

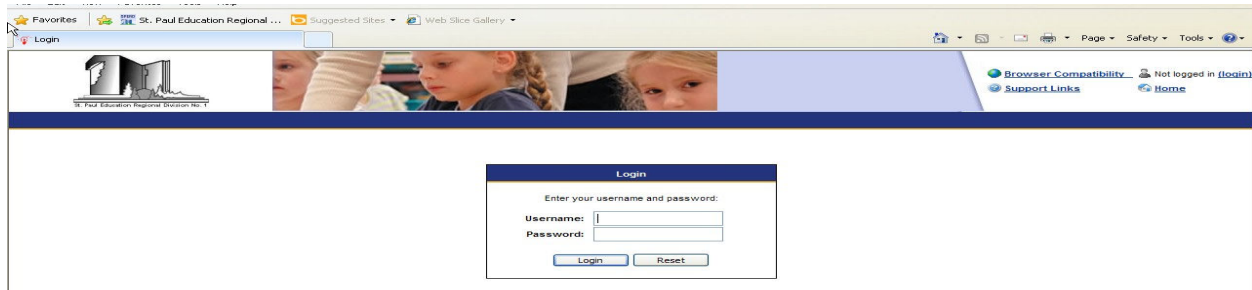
LOGGING AN ABSENCE STAFF – SUB REQUIRED

1. **SIGN IN:** Your first step is to go to the SPERD website stpaueducation.ab.ca

Under the “Staff Info” tab click on the “Atrieve – Self Serve” menu option.



Your login name is the first four letters of your lastname followed by the first four letters of your firstname (same as your network login & password). For those that do not have a network login - this information is available from your school tech.

