



## Lethbridge School District No. 51 Employee Absence on ADW (Automated Dispatch Web)

This document will show you how to enter the required absence information and how to cancel an absence.

It is **your** responsibility to enter your absence.

**From a School Site:** Click on the Absence Dispatch Web (ADW) Icon which is on every computer desktop in our District.

**From Your Home Computer:** Using the internet type in the address line the address - <https://adw.lethsd.ab.ca>

**These instructions are also available on your employee dashboard.** Enter your user name and your password, just as you would when using your computer at work (your username will be the same as your district email: firstname . lastname @ lethsd . ab . ca without spaces).

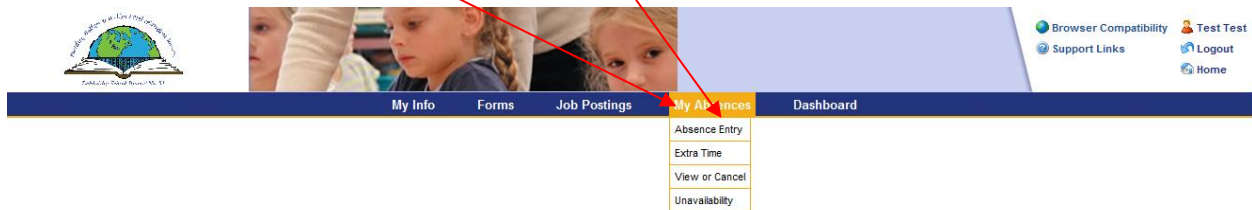
**The system will call out for substitutes during the following times:**

Weekdays: 06:30 -13:30 and 17:30-22:00  
Friday AM: 06:30  
Friday PM & Saturday: No calls go out  
Sunday & Holidays: 17:30-22:00

**Please note: Calls for substitutes will stop 30 minutes before the beginning time of the job.**

### **LOGGING AN ABSENCE**

Click on My Absences Tab. Click on Absence Entry to view “Absence Entry: Absence Information”



This is the first screen of the absence entry process. Here you will select why you will be away and for what dates.

**Absence Entry: Absence Information**

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 of your absence:**

04-Jun-2014

Su	Mo	Tu	We	Th	Fr	Sa
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	5

A HELP document is available with step-by-step instructions how to log an absence. Click on '?'

If your absence will occur in a future month, click on the arrow at the top of the calendar to move to the next month. Once you click on a date the calendar will disappear.

**Step 1:** Pick the reason for your absence. Use your mouse to click on the drop-down box displaying a list of absence reasons. Click on the appropriate one. Remember, not all of the absence reasons may appear in this window so use your scrollbar to move down through the list.

Certain absence codes will generate a leave form. If you choose an absence code eg. Bereavement/Funeral/co-curricular, personal leave (with or without pay), emergency, banked time, vacation, medical/dental, the system will still record your absence and let you book a substitute but you will be required to complete the online form. Once completed and submitted, the form goes to your supervisor to be approved and then to Human Resources for approval. Once it has been approved you will receive email notification. If you do not have time in your storage bank to use one of the codes, the system will not let you proceed with the absence entry for absences deducting from a bank, such as personal concerns, and you will have to contact Stacey Wichers or Amber Ruest in Human Resources.

*Please note screens will vary depending on Absence Code entered.*

**Step 2:** Identify the length of your absence by clicking on the appropriate **single day** or **range of days**.

**Step 3:** Choose the dates of your absence. If you will be absent for a single day, click the "single day" circle button. You will then click the day on the calendar icon you are requesting off. For a range of days, you will need to click the end day of your requested time. Once you have chosen a day the calendar will close automatically and if you click on the calendar to choose another day it will use that day. You can't have more than one day selected.

**Step 4:** Click the Next button to move to the next screen.


## Absence Entry: Absence Schedule Details

On this page you will indicate what your schedule will be during your absence. ADS requires your position, location, and hours for each day of your absence. Your regular schedule will normally be displayed so if the details are correct, click the Next button to move to the next screen. If not, click on the date and you can change the location and schedule.

You can enter additional schedule information by clicking on the Add Schedule link. You might use this if you need to specify a second work location or if you are working in multiple positions on the same day.

If you are away for a range of days, these dates will be displayed on this page. Pick the days you will be working by clicking on the box under the Include column.

**Absence Entry: Absence Schedule Details**

 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.

