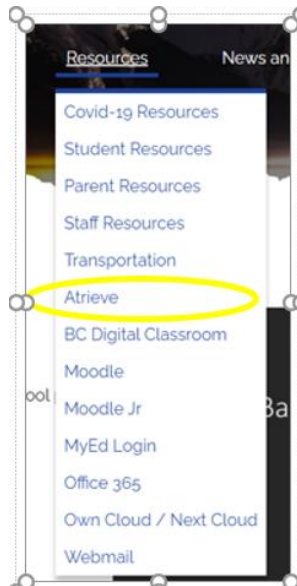


How to Log an Absence (TEACHER):

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

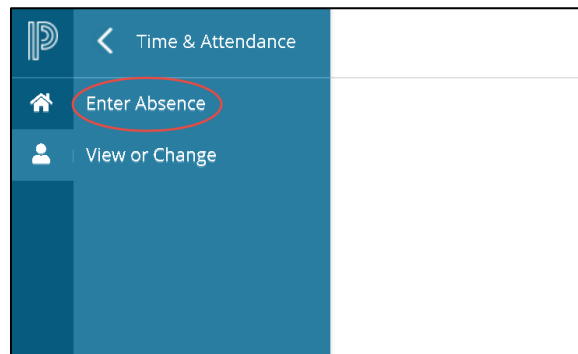
Your user name and password will be the same as the district network.

Sign in to your account

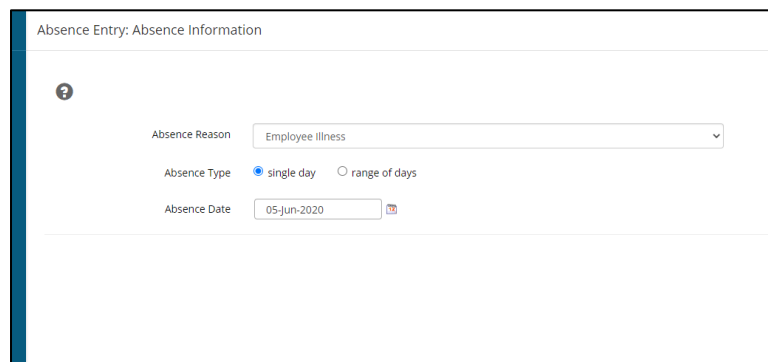
Enter your username and password to sign in

Continue

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



Step 3 – Complete the Absence Information Screen

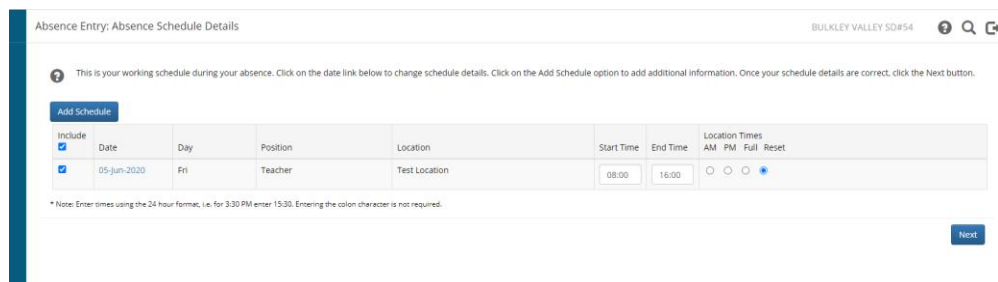


The screenshot shows the 'Absence Entry: Absence Information' form. It has a question mark icon in the top left. The form contains the following fields:

- Absence Reason:** A dropdown menu with 'Employee Illness' selected.
- Absence Type:** Two radio buttons: 'single day' (selected) and 'range of days'.
- Absence Date:** A date input field with '05-jun-2020' entered and a calendar icon to the right.

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

Step 4 – Absences Schedule Details



The screenshot shows the 'Absence Entry: Absence Schedule Details' form. It has a question mark icon in the top left. The form contains the following elements:

