AUTOMATED DISPATCHING WEB (ADW)
LOGGING AN ABSENCE

Follow this link: https://starcatholic.atrieveerp.com/ OR

Log into the Division's website www.starcatholic.ab.ca scoll to the bottom of the page and under Staff Quicklinks, Atrieve ERP. Mark this website as a favorite for ease of access in the future. **Always use internet explorer as your browser.

Parents

STAR O

Staff Quicklinks

Civic Web Agendas

ConnectEd

Health & Safety

STAR Google App

Atrieve ERP

STAR Overdrive Library
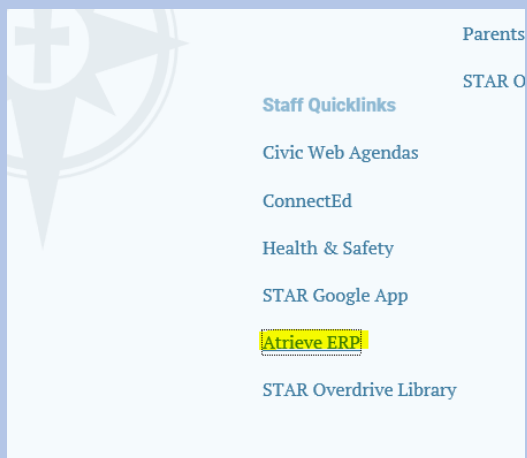
The password for this area is your STAR network log-in (same log-in and password you use to log-in to your computer).
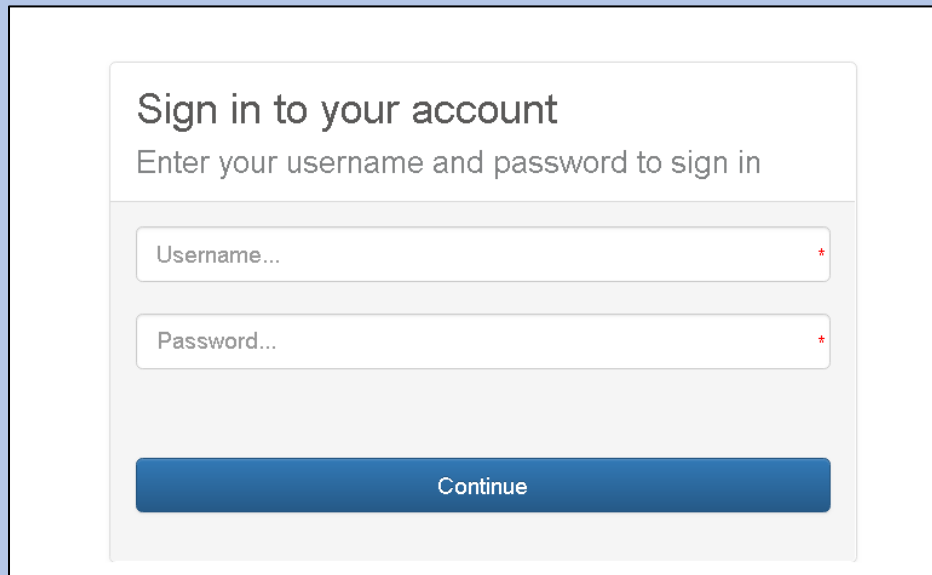
To change your password (highly recommended) press ctrl-alt-delete on a STAR Catholic computer and you will see an option to change your password.