Include	Date	Day	Position	Location	St. Time	En. Time
<input type="checkbox"/>	<a href="#">05-Jun-2014</a>	Thu	Human Resource Clerk/Reception	Central Office	08:00	12:00
<input checked="" type="checkbox"/>	<a href="#">05-Jun-2014</a>	Thu	Human Resource Clerk/Reception	Central Office	13:00	16:30
<input checked="" type="checkbox"/>	<a href="#">06-Jun-2014</a>	Fri	Human Resource Clerk/Reception	Central Office	08:00	12:00
<input checked="" type="checkbox"/>	<a href="#">06-Jun-2014</a>	Fri	Human Resource Clerk/Reception	Central Office	13:00	14:00
<input checked="" type="checkbox"/>	<a href="#">09-Jun-2014</a>	Mon	Human Resource Clerk/Reception	Central Office	08:00	12:00
<input checked="" type="checkbox"/>	<a href="#">09-Jun-2014</a>	Mon	Human Resource Clerk/Reception	Central Office	13:00	16:30
<input checked="" type="checkbox"/>	<a href="#">10-Jun-2014</a>	Tue	Human Resource Clerk/Reception	Central Office	08:00	12:00
<input checked="" type="checkbox"/>	<a href="#">10-Jun-2014</a>	Tue	Human Resource Clerk/Reception	Central Office	13:00	16:30
	<a href="#">Add Schedule</a>	This allows you to be able to add a new position or location to your schedule.				

The little checkmark will disappear indicating that you will NOT be absent that portion of the day.


Click the Next button to move to the next page.

## Replacement Details:

This page gives you the option to tell ADW if you need a replacement and, if so, what hours your replacement will be working. For example, you may be absent for the full day but only require a replacement for the afternoon. You will see a series of questions listed on this page. Use your mouse to click either the Yes or No circle buttons and respond to each question.

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**Absence Entry: Replacement Details**

 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


Click the Next Button to move to the next page.


## To Request or Book a Pre-arranged Substitute:


If you selected the option requesting a substitute to replace you, you will now be on this page. Use your mouse to click on the binoculars icon. A pop-up window will appear. Enter at least the first three letters of the last name of the substitute you are requesting, and click the Search button. Use the drop-down box to see the matching list of substitutes. Each substitute's category is listed beside their name to help find the person you are searching for. Click on the name of the substitute and click on the Accept button to return to the previous screen.

**If you are not sure how to spell the replacement employee's name, enter a portion of their last name followed by the asterisk key.**

**Absence Entry: Replacement Request**


 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:  

This pop up warning will show up:  
Please read, and click "Ok".

Message from webpage

 If you are seeing this message and wish to continue with the requested substitute, you may not be replaced due to the shortage of substitute staff.

## Pre-booking a Substitute:

If you have arranged and confirmed with your substitute that they will work for you, then enter **YES** here.

**Absence Entry: Replacement Instructions**

**Have you already contacted Kathleen Allison about filling this absence?:**  Yes  No

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:**

If you have not confirmed the prearranged job verbally, click NO and ADW will begin calling the “requested” sub(s).

**NOTE: The system will call the requested sub(s) until the last call out, the evening prior to the job. It is good practice to follow up on your absence to verify the requested sub has accepted the job. The request may need to be removed.**

## Replacement Schedule:

If you selected the option to enter a different replacement schedule, you will now be on this page. You will click on the ‘Date’ Link to make adjustments to the replacement schedule details. If you do not need a replacement employee for some of your absence dates, you may select those days by clicking on the box under the Include column. The little checkmark will disappear indicating that the replacement employee will NOT be dispatched for those dates.

**Absence Entry: Replacement Schedule Details**

This is the working schedule for your replacement. 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.

Include	Date	Day	Position	Location	St.Time	En.Time
<input checked="" type="checkbox"/>	<a href="#">06-Jun-2014</a>	Fri	Human Resource Clerk/Reception	Central Office	08:00	12:00
<input checked="" type="checkbox"/>	<a href="#">06-Jun-2014</a>	Fri	Human Resource Clerk/Reception	Central Office	13:00	14:00

[Add Schedule](#) This allows you to be able to add a new position or location to your replacement's schedule.

This screen will appear after you click on the “Date” link.

#### Absence Entry: Modify Replacement Schedule

Modify this portion of your replacement's schedule and then click the Accept Schedule button

Date	Day	Position	Location	St.Time	En.Time	Location Times			
						AM	PM	Full	Reset
06-Jun-2014	Fri	Human Resource Clerk/Reception	Central Office	08:00	12:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

\* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30.

Once you hit “Accept Schedule” you will be taken back to the previous screen. Click the Next Button to move to the next page.

#### Dispatch Details:

**If you are a teacher and you need a replacement, you will need to “tell” ADW what Subjects and Levels you require for coverage.** Use your mouse to click the drop-down menu under both the Subject and Level columns to list the available choices. Not all of the subjects may appear in this window so use your scrollbar to move down through the list. It is very important that you enter the Subjects and Levels in your priority order, with the first Subject and Level being your most important or greatest FTE subject area.

#### Absence Entry: Replacement Instructions

You are entering an absence for Karen Baerg-Rancier.