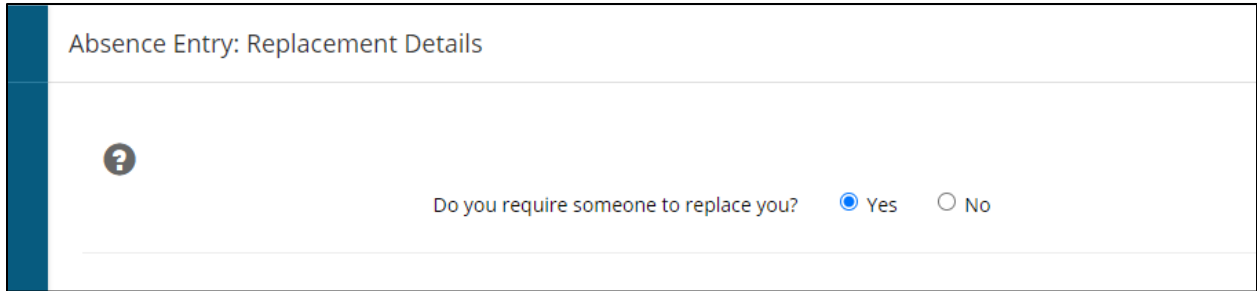
- Header:** 'Absence Entry: Absence Schedule Details' and 'BULKLEY VALLEY SD#54'.
- Instructions:** 'This is your working schedule during your absence. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next button.'
- Add Schedule Button:** A blue button labeled 'Add Schedule'.
- Schedule Table:** A table with columns: Include, Date, Day, Position, Location, Start Time, End Time, and Location Times. The first row is selected and shows:

Include	Date	Day	Position	Location	Start Time	End Time	Location Times
☒	05-jun-2020	Fri	Teacher	Test Location	08:00	16:00	AM PM Full Reset
- Footnote:** '* 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 Button:** A blue button labeled 'Next'.

Absences automatically default to a full day, but you are able to adjust the Start and End times using the AM and PM buttons. Note: the AM and PM buttons are associated with the location default times, if your schedule is different from the location defaults be sure to use the Start Time/End Time fields to accurately submit your hours.

Step 5 – Replacement Details

This screen asks whether the absence requires



Absence Entry: Replacement Details

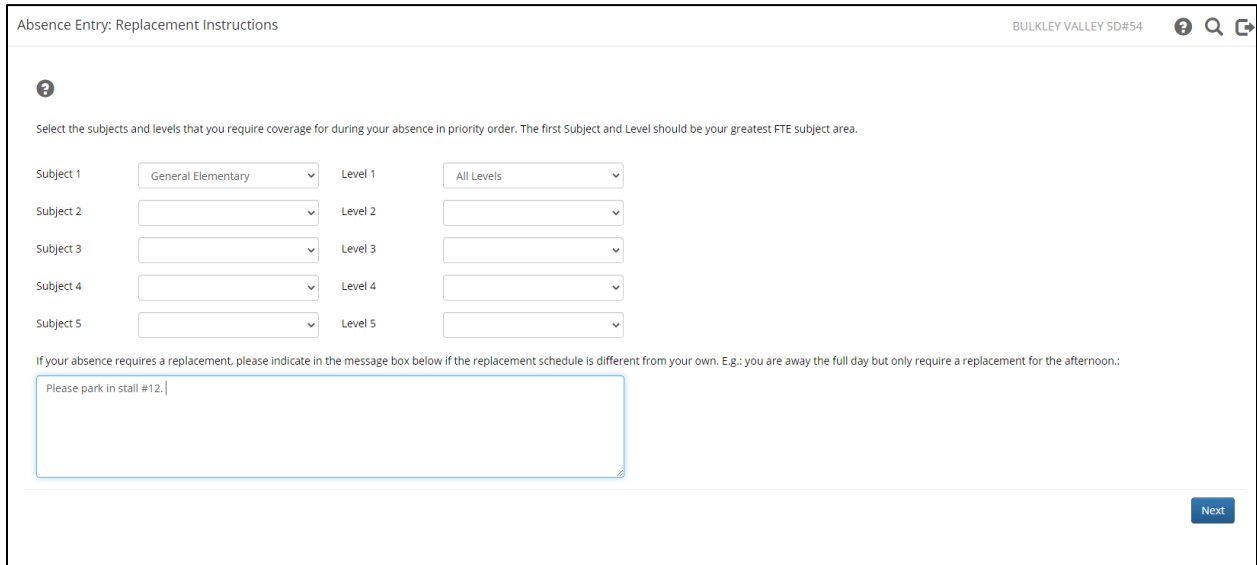
Do you require someone to replace you? ☒ Yes ☐ No

Step 6 – Replacement Instructions

Select at least one Subject and Subject Level using the drop down menus provided.

Any time a replacement is required, you will have the opportunity to **write a message to the replacement employee**. It is important to enter this message without addressing specific employees, in case that employee cannot accept the dispatch.

This message will also be used by your location dispatcher to assist in finding a suitable replacement.



Absence Entry: Replacement Instructions

BULKLEY VALLEY SD#54

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 1	General Elementary	Level 1	All Levels
Subject 2		Level 2	
Subject 3		Level 3	
Subject 4		Level 4	
Subject 5		Level 5	

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.:

Please park in stall #12.