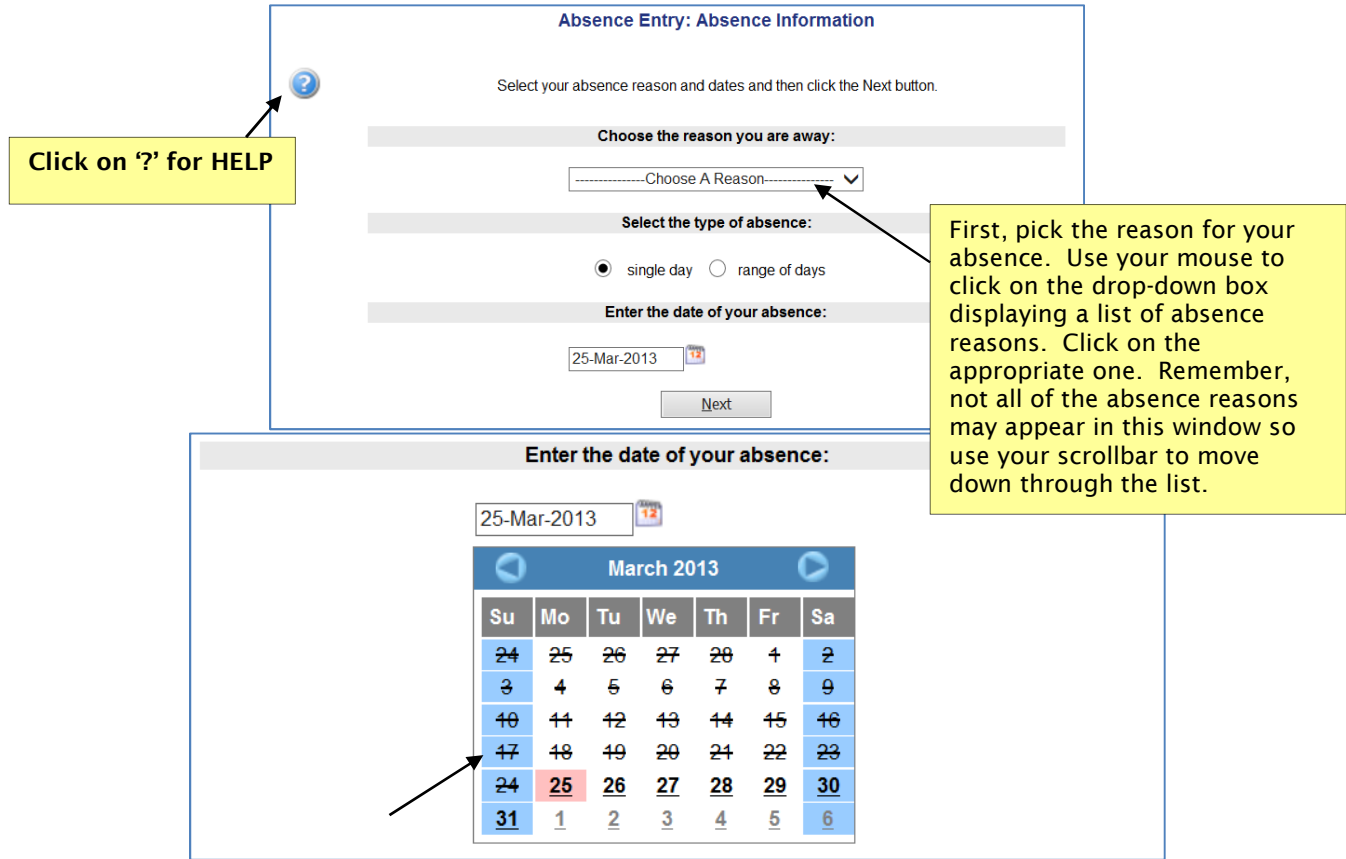


In **MY ABSENCES & DISPATCHES** TAB, click on **ABSENCE ENTRY**



2. ENTER ABSENCE INFORMATION: This is the first screen of the Absence Entry process. Select why you will be away and for what dates (**Choose A Reason**).

Next, identify the length of your absence by clicking on the appropriate “Type of Absence” circle button.



Absence Entry: Absence Information

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

Choose the reason you are away:

-----Choose A Reason-----

Select the type of absence:

single day range of days

Enter the date of your absence:

25-Mar-2013

Next

Enter the date of your absence:

25-Mar-2013

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Finally, pick the dates of your absence. If you are absent for a single day, you will click on the calendar icon which will cause a calendar to display. You will then use your mouse to click on the date of your absence.

If your absence is for several days, you will need to click on both the START and END calendar icons to pick the first date of your absence and the last date of your absence.

When you are finished, click the Next button to move to the next screen.

You will be given an opportunity on the next page to select which days within this range you will be absent for.

As the system uses your leave to request a sub, every effort should be made to enter leaves in advance. If one of your leaves has been missed, the system does allow an employee to enter a leave up to **15 days** in the past. If you enter a historical leave, you will not be able to enter a sub. Please advise your school office as they will need to advise Central Office of the sub used.

If at any time you make a mistake, simply press the “back” arrow on your browser to return to the previous screen.

3. ENTER ABSENCE SCHEDULE DETAILS

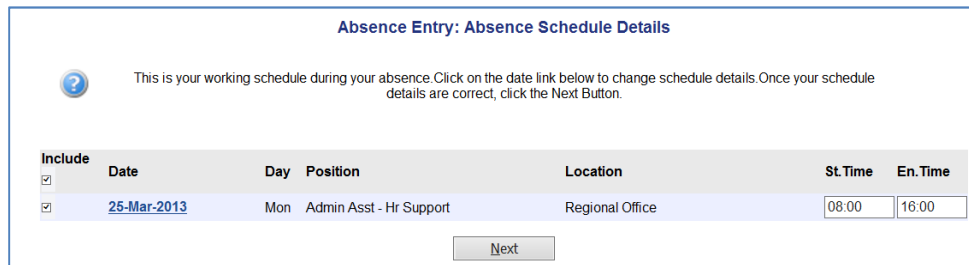
The following screen is what TEACHERS will see:



include	Date	Day	Position	Location	St. Time	En. Time	Location Times			
<input type="checkbox"/>	25-Feb-2014	Tue	Teacher	Central Office	08:30	16:30	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

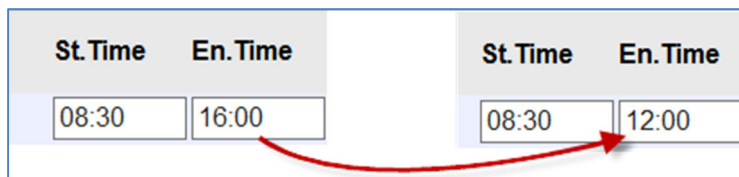
If you are away for half of the day, use the AM/PM buttons. If you are away all day use the “full”.

