

School District No. 53 (Okanagan Similkameen) ABSENCE/DISPATCH SYSTEM (ADS)

The Absence/Dispatch System (ADS) is a web-based, on-line tool used by all district staff to request a leave, to book unavailability, to view absence/dispatch history, or make changes to future absences/dispatches.

HOW TO ACCESS ADS

To access ADS...first



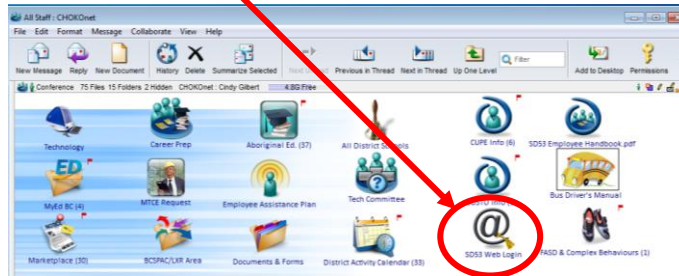
Log into a computer and access the 'SD53 Web Login' by either ...

Then...use your FirstClass or District Windows login and password.

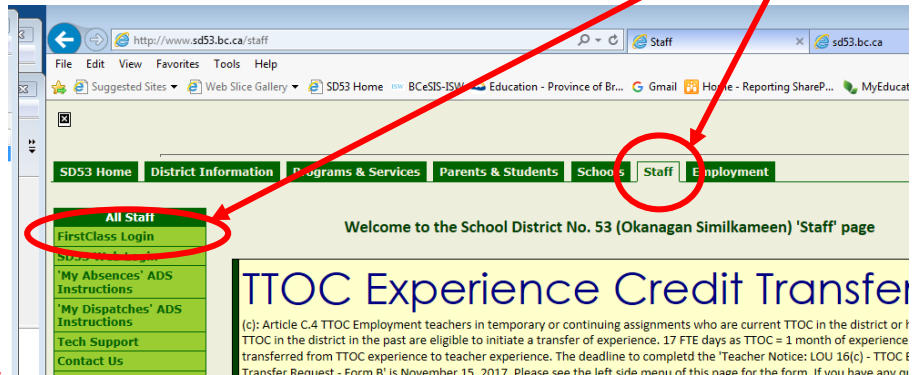
Logging into FirstClass, go to 'All Staff' and click on 'SD53 Web Login' or ...

You will see a menu with our district logo and 'My Absences' (if you are an employee with an assignment) or 'My Dispatches' (if you are a replacement employee).

For your convenience all sites have computer(s) available for staff use. If you are not sure which computer to use, ask your school secretary or supervisor.



Go to our website at www.sd53.bc.ca, go to 'Staff' and click on 'FirstClass Login'



Leave Requests: click on 'My Absences', and 'Absence Entry'. Carefully read the information on each screen before answering the questions. Once you 'Submit' and a confirmation number is given, the system instantly submits the request to your supervisor for consideration, and depending on the leave type, to the district office for final approval.

View or Change: choose this menu option to view your absences/dispatches history. To view more details or to change a future leave, click on the blue 'ID No'. Your supervisor is notified about any change to your leave by email. Weekly, supervisors review a report of absences and dispatches and make adjustments/corrections as necessary and approve for payroll processing. Because this information reflects your pay, it is important that it is correct. If you believe this information is incorrect, discuss with your supervisor.

Unavailability: relief support staff and TTOC use the 'Unavailability' feature to enter dates unavailable for work and the system will not call for dispatches and the place the system's search rotation is not lost (unanswered calls and refusals move the replacement employee lower on the dispatch callout list).

| 'MY ABSENCES' TIPS | |
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| Entering leave requests in 'My Absences'? | Follow the ADS access instructions above and then click on 'My Absences', then 'Absence Entry' and follow the instructions. IMPORTANT! Use the 24 hour clock when entering St.Time and En.Time or use using 'AM' or 'PM' or 'Full'. |
| When to enter an absence? | As soon as you have determined you need a leave, enter it into the system. Access is available 24/7. Giving as much notice as possible gives appropriate time for the approval process and allows the system the opportunity to successfully dispatch a replacement. |
| You've entered your leave, how is it approved? | The system instantly sends an email of your leave request to your supervisor for processing (some leave types then go to district office staff for final processing). |
| How do you know when your leave request has been processed? | You will receive an email with the results of your request. You can also go into 'My Absences' and click on the 'ID No' to view details on the specific leave process. |
| How does the system dispatch a replacement? | When you answer 'Yes' to the question 'Do you require someone to replace you?' the system automatically reviews potential replacements based on qualifications and availability and offers assignments based on the information entered on your on-line leave request. If a replacement cannot be found, the system sends a notification to your supervisor. |
| What if I need to cancel or change a future leave? | See 'View or Change' on page 1. |
| When I'm changing a leave, what does 'Close (Shorten)' mean? | Use 'Close (Shorten)' to cancel a leave that extends over a number of days and that has already started. For example, the leave is for Monday/Tuesday/Wednesday. Monday/Tuesday are now passed and you would like to cancel Wednesday. |

| RELIEF SUPPORT STAFF AND TTOC Tips | |
|---|---|
| PIN# | Your PIN# default is your social insurance number. To change your PIN #, email payroll@sd53.bc.ca |
| Changing your phone number | To change your phone number, email payroll@sd53.bc.ca |
| How will you be dispatched? | When the system phones you, enter your employee number (located on the top right of your earning statement) and PIN#. |
| Voice Activation | The system is voice activated – when you are called you are required to verbally respond or the system will disconnect the call |
| Accepting an assignment | Listen through the message; follow the prompts. Don't hang up before the ID# is given or the system will think you refused the assignment. |
| Refuse a dispatch or book self as unavailable | To book self as unavailable, access ADS, click on 'My Dispatches/Absences' choose 'Unavailability' on the drop down menu, and follow instructions. Use the following refusal/unavailability codes: (1) Illness (2) Already Working (4) Assignment Unacceptable (5) Personal/Unavailable |

When does ADS call replacements?

- Two weeks prior to the start of the absence, the system calls Sunday to Thursday between 5:00 and 7:00 PM
- Day of absence calls, the system calls Monday to Friday starts at 6:00 AM
- stops calling 45 minutes before the absence start



Questions? Need assistance? Ask a school secretary, a co-worker, your supervisor or contact district payroll (ext. 112 for Heather or ext. 110 for Sylvia or payroll@sd53.bc.ca).