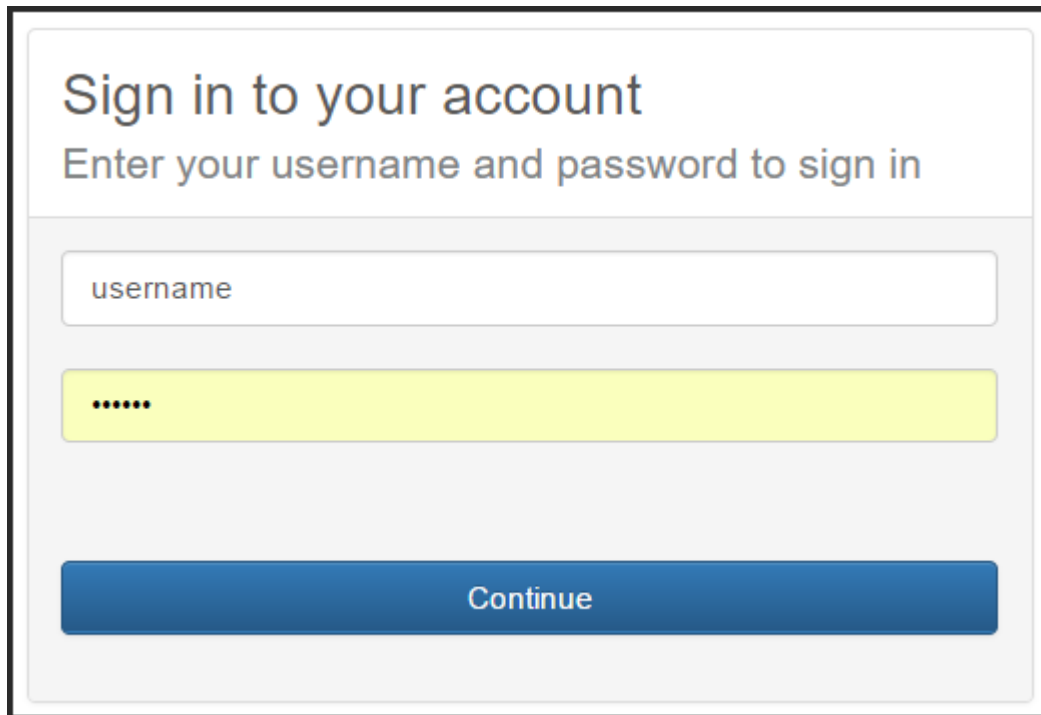


How to Log an Absence

Follow this link:

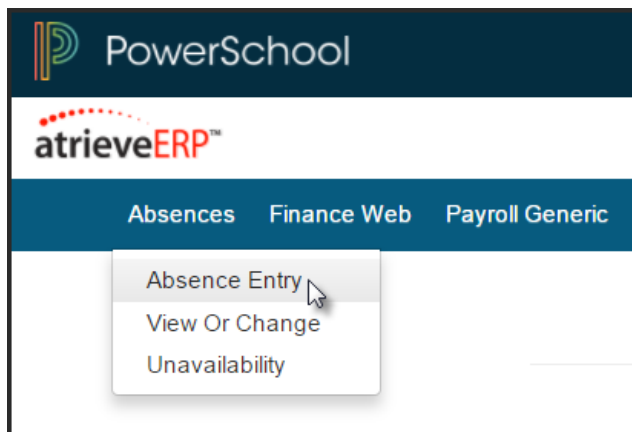
<https://bmw.rpsd.ab.ca/live/login.aspx?ReturnUrl=%2flive%2fservlet%2fBroker>

Step 1 – Log Into the Web Portal



The screenshot shows a login form titled "Sign in to your account". Below the title is the instruction "Enter your username and password to sign in". There are two input fields: the first is labeled "username" and the second is a password field with six dots. Below the password field is a blue button labeled "Continue".

Step 2 – Locate the Absence Menu and select Absence Entry



Step 3 – Complete the Absence Information Screen

Absence Entry: Absence Information

Select your absence reason and dates and then click the Next button.

Choose the reason you are away:

General Absence ▼

What reason do I use?

Select the type of absence:

single day
 range of days
 until further notice


Enter the date of your absence:

26-Jun-2017

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

 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	Location Times				Days
							AM	PM	Full	Reset	
<input checked="" type="checkbox"/>	26-Jun-2017	Mon	Teacher	Adult Learning Center	07:30	15:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1.0000
	Add Schedule	This allows you to be able to add a new position or location to your schedule.				* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.					


Absences automatically default to a full day, but you are able to select the AM/PM buttons for morning or afternoon only absences. If you will be absent for a portion of the day other than the morning or afternoon only, enter the times using 24 hour clock in the space provided.

Step 5 – Replacement Details

This screen asks a series of questions regarding your replacement.

Note: If you indicate that you do not need a replacement, you will not be required to complete the rest of the questions.

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


Is your work location wheel chair accessible?

Yes No

Step 6 – Replacement Schedule Details

This screen will only appear if you indicated that the replacement is required to work a different schedule than the one entered on the Absence Schedule Details screen. For example, if the employee was to be absent for the full day but only required a replacement for the morning, it would be indicated here.

