



LETHBRIDGE SCHOOL DISTRICT No. 51

HUMAN RESOURCES

433 - 15 STREET SOUTH

LETHBRIDGE ALBERTA

T1J 2Z5

PHONE: (403) 380-7391

FAX: (403) 320-5706

E-MAIL: shauna.beattie@lethsd.ab.ca

Absent Employee FAQ's

Question: I can't remember my employee number.

Answer: Your employee number is listed on all of your Earnings/Pay statements.

Question: I can't remember my pin number.

Answer: First, check your Employee Quick Reference Pamphlet as you may have written it there. Then call the emergency line for assistance during office hours (Stacey Wichers at 403-380-5297 or Amber Ruest at 403-380-5302). You may be asked a security question before the information will be provided to you. You may also go into My Info, Change Phone or Change PIN.

Question: I have a family emergency and I am unable to log my absence. What do I do?

Answer: Contact your School Administrator or have someone contact your School Administrator. Discuss the details of your absence with the Administrator. The School Administrator will then enter the absence for you and take care of a replacement if necessary.