The following screen is what SUPPORT STAFF will see:



include	Date	Day	Position	Location	St. Time	En. Time
<input checked="" type="checkbox"/>	25-Mar-2013	Mon	Admin Asst - Hr Support	Regional Office	08:00	16:00

If you are away for a short period (less than half or full day) adjust the time manually in the St. Time and En. Time boxes:



Your regular schedule will be displayed so if the details are correct, click the Next button to move to the next screen.

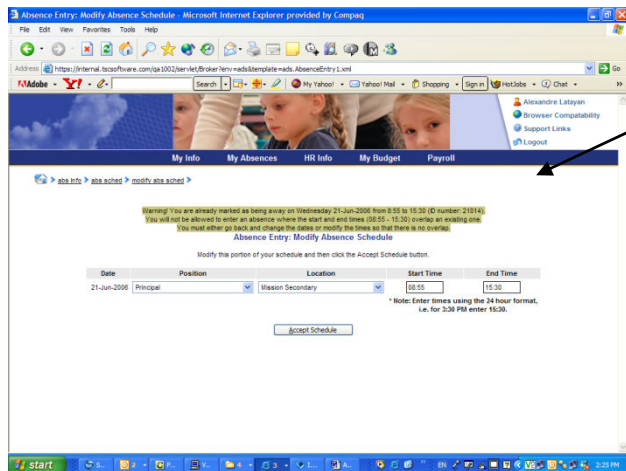
Note: Please make sure your times are correct for when you will be away or the system will put you in for a full day even if you were only away for part of the day. If you are a support staff employee and the schedule shown is incorrect, please contact Lee-Ann Suvak at 780-645-3323 and she will fix your schedule so that you do not need to enter it every time.

If you are away for a range of days, these dates will be displayed on this page. The days with a checkmark show your absence, if you plan on working for any days in the range, click the appropriate date to remove the checkmark.

The screenshot below is showing this employee will be absent from March 25 - 28, except not absent on the 27th.

Include	Date	Day	Position
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	25-Mar-2013	Mon	Admin Asst - Hr Support
<input checked="" type="checkbox"/>	26-Mar-2013	Tue	Admin Asst - Hr Support
<input type="checkbox"/>	27-Mar-2013	Wed	Admin Asst - Hr Support
<input checked="" type="checkbox"/>	28-Mar-2013	Thu	Admin Asst - Hr Support

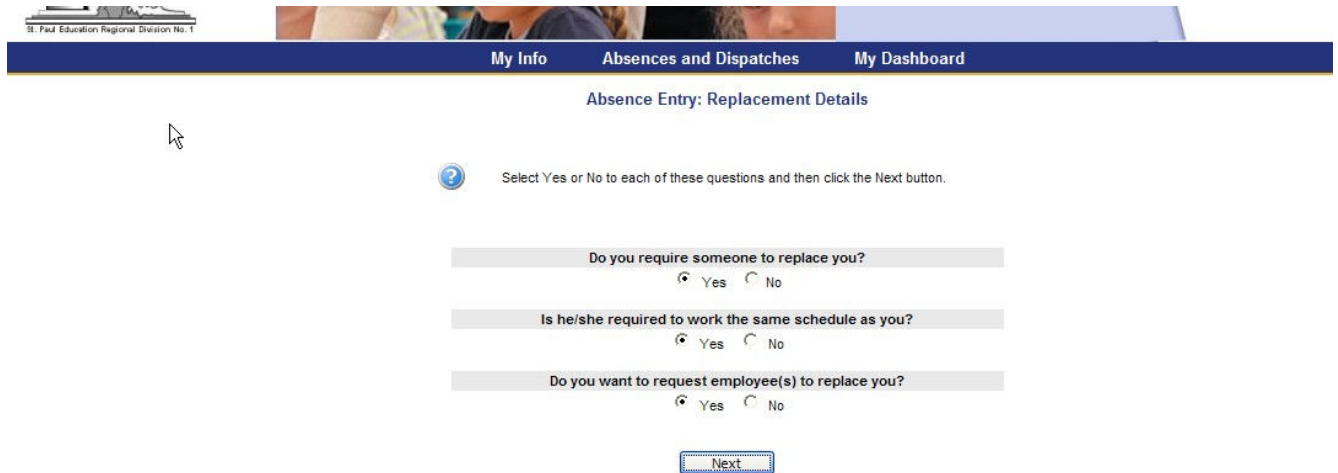
Once you have confirmed your dates, click "Next"



