LETHBRIDGE SCHOOL DISTRICT #51
Automated Dispatching WEB (ADW)
Logging An Absence

This document will show you how to enter an absence through Automated Dispatch System (ADS) Web, which will show you each page and explain how to enter the required information.

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://www.lethsd.ab.ca

Enter your user name and your password (just as you would when opening your computer in the morning).

Click on My Absences Tab. Click on Time Entry and select 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.

Certain absence codes will generate a leave form eliminating the need for a paper copy. If you choose an absence code eg. 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 it will also bring up a leave form for you to fill in. Once the leave form is filled in, the form goes to your supervisor to be approved and then to Human Resources. Once it has been approved you will be notified. 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 and you will have to contact Stacey Wichers in Human Resources (380-5297).

Please note screens will vary depending on Absence Code entered.

**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.

A video tutorial or a HELP document is available with step-by-step instructions how to log an absence. Click on '?' or the video tape icons Please note: Your computer must have a sound card in order to hear the instructions.

**Step 2**: Identify the length of your absence by clicking on the appropriate “Type of Absence” circle button.

**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 on the calendar icon and choose which day you are requesting off. 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.

If your absence is for several days, you will need to click on “Range of days” circle button. You will then choose the start date on one calendar and the end date on the other calendar.

**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.

If you're absent for part of the day, click on the ‘Date’ link. This will take you to the Modify Schedule page. Adjust the Start or End Time boxes to reflect the hours of your absence. Remember that all time must be entered using the 24-hour clock. For example, 1:30 pm must be entered as 13:30. You can also change your absence location or position on this page. When you are finished, click the Accept Schedule button to return to the previous page.

Please **DO NOT TOUCH THE RADIO BUTTONS ON THE RIGHT HAND SIDE OF THE PAGE** as this may cause the entry to be entered twice.
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.

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

Click the Next button to move to the next page.

Absence Entry: Replacement Detail

This page gives you the option to tell ADS 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.
Employee Search

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 the last name of the substitute you are requesting (or just the first 3 letters of the last name should bring the person requested up), and click the Search button. Next, click on the drop-down box to see the matching list of substitutes. Each substitute’s category and status is listed beside their name to help find the person you are searching for. Once you have found the substitute, click on their name 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 asterisks key.
Pre-booking A Substitute:

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

If you would like to request a particular substitute but have not confirmed with that sub, you would say no but click on to request a sub and search for the substitute. The system will try and call that particular substitute first. If after a time period that sub could not be reached the system will go onto another substitute. This does delay the system in finding that particular person though so if it is a day that you know will be particularly busy it is a better idea to let the system find a replacement for you.

Absence Entry - 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.

Click the Next Button to move to the next page.
Absence Entry – Dispatch Details

If you are a teacher and you need a replacement, you will need to “tell” ADS 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.

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, something about the school such as being a peanut free environment etc. A contact phone number may be important as well.

Click the Next Button to move to the next page.
Absence Entry - 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 substitutes part.

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### Absence Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Position</th>
<th>Location</th>
<th>St.Time</th>
<th>En.Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-Jul-2012</td>
<td>Mon</td>
<td>Executive Assistant-Hr</td>
<td>Central Office</td>
<td>08:00</td>
<td>16:30</td>
</tr>
<tr>
<td>24-Jul-2012</td>
<td>Tue</td>
<td>Executive Assistant-Hr</td>
<td>Central Office</td>
<td>08:00</td>
<td>16:30</td>
</tr>
<tr>
<td>25-Jul-2012</td>
<td>Wed</td>
<td>Executive Assistant-Hr</td>
<td>Central Office</td>
<td>08:00</td>
<td>16:30</td>
</tr>
<tr>
<td>26-Jul-2012</td>
<td>Thu</td>
<td>Executive Assistant-Hr</td>
<td>Central Office</td>
<td>08:00</td>
<td>16:30</td>
</tr>
<tr>
<td>27-Jul-2012</td>
<td>Fri</td>
<td>Executive Assistant-Hr</td>
<td>Central Office</td>
<td>08:00</td>
<td>14:00</td>
</tr>
</tbody>
</table>

### Replacement Schedule

<table>
<thead>
<tr>
<th>Date</th>
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You have indicated that you do not need an employee to replace you during this absence.

### Leave Application

**EMPLOYEE LEAVE APPLICATION**

- **Start Date:** 23-Jul-2012
- **End Date:** 27-Jul-2012
- **Absence Code:** Holiday/Vacation - All
- **Status:** Requested

### Absence And Dispatch Status Info

Not yet submitted.

### Details

- **Description of Leave Type:** This leave of absence only applies to 12 month employees.
- **Special Notes To Applicant:** Please be sure that your vacation entitlement/request has been authorized and forwarded back to the appropriate supervisor.
Submit Absence
Absence Entry - 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.

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