If you do not know your log-in and password or you are having trouble logging into Atrieve ERP, please contact Susan Baudin susan.baudin@starcatholic.ab.ca
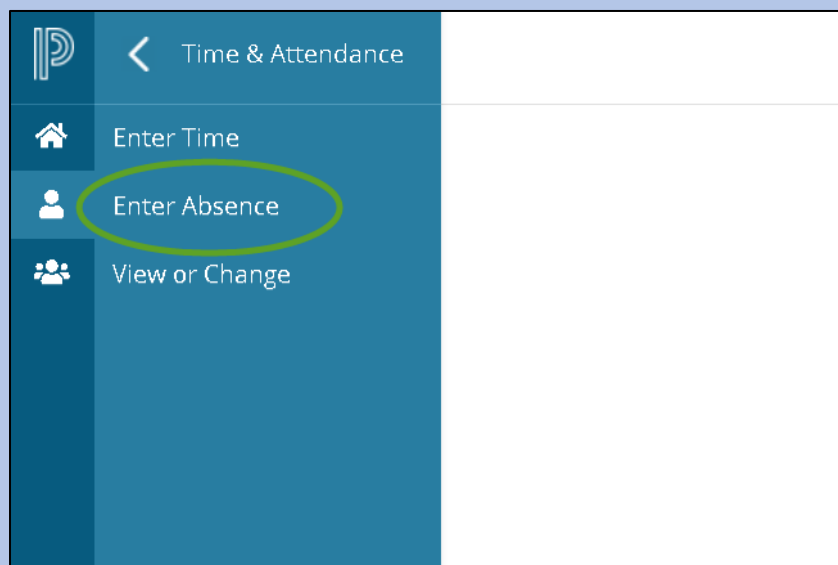
How to Log an Absence

Follow this link: https://starcatholic.atrieveerp.com/

Step 1 – Log Into the Web Portal

Step 2 – Locate the 'My Info' menu, choose the 'Time & Attendance' option and select 'Absence Entry'

Step 3 – Complete the Absence Information Screen

Absence Entry: Absence Information

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

Choose the reason you are away:

Medical Appointment ▼

Click on '?' HELP

Select the type of absence:

○ single day   ○ range of days

Enter the date of your absence:

04-Apr-2019

Select the reason you are absent

Next

F

1. Enter the reason you are away.
2. Select single day or range of dates.
3. Complete date details.

For Banked Time submissions see instructions at the end of this section.

Step 4 – Absences Schedule Details

Absence Entry: Absence Schedule Details

This is your working schedule during your absence. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	St.Time	En.Time	Location Times AM PM Full Reset
☑	02-May-2019	Thu	General Support Staff	Test Location	08:00	16:00	○ ○ ○ ●

Add Schedule This allows you to be able to add a new position or location to your schedule.

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

Next

Absences automatically default to a full day, but you are able to select the AM/PM buttons for morning or afternoon or select start and end times. Vacation time and personal days **must** be entered as full day or half day so please enter using AM or PM

Step 5 – Replacement Details

This screen asks a series of questions regarding your replacement.

Note: If you indicate that you do not need a replacement, you will not be required to complete the rest of the questions.

Step 6 – Replacement Request

This screen will only appear if you indicated you would like to request a replacement and only if the employee's category is configured to allow replacement requests.

Absence Entry: Replacement Request

Click on the binoculars icon. A pop-up window will appear where you can search for and select your preferred replacement employee. When you are done, click on the Next button.

Requested Employee # 1:   Clear

Requested Employee # 2:   Clear

Next

Additional replacements can be requested by clicking the binoculars beside the Requested Employee box. A pop-up will appear that will allow the employee to search for the name of the replacement he/she wishes to request.

Name Search - Google Chrome

https://ab02.atrieveerp.com/stthomas/servlet/Broker?env=ads&temp...