There is a highlighted warning if you have duplicated an absence or there is an error in logging your absence. This warning will always appear at the top of your screen

4. **ENTER REPLACEMENT DETAILS:** The next screen will ask you if you require a sub or not and if so, what hours your replacement will be working. For example, you may be absent for the full day but only require a replacement for the afternoon. You will see a series of questions listed on this page. Use your mouse to click either the Yes or No circle buttons and respond to each question.

Depending on your selection for these three questions, you will be given different prompts as you continue.

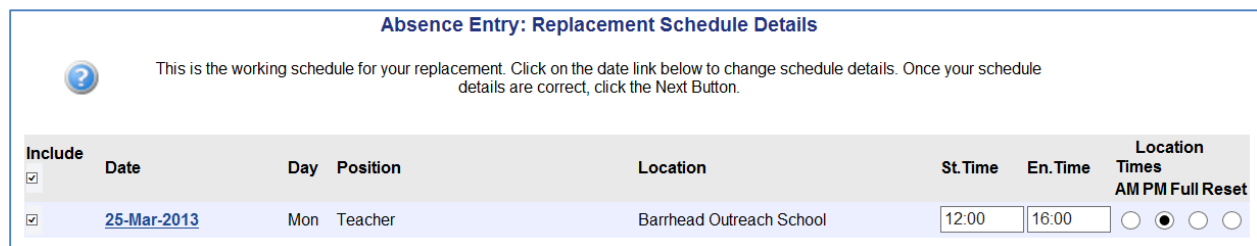


If you answer “NO” in the first question, you will skip the sub selections and go on to the leave application entry details.

In you answer “NO” in the second question you will go to the replacement schedule screen.

If you do not need a replacement employee for some of your absence dates or times, you may select those days by clicking on the box under the Include column. The little checkmark will disappear indicating that the replacement employee will NOT be dispatched for those dates.

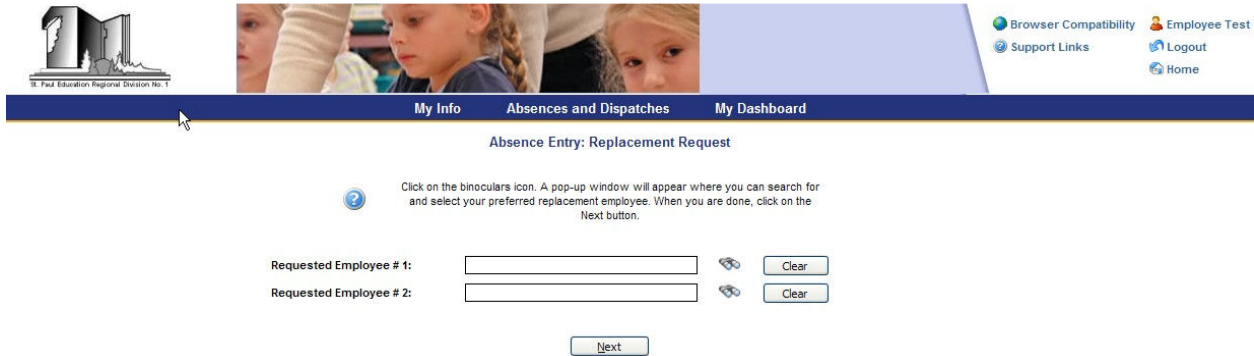
The screenshot below is indicating the replacement is only required for the afternoon, even though the absent employee is away the entire day:



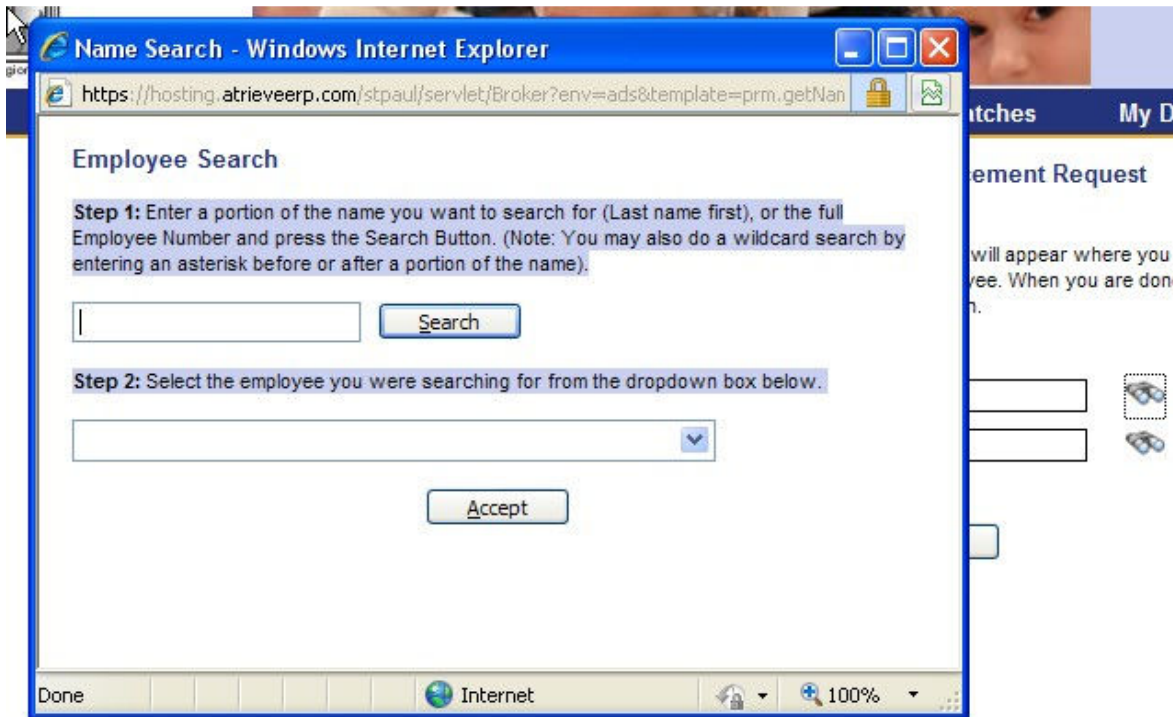
Include	Date	Day	Position	Location	St. Time	En. Time	Location Times
<input checked="" type="checkbox"/>	25-Mar-2013	Mon	Teacher	Barrhead Outreach School	12:00	16:00	<input type="radio"/> AM <input checked="" type="radio"/> PM <input type="radio"/> Full <input type="radio"/> Reset

5. **ENTER REPLACEMENT REQUEST:** (optional) The third question in this menu, allows you to request a specific individual to replace you. If you select “no” in the third question you will move on to the next screen and skip the sub-selection screen below. The system will find a sub, just not one of your choosing.

If you answered “yes” in the third question, you can request a specific sub (there is no guarantee of this sub’s availability) OR indicate a sub with whom you have already made prior arrangements.



When selecting a sub, click on the binoculars for the selection pop up window and follow the instructions.



Choose the sub you want and click Accept.