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 <input checked="" type="checkbox"/>	Date	Day	Position	Location	St.Time	En.Time	Location Times			
							AM	PM	Full	Reset
<input checked="" type="checkbox"/>	26-Jun-2017	Mon	Teacher	Adult Learning Center	07:30	15:00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Add Schedule		This allows you to be able to add a new position or location to your replacement's schedule.			* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.					

Step 7 – Replacement Request


This screen will only appear if you indicated you would like to request a replacement and only if the employee's category is configured to allow replacement requests.


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.

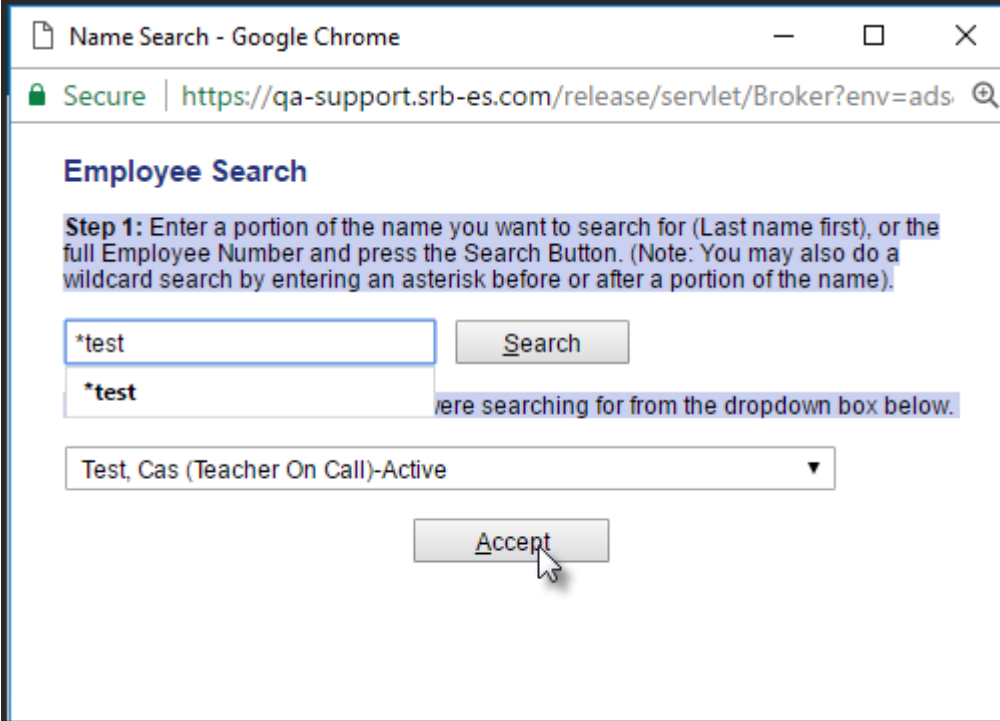
The following employee(s) are entered on your replacing employee request list: Theo Jamison

The above employee(s) will be tried after your online requests below.

Requested Employee # 1: 

Requested Employee # 2: 

Additional replacements can be requested by clicking the binoculars beside the Requested Employee box. A pop-up will appear that will allow the employee to search for the name of the replacement he/she wishes to request.



Searching for the employee's name will return a list of matches in the dropdown list. Selecting the correct name and clicking Accept will lock in the replacement request.


Step 8 – Replacement Instructions

If you have arranged your own replacement, you can answer yes to the question **Have you already contacted REPLACEMENT EMPLOYEE about this absence?** The system will mark this person as dispatched and will not call or notify them to make the job available because it will assume you have already done this.

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, and without acronyms for customers that use the Automated Dispatching System because the message will be spoken by a computerized voice over the phone.

Absence Entry: Replacement Instructions

Have you already contacted Cas Test 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.

Message:

Step 9 – 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

 Enter the leave information below and press the next button.

GENERAL LEAVE APPLICATION_20160405103608

Leave Application Information			
Start Date: 26-Jun-2017		End Date: 26-Jun-2017	
Absence Code: General Absence		Status: Requested	

This is where you can add collective agreement information.

Details
Application Comment: <input style="width: 80%;" type="text"/>

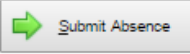
Step 10 – Summary Page

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 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: General Absence

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time	Days
28-Jun-2017	Mon	Teacher	Adult Learning Center	07:30	15:00	1.0000

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time
You have indicated that the replacing employee's schedule is the same as your absence schedule.					
Requested Employees					
Cas Test. Already Contacted. The system will NOT call this employee.					
Subjects And Levels					
French Immersion 2					
Message For The Replacing Employee					
This is a test message to demonstrate how the message box works.					

Leave Application — GENERAL LEAVE APPLICATION_20160405103608 —

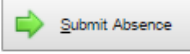
Leave Application Information

Start Date: 28-Jun-2017	End Date: 28-Jun-2017
Absence Code: General Absence	Status: Requested

This is where you can add collective agreement information.

