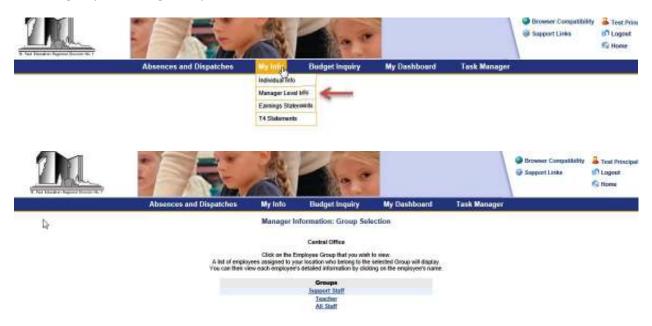
LEAVE MANAGEMENT – SCHOOL ADMINISTRATOR GUIDE

Manager Level Info:

This will give you a listing of all your staff.



My Dashboard:

The "My Dashboard" HR tab will provide you with a snapshot of your school's staff. It will show you all your employees, any absences as well as leaves.



Your Dashboard screen will also show you all staff that are absent for a given day, as well as any absences for which a substitute has not yet been found.

Task Manager - Approving Leaves:

As a principal (or supervisor) some leaves will require your approval. For leave approvals, access the "<u>Task Manager</u>" menu. You may approve them daily if you wish, but at a minimum it must be done before the end of the week.

The number of pending task that you are responsible for are displayed beside your username when you login.



Clicking on the "Task Manager" tab, (or the number next to your login) will take you to tasks that require your approval.

Your Task Manager will only show tasks that you are responsible for.

Select a task by clicking on the Task ID number. Once a task is selected, it will display an e-form section for you to complete.

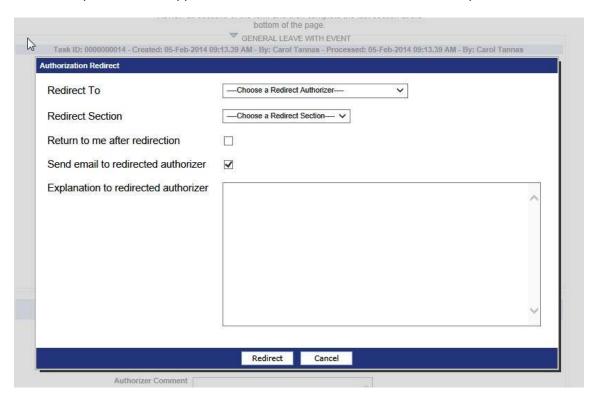


Review the information and select the appropriate option(s).

Note that you can search for a specific entry by filling in the search boxes – for example by employee name (green arrow).



Approval of leaves sometimes requires another person to review the information before it can proceed to the next person on the approval chain. Use the Redirect button to accomplish this.



Note: The Task Authorization approval authority can be reassigned to another individual in the event of extended absence or temporary reassignment by using the "<u>Task Manager Reassign Auth</u>" tab.

You may reassign for a current date or a future date range. If the re-assignment is for the current date, all of your pending tasks will be re-assigned immediately.



If you have any questions, please contact Human Resources at (780) 645-3323.

Note that the program is not compatible with all browsers.

From the web portal, if you click on "browser compatibility" to the left of your name, it lists all the details:



Internet Explorer

Windows 7 - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites) Windows Vista - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites) Windows XP - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites)

Firefox

Windows 7 - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required) Windows Vista - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Windows XP - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Safari

Windows XP, Vista and Windows 7 - Safari 3.X to 5.0.5 Macintosh OSX 10.6 - Safari 3.x to 5.0.5