Next confirm whether or not you have already contacted the sub and if they have agreed to take the job. This is important because if arrangements have already been made, the system needs to know not to book a sub. If you check “yes” and have not made prior arrangements, the system will not call for a sub.

If you need a replacement employee, you will need to tell the system what Subjects and Levels you require for coverage. Use your mouse to click the drop-down menu under both the Subject and Level columns to list the available choices. Not all of the subjects may appear in this window so use your scrollbar to move down through the list. Elementary teachers may just select “General Elementary” if they wish.

If you are a Support Staff employee, you will not see the Subjects and Levels section of this page.

Absence Entry: Replacement Instructions

Have you already contacted Kelly Agnemark 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"/>

Enter a message for your replacement then click Next.

Message:

Next, you are able to enter instructions that will be shared with your replacement employee.

[Example: You will need to stay to do lunch hour supervision](#)

Note: the message should not be specific to one sub, as it may be viewed by other subs in the event your sub choice is unavailable.

Click the Next button to move to the next page.



Based on the reason for your leave, your substitute may be charged to another budget area. If so you will see this screen – choose the appropriate event.

Absence Entry: Leave Application Entry

Enter the leave information below and press the next button.

GENERAL LEAVE WITH EVENT

Start Date: 19-Feb-2014	End Date: 19-Feb-2014
Absence Code: School Based Budget	Status: Requested

Absence And Dispatch Status Info
Not yet submitted.

Event Selection
Event: - Choose A School Based Budget Event -

Next

The next screen presents the details of your leave request. You will see information from the applicable policy with respect to the leave you have selected. Please ensure all your information is correct.

If you do not have enough days for the selected leave, the system will prompt you to select another reason for the remaining days.

For example, if you select family medical and have no remaining days, the system will prompt you to select “personal leave” to cover off the days of the absence.

In another example if you have one day of family medical left, but need three days for the absence, you will need to complete two separate absence entries – one for family medical and another for personal leave.

Depending on the absence type selected you may be prompted to answer additional information such as “relationship” or directed to submit a medical certificate. Click “Next” when done with this screen. ABSENCE ENTRY - SUMMARY PAGE

Employees must select the right leave for the circumstances. Falsely claiming leaves will result in discipline, including possible termination. (For example, if you claim “personal illness” for a “family medical” because you are out of family medical days.)

6. **REVIEW SUMMARY PAGE:** You are now at the end of the Absence Entry process. The choices you have made will be listed on this page. If everything is correct click the Submit Absence button. If you wish to make changes, click the browser back arrow or previous link to move back through your pages. You can also click the Restart link to return to the first page of Absence Entry and begin the process again. Remember that the Restart option erases all of your choices made previously.

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: School Based Budget

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
19-Feb-2014	Wed	Teacher	Central Office	08:30	16:30

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

Subjects And Levels

General Elementary	Kindergarten To Grade 12
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Message For The Replacing Employee

Leave Application

GENERAL LEAVE WITH EVENT

Start Date: 19-Feb-2014 End Date: 19-Feb-2014
Absence Code: School Based Budget Status: Requested

Absence And Dispatch Status info
Not yet submitted.

Event Selection
Event: Sports/Field Trips

7. ABSENCE ENTRY - CONFIRMATION SCREEN


Congratulations! You have successfully submitted your absence. You will see a Job ID number displayed at the top of this page. This number will assist you when making inquiries regarding your absence through View Absences. Once your absence has been dispatched you can inquire about your replacement by going into Absences and Dispatches. Clicking on the Job ID number will allow the name of your replacement employee to appear.

Contact your school administration if you need to cancel or make changes to your absence.

[My Info](#) [Absences and Dispatches](#) [My Dashboard](#)

Absence Entry: Confirmation Receipt 1042

Submission Timestamp: 2014-Feb-13 13:47:16

 You have successfully submitted your absence. Your confirmation number is: **1042**

Please record the confirmation number or print out a copy of this receipt.

