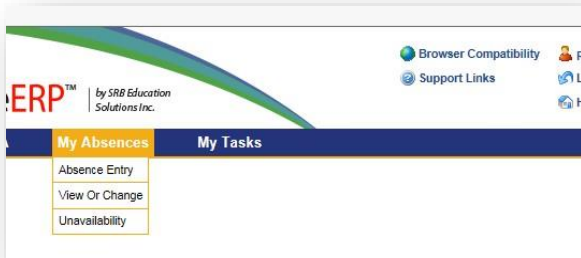
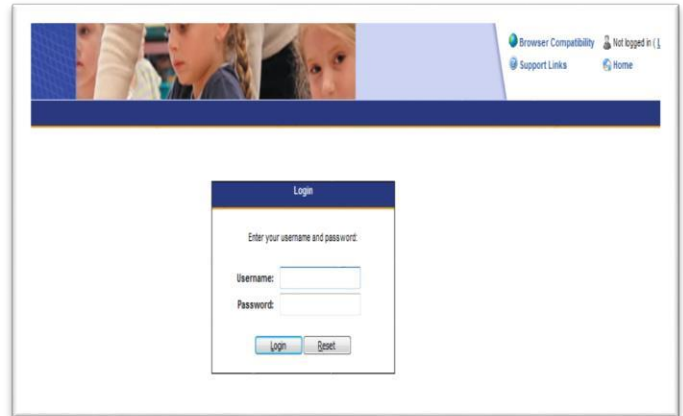


# ADS Absence Entry via Atrieve (SRB) Web Portal

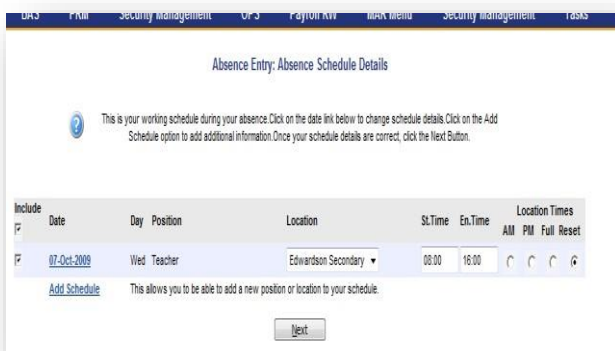
**INSTRUCTIONS ARE ALSO AVAILABLE ON VIDEO – Simply click on the STAFF tab on the SD48 website to find the link.**

Please follow the steps below to log either an absence or a leave request online, via the SRB Web Portal. If required, a replacement will be dispatched via ADS (Automated Dispatch System) when you log the absence. In the case of non-emergency absences please discuss your leave request with your supervisor before submitting the online request.

1. Access the SRB Web Portal to submit your absence/leave request. Through the School District 48 website ([sd48seatosky.org](http://sd48seatosky.org)) Under 'Staff' click on the Atrieve Web Portal.
2. Enter your district e-mail username (first letter of your first name followed by your last name- **no SD48 in front**) and your e-mail password.
3. Hover over "My Absences" on the blue menu bar, and click on Absence Entry.



4. Fill in absence/leave and date information for your request.
  - a. Click on the drop down box to choose your absence reason.
  - b. Select either a single day or range of days for your absence.
  - c. Enter the date(s) of your absence.
  - d. Click Next button.



5. Confirm your schedule details. You may be prompted to select your position code or school site from drop down boxes.

- a. If your absence will not be for the entire day (or your start and end times are incorrect), you can edit the Start/End times to reflect the hours you will be absent. You can also tick the AM or PM button if your absence is a half day morning or afternoon.
- b. Click Next button.

# ADS Absence Entry via Atrieve (SRB) Web Portal

6. If you require a replacement for your absence, select “Yes” when asked “Do you require someone to replace you?”
  - a. **DO NOT** select “Yes” if you are submitting a long-term leave request that will require a posting to replace your position. Examples include pregnancy/parental leave; extended leave of absence, education leave etc. Please contact Human Resources at [HRLeave@sd48.bc.ca](mailto:HRLeave@sd48.bc.ca) if you are unsure whether your leave request should be excluded from ADS replacements.
7. If you selected “Yes” for a replacement;

## Teachers

- a. You will have the option to request specific TTOC’s to replace you or you can arrange your own TTOC coverage and bypass the ADS. Please ensure that the TTOC requested or booked has the required subject/grade level qualifications.
- b. Select the Subject and Level you require for your replacement. There are also a number of generic codes such as Primary or Humanities if you teach a number of different courses/grade levels.
- c. In the Message box, type any specific instructions your replacement will need to know in regards to the assignment.
- d. Click the Next button.

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.	Accounting	Secondary Level
2.		

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:

The lesson plans are on the desk in room 263. My parking stall is 32

Next

Enter the leave information below and press the next button.