Have you already contacted Nancy Brown about filling this absence?:  Yes  No



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.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

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:

***If you are a Support Staff employee, you will not see the Subjects and Levels section of this page.***

You are able to enter instructions that will be shared with your replacement employee. 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.

**Please leave a message:** Any information you can give the substitute that you would appreciate knowing if you were new to a school and situation, will be appreciated. Your message should be specific to your assignment, as your requested substitute may not accept the job. Your message may be as simple as where to park, specific needs of your student(s), lunch info, supervision or something about the school such as being a peanut free environment etc. A contact phone number may be important as well. If your start/end times differ from those of the bell times, please indicate that here.

**Please do not make the message personal.** If your pre-arranged substitute happens to be ill and cancels their job, the system will search for a new substitute, and the replacement will receive the message you have left.


Click the Next Button to move to the next page.

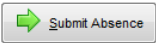
### Summary Page:

You are now at the end of the Absence Entry process. At the top of the page you will see the comment "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". The choices you have made will be listed on this page. If everything is correct click the **Submit Absence button, either at the top or bottom of the page.** . If you wish to make changes, click the "Previous" link to move back through your pages. You can also click the Restart link to return to the first page of Absence Entry and begin the process again. **Remember that the Restart option erases all of your choices made previously.**

If you need to cancel this absence for some reason, click on My Absences/Time Entry/View or Change option on your scroll bar, click on the job ID number and at the bottom of that screen will be a cancel button to click on. **A word of caution: When you cancel a job the system will automatically call the substitute to cancel them.** If you are cancelling the job, only due to the absence code changing, **do not** use this venue. Instead talk to your office secretary or email Stacey Wichers (stacey.wichers@lethsd.ab.ca) and she will change the code for you. This way you will avoid any mix-ups and no-shows on the substitute's part.

Absence Entry: Summary Page

 **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.



Absence Reason: Illness - All

Absence Schedule


Date	Day	Position	Location	St.Time	En.Time
05-Jun-2014	Thu	Human Resource Clerk/Reception	Central Office	08:00	12:00
05-Jun-2014	Thu	Human Resource Clerk/Reception	Central Office	13:00	16:30

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
You have indicated that you do not need an employee to replace you during this absence.					

Requested Employees

You have indicated that you don't wish to specify a requested replacement.



## Confirmation Screen:

Congratulations! You have successfully submitted your absence to ADS. You will see a **Job ID number** displayed at the top of this page. You will need this number to make inquiries or changes to your absence through the View / Change option.

**Once your absence has been dispatched you can inquire about your replacement by going into View / Change. Click on the Job ID number. If a replacement has been found, the name of your replacement will appear.**

### Absence Entry: Confirmation Receipt 262962

Submission Timestamp: 2014-Jun-03 16:20:36



You have successfully submitted your absence. Your confirmation number is **262962**.

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

Absence Reason: Illness - All

#### Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
05-Jun-2014	Thu	Human Resource Clerk/Reception	Central Office	08:00	12:00
05-Jun-2014	Thu	Human Resource Clerk/Reception	Central Office	13:00	16:30

#### Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
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You have indicated that you do not need an employee to replace you during this absence.

#### Requested Employees

You have indicated that you don't wish to specify a requested replacement.

Log Another Absence

Print Receipt

Record this number or print this page as this is the number that confirms you have submitted your absence.

## CANCELLING AN ABSENCE

**Please note:** You can only cancel an absence via ADW if it is more than 90 minutes prior to the start time of the job. If it is 90 minutes or closer to the start of the job, you will need to cancel it through your school office or through Human Resources.

If it is more than 90 minutes prior to the start time of the job, you can cancel the absence this way:

Click on "My Absences", then on "View or Change", and listed under "Absences", click on the corresponding ID number. Once that particular absence listing opens, scroll down and click on "Cancel Absence".



Absences must be closed or cancelled prior to the start time of your absence or the school will be charged for the substitute.

### **Did You Know?**

Absences may be logged 24 hours per day, 7 days per week.

Absences can no longer be logged through LADS (Lethbridge Automated Dispatch System); they are only logged through ADW.

Employee Information: You may view your own personal and employment information at this site. Click on the "My Info" tab. You will be able to view your name address, phone number as well as your location, assignment and history. If the information listed is incorrect please click on the Contact Us icon, which will email Human Resources the necessary changes you indicate in the message. When you have completed all transactions, click "Logout".

#### **Key Contact Information:**

<b>Stacey Wichers</b> (Teachers)	<b>Phone: 403-380-5297</b> <b>Email: stacey.wichers@lethsd.ab.ca</b>
<b>Amber Ruest</b> (Support Staff)	<b>Phone: 403-380-7391</b> <b>Email: amber.ruest@lethsd.ab.ca</b>
<b>Jolayne Prus</b> (Caretaking)	<b>Phone: 403-380-5302</b> <b>Email: jolayne.prus@lethsd.ab.ca</b>