Employee Search

Step 1: Enter a portion of the name you want to search for (Last name first), or the full Employee Number and press the Search Button. (Note: You may also do a wildcard search by entering an asterisk before or after a portion of the name).
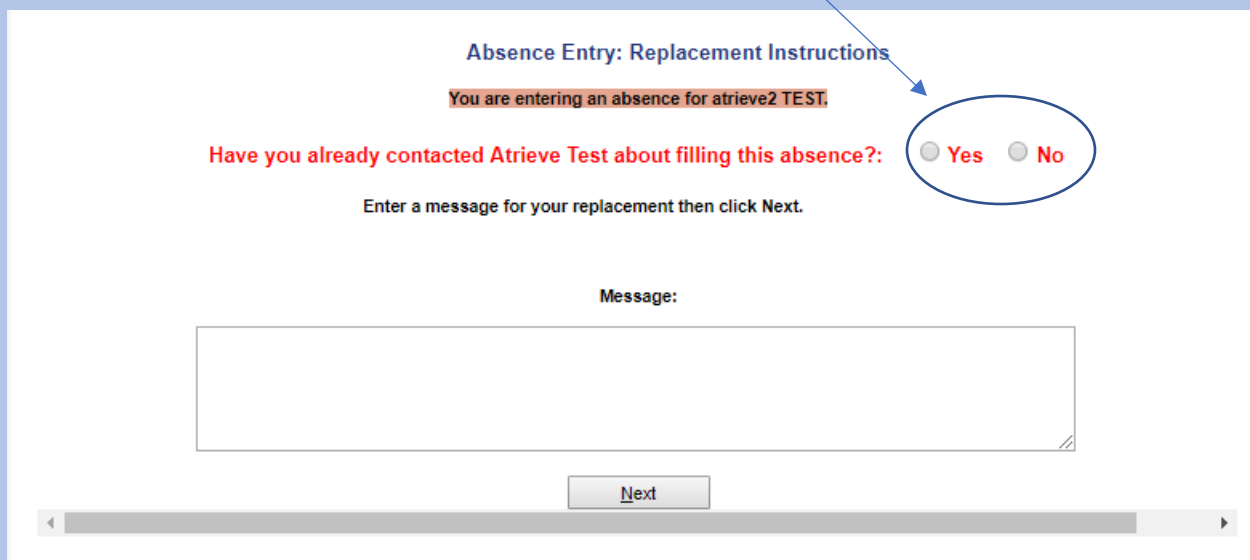
Search

Step 2: Select the employee you were searching for from the dropdown box below.

Test, Atrieve5 Sub (Substitute Teacher)-Active ▼

Accept

Searching for the employee's name will return a list of matches in the dropdown list. Selecting the correct name and clicking Accept will lock in the replacement request.

Step 7 – Replacement Instructions

Optional Message : Any time a replacement is required, you will have the opportunity to write a message to the replacement employee. It is important to enter this message without addressing specific employees, in case that employee cannot accept the dispatch.

 If you have contacted the replacement already and they have accepted the job check off YES.

Step 8 – Leave Application Entry

This screen may appear differently for different types of absence reasons. Complete the details on this screen as indicated. If a field has been flagged as required, you will not be able to move to another screen until that field has been completed.

GENERAL LEAVE SECTION

Start Date:	05-Apr-2019	**End Date:**	05-Apr-2019
Absence Code:	Jury Duty	**Status:**	Requested

Absence And Dispatch Status Info
Not yet submitted.

Details

Description of Leave Type:

Please refer to your **Employment Agreement** section for details.

Notes

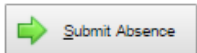**Leave Details** [   ] * required

Next

To view your Employment Agreement click here

Step 9 – Summary Page

This page will summarize all of the selections you have made during your absence entry process. If you need to make a change, click on the back button of your browser to move to a previous screen. When you are ready, click **Submit Absence**.

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: General Absence

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time	Days
26-Jun-2017	Mon	Teacher	Adult Learning Center	07:30	15:00	1.0000

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
Cas Test. Already Contacted. The system will NOT call this employee.

Subjects And Levels
French Immersion   2

Message For The Replacing Employee
This is a test message to demonstrate how the message box works.

Leave Application

┌─────────────── GENERAL LEAVE APPLICATION_20160405103608 ───────────────┐
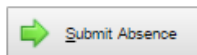
Leave Application Information

Start Date:	26-Jun-2017	End Date:	26-Jun-2017
Absence Code:	General Absence	Status:	Requested

This is where you can add collective agreement information.

Details

Application Comment:

└──┘

→ Submit Absence

Step 10 – Confirmation Receipt

A confirmation number is received when the absence is successfully submitted. The confirmation number becomes the Absence ID number.

Absence Entry: Confirmation Receipt 900001726

Submission Timestamp: 2017-Jun-20 10:03.29

You have successfully submitted your absence. Your confirmation number is: 900001726.