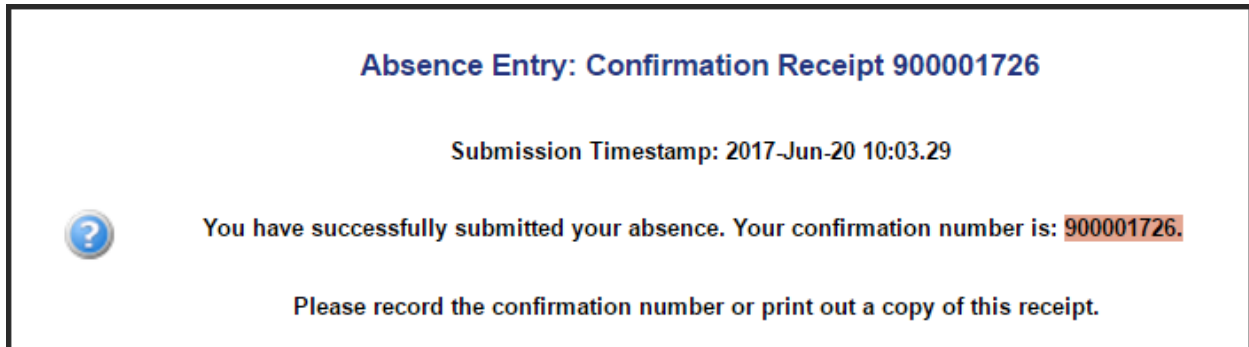
Details

Application Comment:



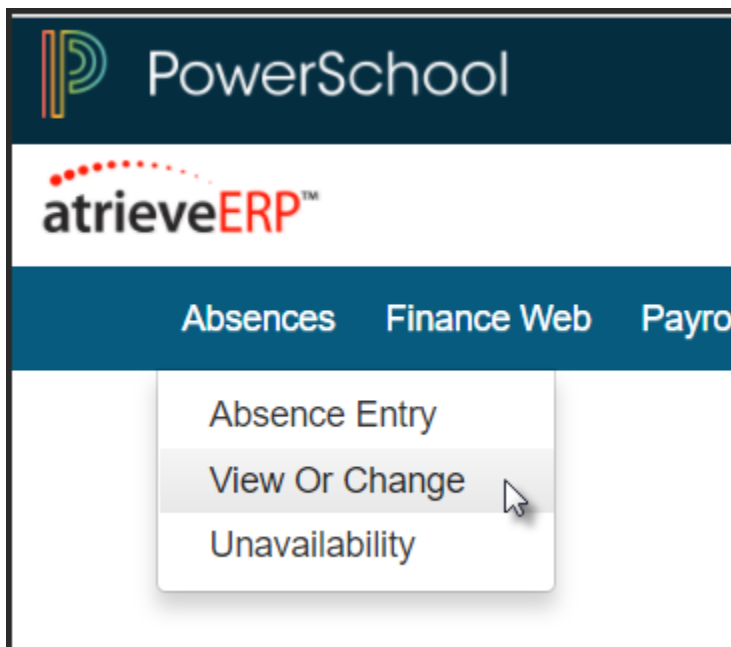
Step 11 – Confirmation Receipt

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



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 Absences menu, select the View or Change option.



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)	Absence Units
900001717	08-Jun-2017	08-Jun-2017	Vacation	No Replacement Required	1.5
900001726	26-Jun-2017	26-Jun-2017	General Absence	Cas Test	1.0

Dispatches

Date Range: **To**

ID No	Start Date	End Date	Extra Time Type	Absent Employee	Absence Units

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.

View / Change: Absence Details for ID 900001726

Absence Details

ID Number: 900001726
Dates: 26-Jun-2017 To 26-Jun-2017
Absence Reason: General Absence
Replacing Employee(s): Cas Test
Subjects/Levels: French Immersion / 2
Message: This is a test message to demonstrate how the message box works.

Absent Employee	Date	Day	Position	Location	Start	End	Hours / FTE
Hazel Rath	26-Jun-2017	Monday	Teacher	Adult Learning Center	07:30	15:00	1.0

Dispatch Details

Replacing Employee	Date	Day	Position	Location	Start	End	Hours/FTE
Cas Test	26-Jun-2017	Monday	Teacher On Call	Adult Learning Center	07:30	15:00	1.0

Leave Details

This leave application is currently being processed by: Claire Hyland - 100101.

GENERAL LEAVE APPLICATION_20160405103608

Task ID: 0000007933 - Created: 20-Jun-2017 10:03.29 AM - By: Hazel Rath - Processed: 20-Jun-2017 10:03.29 AM - By: Hazel Rath

Leave Application Information

Leave Applicant: Rath, Hazel (13590) **Absence ID:** 900001726
Start Date: 26-Jun-2017 **End Date:** 26-Jun-2017
Absence Code: General Absence **Status:** Requested

Schedule Details

Date	Day	Position	Location	Start Time	End Time
26-Jun-2017	Mon	Teacher	Adult Learning Center	07:30	15:00

This is where you can add collective agreement information.

Details

Application Comment: