How to Log an Absence

Follow this link:
https://bmw.rdpsd.ab.ca/live/login.aspx?ReturnUrl=%2flive%2fservlet%2fBroker

Step 1 – Log Into the Web Portal

![Sign in to your account](image)

Step 2 – Locate the Absence Menu and select Absence Entry

![Absence Entry](image)
Step 3 – Complete the Absence Information Screen

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

Step 4 – Absences Schedule Details
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](image)

**Step 6 – Replacement Schedule Details**

This screen will only if appear 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.
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.

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.
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.
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.
Step 11 – 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 900001726](image)

Submission Timestamp: 2017-Jun-20 10:03:29

You have successfully submitted your absence. Your confirmation number is: 900001726.

Please record the confirmation number or print out a copy of this 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 Absences menu, select the View or Change option.

![Employee View of Submitted Absences/Leaves](image)

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.

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.