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

Viewing/Cancelling your absence –
Employee View of Submitted Absences/Leaves

Once submitted, employees are able to view the details of their leaves and absences. From the web portal, under the 'My Info' menu, select 'Time & Attendance', then the 'View or Change' option.
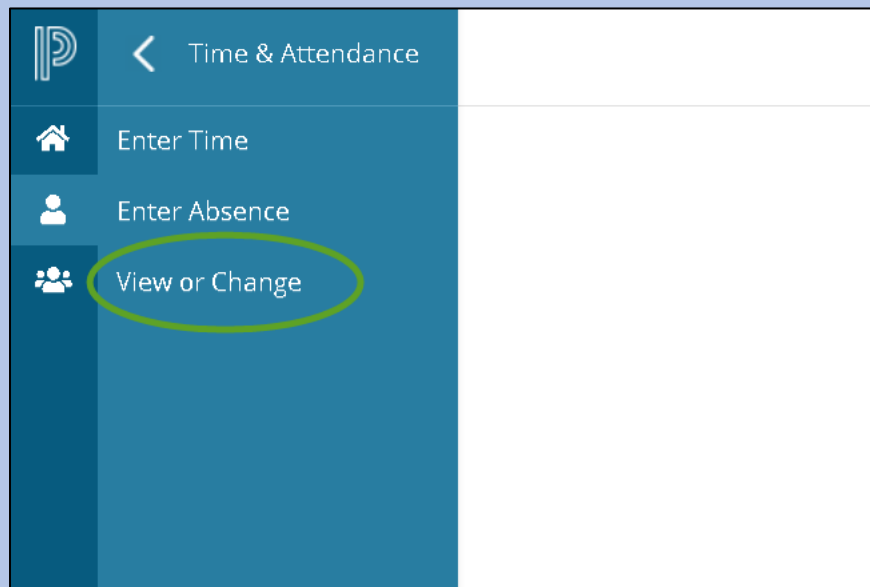
This will bring you to the Absence and Dispatch Listing screen.

You can view any absences, dispatches, long term leave requests and cancelled/denied leave requests.

To see the details of each entry, click on the ID number.

View / Change: Absence and Dispatch Listing

Instructions: Click on the ID Number To View, Close Or Cancel An Absence Or Dispatch.

Absences   Date Range: 21-May-2017 📅 To 21-Jun-2018 📅   Refresh Absences

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)	Absence Units
900001717	08-Jun-2017	08-Jun-2017	Vacation	No Replacement Required	1.5
900001726	26-Jun-2017	26-Jun-2017	General Absence	Cas Test	1.0

Dispatches   Date Range: 21-May-2017 📅 To 21-Jun-2018 📅   Refresh Dispatches

ID No	Start Date	End Date	Extra Time Type	Absent Employee	Absence Units

Long Term Leave Requests

ID No	Start Date	End Date	Absence Reason

Canceled / Denied Leave Requests - No Absence record

ID No	Start Date	End Date	Absence Reason

> To view an absence click on the ID No.

This screen shows the replacement details, leave approval details (if using Leave Management Web) and also **gives the employee the ability to cancel the absences**, if this option is permitted.

View / Change: Absence Details for ID 900001726

Absence Details

ID Number:	900001726
Dates:	26-Jun-2017 To 26-Jun-2017
Absence Reason:	General Absence
Replacing Employee(s):	Cas Test
Subjects/Levels:	French Immersion / 2
Message:	This is a test message to demonstrate how the message box works.

Absent Employee	Date	Day	Position	Location	Start	End	Hours / FTE
Hazel Rath	26-Jun-2017	Monday	Teacher	Adult Learning Center	07:30	15:00	1.0

Dispatch Details

Replacing Employee	Date	Day	Position	Location	Start	End	Hours/FTE
Cas Test	26-Jun-2017	Monday	Teacher On Call	Adult Learning Center	07:30	15:00	1.0

Leave Details

This leave application is currently being processed by: Claire Hyland - 100101.

