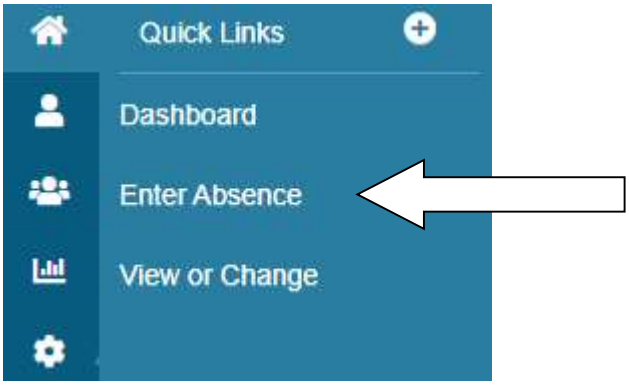
AUTOMATED DISPATCHING WEB (ADW)

LOGGING AN ABSENCE

This document will show you how to enter an absence through ADW. We will take you through each page and explain how to enter the required information.

Log onto the Web Portal:

Select *Enter Absence* from the Dashboard Home menu option:



This is the first screen of the Absence Entry process. Here you will select why you will be away and for what dates.

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

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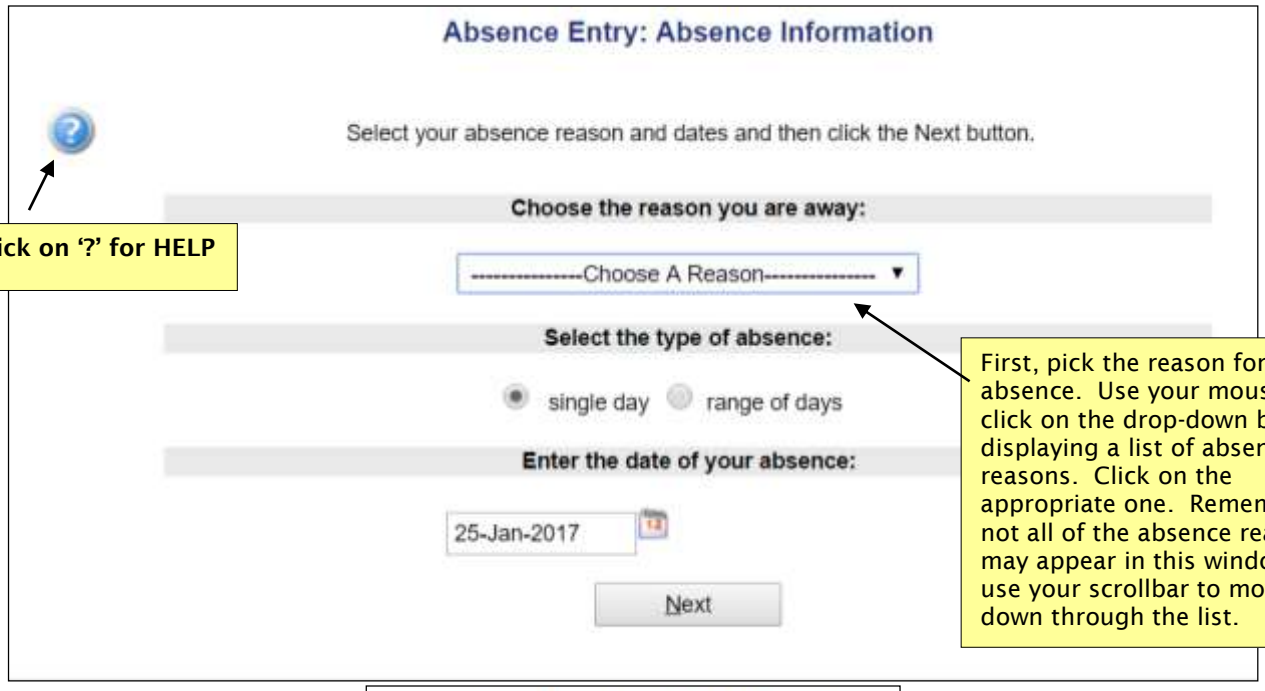
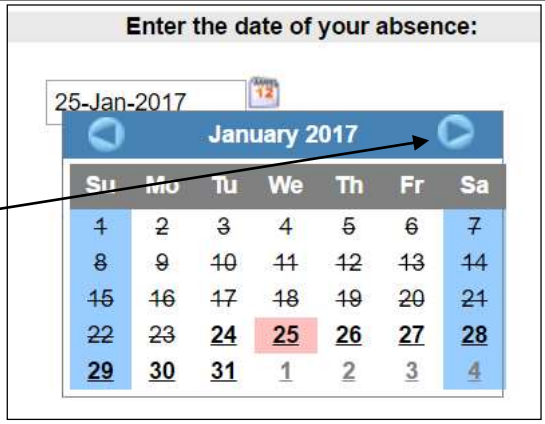


Click on '?' for HELP

First, pick the reason for your absence. Use your mouse to click on the drop-down box displaying a list of absence reasons. Click on the appropriate one. Remember, not all of the absence reasons may appear in this window so use your scrollbar to move down through the list.



