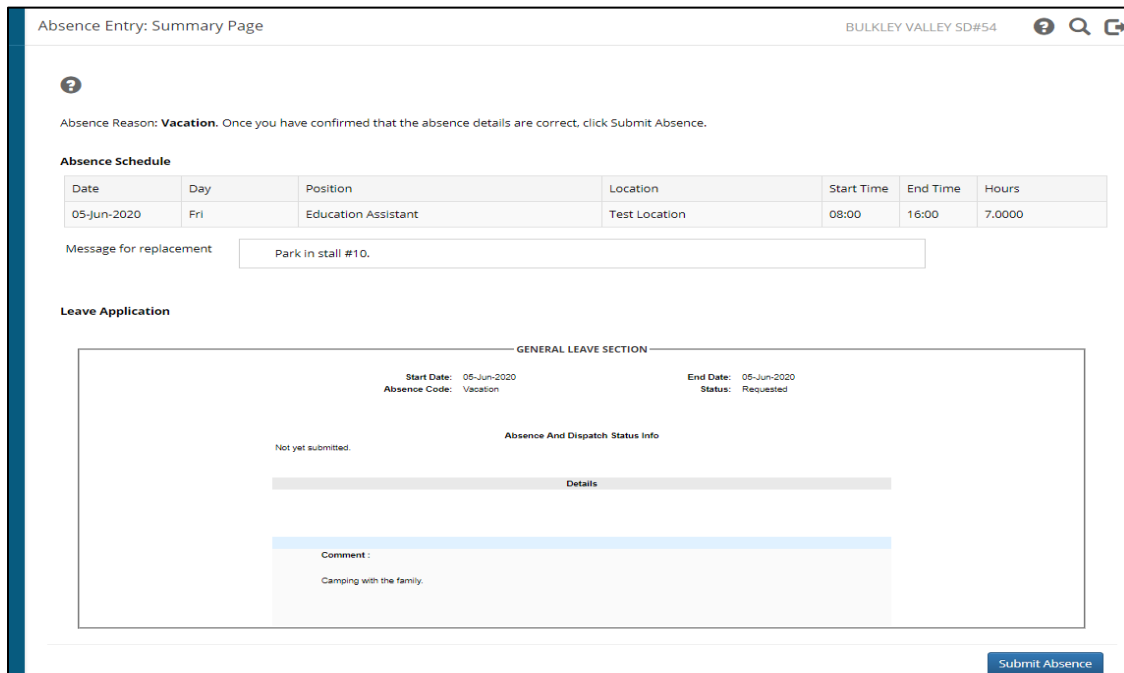
Step 7 – Leave Application Entry

This screen may appear differently for different types of absence reasons. Complete the details on this screen as indicated. If a field has been flagged as required, you will not be able to move to another screen until that field has been completed.



Step 8 – Summary Page

This page will summarize all of the selections you have made during your absence entry process. If you need to make a change, click on the back button of your browser to move to a previous screen. When you are ready, click **Submit Absence**.



Step 9 – Confirmation Receipt

A confirmation number is received when the absence is successfully submitted. The confirmation number becomes the Absence ID number.

Confirmation Number: **1028**



Absence Reason: **Vacation**. Absence submission successful. Please record the confirmation number or print a copy of this receipt.

Absence Schedule

Date	Day	Position	Location	Start Time	End Time	Hours
05-Jun-2020	Fri	Education Assistant	Test Location	08:00	16:00	7.0000

Message for replacement

Park in stall #10.

Leave Application

GENERAL LEAVE SECTION

Start Date: 05-Jun-2020
End Date: 05-Jun-2020

Absence Code: Vacation
Status: Requested

Absence And Dispatch Status Info

Just submitted.

Details

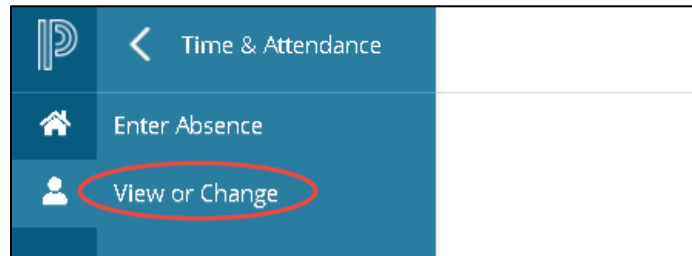
Comment :

Camping with the family.

Log Another Absence
Print Receipt

Employee View of Submitted Absences/Leaves

Once submitted, employees are able to view the details of their leaves and absences. From the web portal and under the My Info >  menu, select 'Time & Attendance', then select 'View or Change'



This will bring you to the Absence and Dispatch Listing screen.

Here, employees can see any absences, dispatches, long term leave requests and cancelled/denied leave requests.

To see the details of each entry, click on the ID number.

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

Absences

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)
1024	02-Jul-2020	03-Jul-2020	Employee Illness	
1023	11-Jun-2020	12-Jun-2020	Adoption	Ttcc Test Bobbie Test
1028	05-Jun-2020	05-Jun-2020	Vacation	

Date Range: To

Dispatches

ID No	Start Date	End Date	Extra Time Type	Absent Employee
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Date Range: To

Long Term Leave Requests

ID No	Start Date	End Date	Absence Reason
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Canceled / Denied Leave Requests - No Absence record

ID No	Start Date	End Date	Absence Reason
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This screen shows the replacement details, leave approval details (if using Leave Management Web) and also gives the employee the ability to cancel the absences, if this option is permitted.

Absence Details

ID Number: 1028
 Dates: 05-Jun-2020 To 05-Jun-2020
 Absence Reason: Vacation
 Replacing Employee(s): No Replacing Employee
 Subjects/Levels:
 Message: Park in stall #10.

Absent Employee	Date	Day	Position	Location	Start	End
Support Test	05-Jun-2020	Friday	Education Assistant	Test Location	08:00	16:00

Dispatch Details

Replacing Employee	Date	Day	Position	Location	Start	End

Leave Details

This leave application is currently being processed by: Principal Test - Lmw-Supervisor.

GENERAL LEAVE SECTION

Task ID: 0000000087 - Created: 05-Jun-2020 08:18:32 AM - By: Support Test - Processed: 05-Jun-2020 08:18:32 AM - By: Support Test

Leave Applicant: Test, Support (999001)
 Start Date: 05-Jun-2020
 Absence Code: Vacation

Absence ID: 1028
 End Date: 05-Jun-2020
 Status: Requested

Schedule Details						
Date	Day	Position	Location	Start Time	End Time	
05-Jun-2020	Fri	Education Assistant	Test Location	08:00	16:00	

Absence And Dispatch Status Info

There IS an absence.
 No one has been dispatched to fill this absence yet.
 There is NO dispatch record in the ADS queue.
 Total hours for this absence: 7.0

Details

Comment :

Camping with the family.

[Return to List](#)