Absence Reason: School Based Budget

Absence Schedule						
Date	Day	Position	Location	St. Time	En. Time	
19-Feb-2014	Wed	Teacher	Central Office	08:30	16:30	

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

Subjects And Levels
General Elementary Kindergarten To Grade 12

Message For The Replacing Employee

Leave Application

GENERAL LEAVE WITH EVENT

Start Date: 19-Feb-2014	End Date: 19-Feb-2014
Absence Code: School Based Budget	Status: Requested

Absence And Dispatch Status Info
Just submitted.

Event Selection
Event: Sports/Field Trips

If for any reason you need to cancel a leave/sub, please contact your supervisor.

Not all support staff will be able to select a substitute. If a substitute is required for your position, please review with your supervisor.

You will see your absence entry details one last time. If you have to make corrections, simply press the back arrow in your browser to return to the previous screen(s). The last step will be to click "submit absence" to finalize your submission.

Once you have clicked "submit absence" you can not go back and make changes.

Once submitted, you have three options:

- Log another absence
- Print receipt
- Logout and exit the program

The following link provides a generic training video:

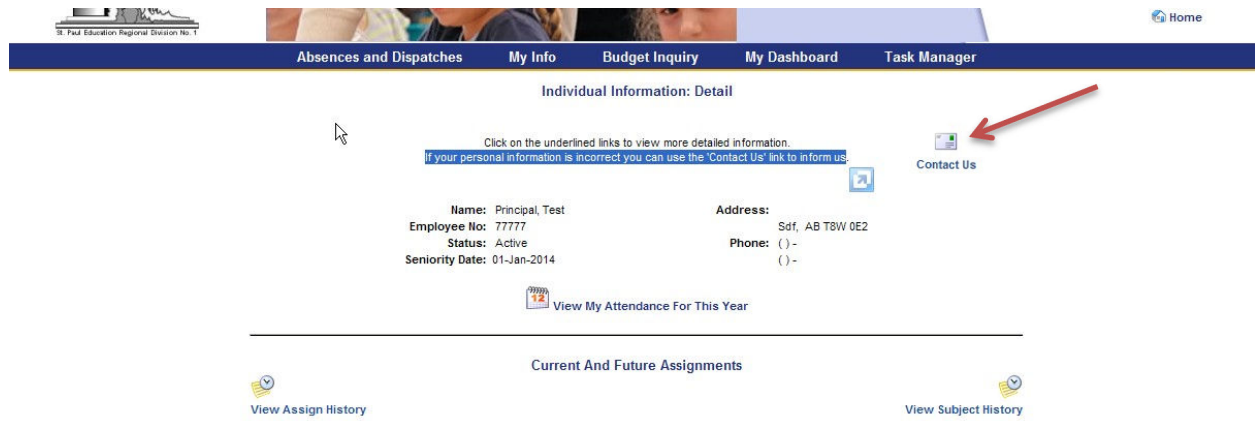
http://wbx.tscsoftware.com/Training/HR/Absence_Entry/Absence_Entry.htm

8. MY INFO:

You can also review your individual information, assignment information, earning statement and T4 under the “My Info” tab.



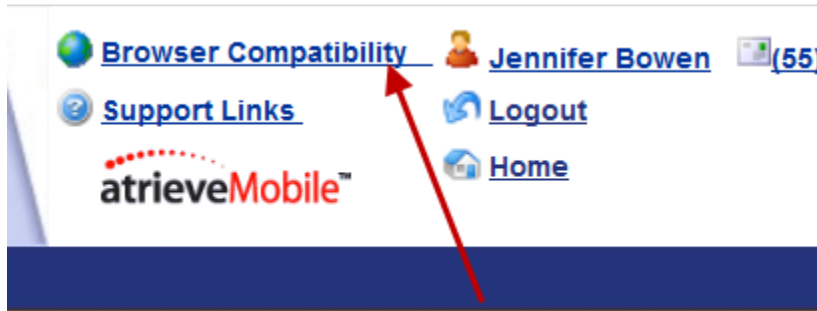
If your individual information changes (address, phone number etc) you can use the “Contact Us” link to inform human resources.



* Please remember to always “logout” at the top right hand corner when leaving your session.

Note that the program may not be 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