CRITICAL ILLNESS OR DEATH

Start Date: 29-Jan-2015  
Absence Code: Critical Illness Or Death  
End Date: 29-Jan-2015  
Status: Requested

Absence And Dispatch Status Info  
Not yet submitted.

Details

Description of Leave Type: NON-CUPE Article 15.03 - CUPE Article 14.09:  
Please refer to your Terms of Employment or Collective Agreement for more information.

Notes

Relationship of Deceased: \* required

Application Comment

Choose Relationship:  
Spouse  
Child  
Parent  
Brother  
Sister  
Grandparent  
Parent Of Spouse  
Son  
Daughter  
Son-In-Law  
Daughter-In-Law  
Brother-In-Law  
Sister-In-Law  
Grandparent Of Spouse  
Relative in Same Household  
Grandchild

8. If the selected Absence Reason Code requires a Leave Form, a Leave Application Entry page will appear.
  - a. Fill in any fields requesting specific leave information.
  - b. If you are required to provide documentation for the Leave Request, please send to Human Resources via email to [HRLeave@sd48.bc.ca](mailto:HRLeave@sd48.bc.ca), inter-district mail or in person to the School District Office.
  - c. Click the Next button.

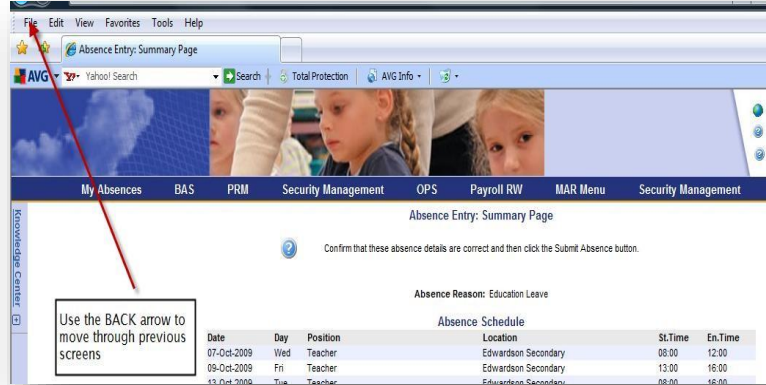
# ADS Absence Entry via Atrieve (SRB) Web Portal

9. Verify your absence/leave request details on the Absence Entry Summary screen.

a. If any changes are required, use the back arrow on your internet browser to modify.

b. If the details are correct, click the Submit Absence button. Your request will be routed to your supervisor for approval.

c. If your absence requires a replacement, the absence details will be routed to ADS and will be added to the dispatch queue for the date required.



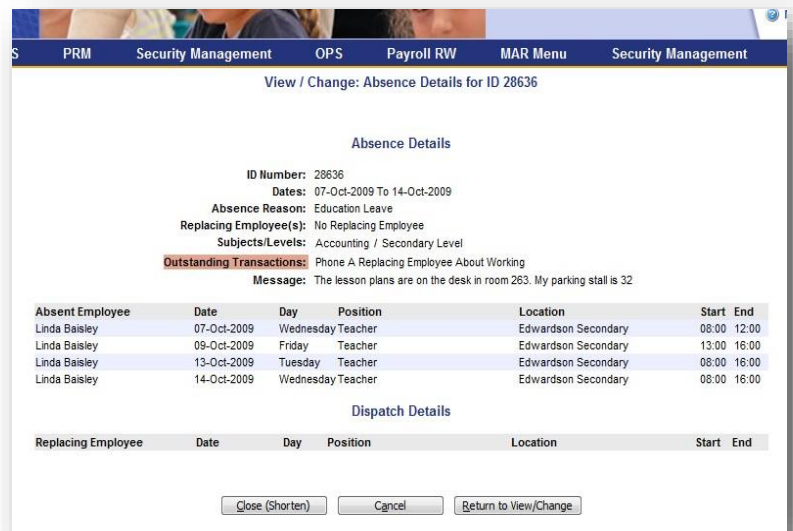
10. Monitor the status of your leave request via the Web Portal, by hovering over “My Absences” on the blue menu bar and clicking View or Change.

a. This screen displays all absences you have submitted, based on the specified date range.

b. Click on the Job ID of the leave request you would like to review. The status of the request, details if a replacement has been assigned, and any comments your supervisor has made will be shown.

c. You may either shorten the dates on your request by clicking the “Close (shorten)” button, or cancel the request by clicking the “Cancel” button. You cannot change any other details of the request once it has been submitted.

NOTE: If you are booking a non-emergency leave request, your replacement will not be dispatched until your administrator/supervisor approves the request. Ensure you submit your request as far in advance as you are able, and speak with your administrator/supervisor prior to sending the request.



**In case of a last minute emergency (ex. road closure, no internet access, last minute emergency etc.): Call your school clerical, principal or vice-principal who can access the ADS for you.**