You will not be able to enter an absence in the past, click on the arrow at the top of the calendar to move to the next month. Once you click on a date the calendar will disappear.

Finally, pick the dates of your absence. If you are absent for a single day, you will click on the FROM 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 FROM and TO calendar icons to pick the first date of your absence and the last date of your absence. You will be given an opportunity on the next page to select which days within this range you will be absent for.

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

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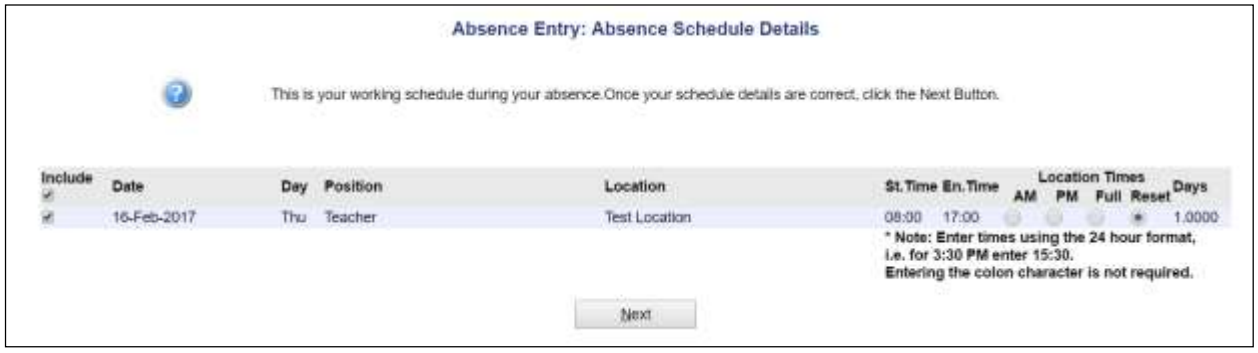
ABSENCE ENTRY Teachers: ABSENCE SCHEDULE DETAILS



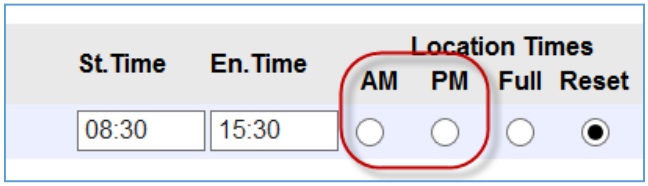
ABSENCE ENTRY Support: ABSENCE SCHEDULE DETAILS

Support Staff – please put in the time away from your position. Do not add colon to time, time entered is a 24 hr format.

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

In this page you will indicate what your schedule will be during your absence. ADS requires your position, location, and hours for each day of your absence. Your regular schedule will be displayed so if the details are correct, click the Next button to move to the next screen.

Teachers – if you are away for **part of the day**, use the AM/PM radio buttons:



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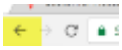
If you are away for a range of days, these dates will be displayed on this page. Pick the days you will be working by clicking on the box under the Include column.

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

Include	Date	Day	Position
☑	25-Mar-2013	Mon	Admin Asst - Hr Support
☑	26-Mar-2013	Tue	Admin Asst - Hr Support
☐	27-Mar-2013	Wed	Admin Asst - Hr Support
☑	28-Mar-2013	Thu	Admin Asst - Hr Support

There is a highlighted warning if you have duplicated an absence, attempted to log time in excess of entitlement or there is an error in logging your absence. This warning will always appear at the top of your screen

Use your *Back Arrow Browser Button*  at the top left corner of your screen to return to the previous page(s) to resolve any issues preventing you from completing your entry.

Click the Next Button to move to the next page.

Complete any leave application required details and click the Next Button.

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It is required that you put a comment in the leave request box – Employee Comment:

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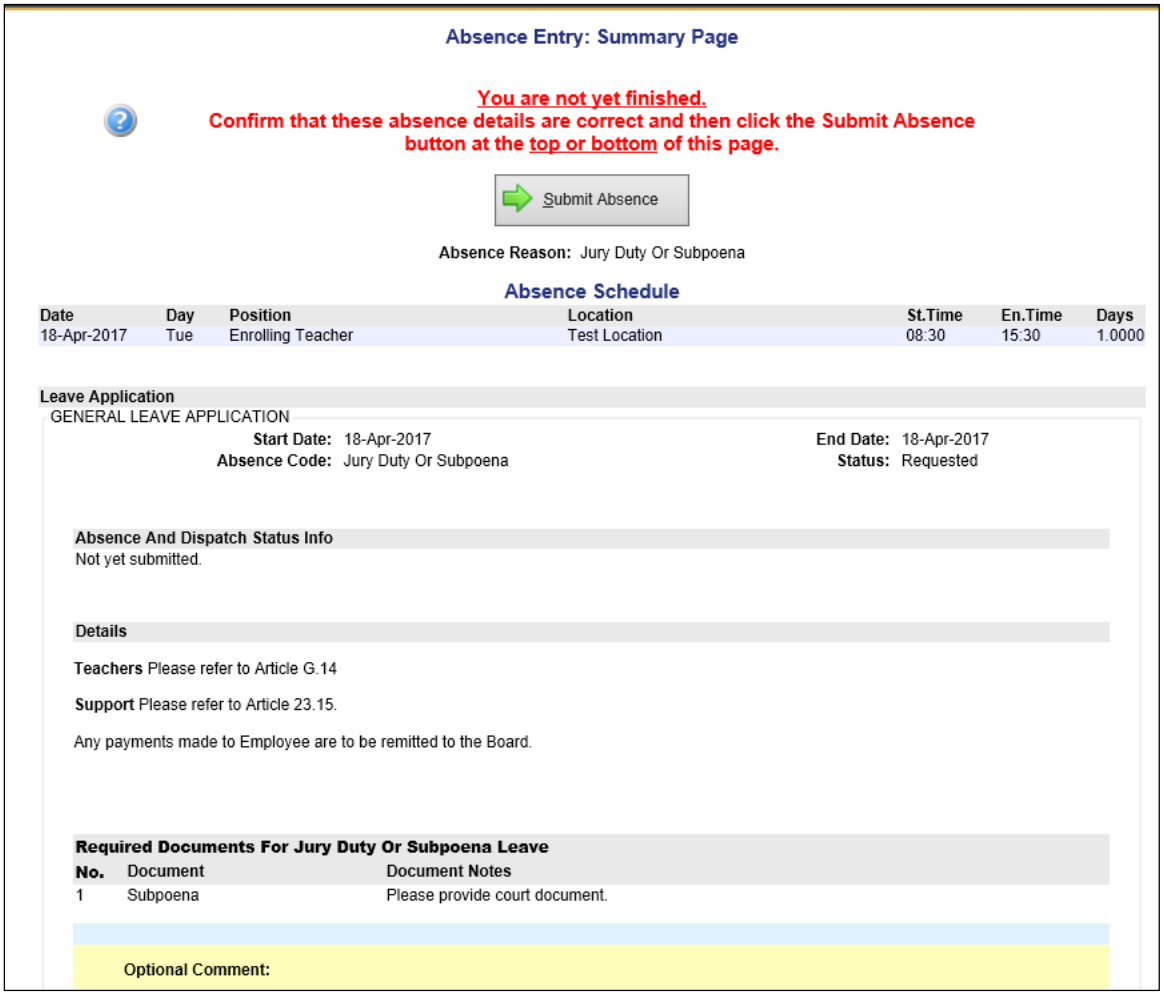
Review submission details prior to submitting your absence. When you are satisfied with the information provided, click the *Submit Absence* button. Use your *Back Arrow Browser* button to navigate to previous pages if you need to make any changes to your entry.

If your position requires a replacement, your Administrative Assistant at your school will find a replacement as needed.



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.

Submit Absence

Absence Reason: Jury Duty Or Subpoena

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time	Days
18-Apr-2017	Tue	Enrolling Teacher	Test Location	08:30	15:30	1.0000

Leave Application

GENERAL LEAVE APPLICATION

Start Date: 18-Apr-2017 **End Date:** 18-Apr-2017
Absence Code: Jury Duty Or Subpoena **Status:** Requested

Absence And Dispatch Status Info

Not yet submitted.

Details

Teachers Please refer to Article G.14

Support Please refer to Article 23.15.

Any payments made to Employee are to be remitted to the Board.

Required Documents For Jury Duty Or Subpoena Leave

No.	Document	Document Notes
1	Subpoena	Please provide court document.

Optional Comment:

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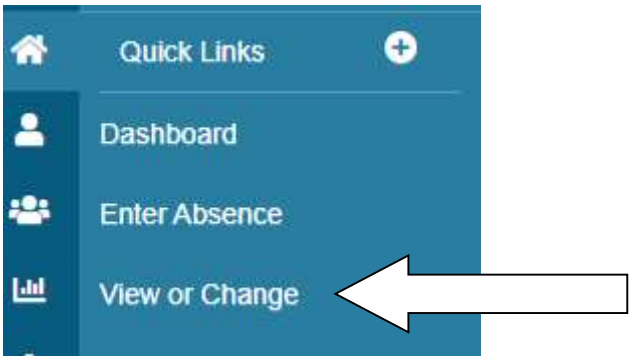
You will receive a confirmation receipt of your entry.

In the event a submission requires review/approval, you will receive an email notification once the request has been approved. You will also receive an email notification if your request has been denied.

You have the ability to VIEW your absence records:



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Select the ID you wish to review:

If you require changes to an absence record, please contact your principal or school administrative assistant. Changes include:

- Date changes
- Time changes
- Unit/FTE changes
- Absence reason changes
- Cancellations

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