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.

Absence Entry: Leave Application Entry BULKLEY VALLEY SD#54

Enter the leave information below and press the next button.

GENERAL LEAVE SECTION

Start Date: 05-Jun-2020

Absence Code: Employee illness

End Date: 05-Jun-2020

Status: Requested

Absence And Dispatch Status Info

Not yet submitted.

Details

Please refer to Article G.22 of the Collective Agreement for details.

Comment :

[Next](#)

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**.

 Absence Reason: **Employee illness**. Once you have confirmed that the absence details are correct, click Submit Absence.

Absence Schedule

Date	Day	Position	Location	Start Time	End Time
05-Jun-2020	Fri	Teacher	Test Location	08:00	16:00

Subjects And Levels

Message for replacement

Leave Application

GENERAL LEAVE SECTION

Start Date: 05-Jun-2020

Absence Code: Employee illness

End Date: 05-Jun-2020

Status: Requested

Absence And Dispatch Status Info

Not yet submitted.

Details

Please refer to Article G.22 of the Collective Agreement for details.

Comment :

Feeling ill.

[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.

Absence Entry: Confirmation Receipt

Confirmation Number: **1009**

?

Absence Reason: **Professional Development**. 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
29-Jan-2020	Wed	Teacher	Test Location	08:00	16:00

Requested Employee(s)

Sub Test

Subjects And Levels

Arts Ed - Elementary

Leave Application

PD LEAVE APPLICATION

Start Date: 29-Jan-2020
Absence Code: Professional Development

End Date: 29-Jan-2020
Status: Requested

Absence Entry: Confirmation Receipt

Confirmation Number: **1027**

?

Absence Reason: **Employee Illness**. 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
05-Jun-2020	Fri	Teacher	Test Location	08:00	16:00

Subjects And Levels

General Elementary - All Levels

Message for replacement

Please park in stall #12.

Leave Application

GENERAL LEAVE SECTION

Start Date: 05-Jun-2020
Absence Code: Employee Illness

End Date: 05-Jun-2020
Status: Requested

Just submitted.

Absence And Dispatch Status Info

Details

Please refer to Article 6.22 of the Collective Agreement for details.

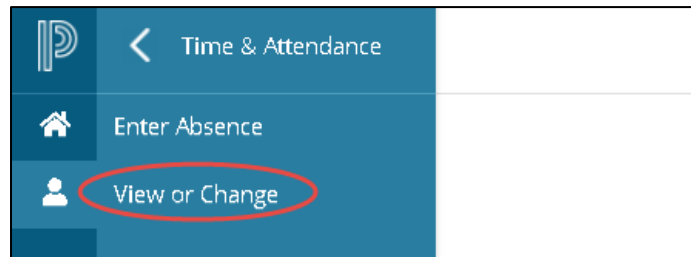
Comment:

Feeling ill.

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

Date Range: To

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)
1025	30-Jun-2020	30-Jun-2020	Adoption	
1026	09-Jun-2020	09-Jun-2020	Personal	
1020	08-Jun-2020	08-Jun-2020	Student Homebound	
1018	29-May-2020	29-May-2020	Jury	Tloc Test
1017	22-May-2020	22-May-2020	Miscellaneous	Tloc Test
1014	20-May-2020	20-May-2020	Miscellaneous	Tloc Test
1013	07-May-2020	07-May-2020	Employee Illness	Tloc Test

Dispatches

Date Range: To

ID No	Start Date	End Date	Extra Time Type	Absent Employee

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

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: 1027
 Dates: 05-Jun-2020 To 05-Jun-2020
 Absence Reason: Employee Illness
 Replacing Employee(s): No Replacing Employee
 Subjects/Levels: General Elementary / All Levels
 Message: Please park in stall #12.

Absent Employee	Date	Day	Position	Location	Start	End
Teacher Test	05-Jun-2020	Friday	Teacher	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: 0000000086 - Created: 05-Jun-2020 07:58:08 AM - By: Teacher Test - Processed: 05-Jun-2020 07:58:08 AM - By: Teacher Test

Leave Applicant: Test, Teacher (999999)
 Start Date: 05-Jun-2020
 Absence Code: Employee Illness

Absence ID: 1027
 End Date: 05-Jun-2020
 Status: Requested

Schedule Details

Date	Day	Position	Location	Start Time	End Time
05-Jun-2020	Fri	Teacher	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 days for this absence: 1.0

Details

Please refer to Article G.22 of the [Collective Agreement](#) for details.

Comment :

Feeling ill.