▼ GENERAL LEAVE APPLICATION_20160405103608

Task ID: 0000007933 - Created: 20-Jun-2017 10:03.29 AM - By: Hazel Rath - Processed: 20-Jun-2017 10:03.29 AM - By: Hazel Rath

Leave Application Information

Leave Applicant:	Rath, Hazel (13590)	Absence ID:	900001726
Start Date:	26-Jun-2017	End Date:	26-Jun-2017
Absence Code:	General Absence	Status:	Requested

Schedule Details

Date	Day	Position	Location	Start Time	End Time
26-Jun-2017	Mon	Teacher	Adult Learning Center	07:30	15:00

This is where you can add collective agreement information.

Details

Application Comment:

[Close (Shorten)]   [Cancel Absence]   [Return to List]

How to Log Banked Time

1. Select the 'Banked Time' absence reason.

Absence Entry: Absence Information

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

Choose the reason you are away:

| Banked Time ▼ |

Select the type of absence:

◉ single day ○ range of days

Enter the date of your absence:

| 01-May-2019 | 📅

Choose Banked Time if you are working additional time

[Next]

2. Enter the Start and End time for the amount of time to be Banked or Paid out. Note that this must equal the number of hours being submitted.

Absence Entry: Absence Schedule Details

This is your working schedule during your absence.Click on the Add Schedule option to add additional information.Once your schedule details are correct, click the Next Button.

Enter start and end times of hours you are banking only (24 hr format). Time must equal number of additional hours

Include ☑	Date	Day	Position	Location	St.Time	En.Time	Location Times AM PM Full Reset
☑	01-May-2019	Wed	General Support Staff	Test Location	08:00	09:00	○ ○ ○ ⦿

Add Schedule — This allows you to be able to add a new position or location to your schedule.

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

Next

3. On the Absence Entry : Replacement Details screen, select 'No' under "Do you require someone to replace you?"

Absence Entry: Replacement Details

Select Yes or No to each of these questions and then click the Next button.

Do you require someone to replace you?
○ Yes ⦿ No

Is he/she required to work the same schedule as you?
⦿ Yes ○ No

Do you want to request employee(s) to replace you?
⦿ Yes ○ No

Next

4. On the Leave Application form, select whether you wish to Bank or Pay out the time earned. Indicate "additional time" only in the text box.

Absence Entry: Leave Application Entry

Enter the leave information below and press the next button.

─────── BANKED HOURS APPLICATION ───────

Start Date:	01-May-2019	**End Date:**	01-May-2019
Absence Code:	Banked Time	**Status:**	Requested

Absence And Dispatch Status Info
Not yet submitted.

Details
Please refer to your **Employment Agreement** section for details.

Select Bank or Pay Out Option:
--Choose Pay Out Options --
--Choose Pay Out Options --
I want to BANK this extra time worked so I can take time off later
I want to be PAID out this extra time worked

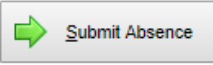Please indicate how the time was earned :

5. Complete the submission by clicking 'Submit Absence' on the Absence Entry:Summary Page.

Absence Entry: Summary Page

You are entering an absence for atrieve2 TEST.

<u>You are not yet finished.</u>
Confirm that these absence details are correct and then click the **Submit Absence** button at the <u>top or bottom</u> of this page.

Submit Absence

Absence Reason: Banked Time

HOW TO "TAKE" YOUR BANKED TIME (BANKED TIME TAKING)

1. Select Banked Time (Taking) to withdraw time from your bank.

Absence Entry: Absence Information

You are entering an absence for atrieve2 TEST.

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

Choose the reason you are away:

Banked Time (Taking) ▼

To use your banked time select Banked Time (Taking)

Select the type of absence:

◉ single day ◯ range of days

Enter the date of your absence:

15-May-2019 📅

2. Enter start and end times or select AM or PM for half day or full day. (must use 24 hour format) click next

Absence Entry: Absence Schedule Details

You are entering an absence for atrieve2 TEST.

This is your working schedule during your absence. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

Include ✓	Date	Day	Position	Location	St.Time	En.Time	Location Times AM PM Full Reset
✓	15-May-2019	Wed	General Support Staff	Test Location	12:00	16:00	◯ ◯ ◯ ◉

Add Schedule — This allows you to be able to add a new position or location to your schedule.

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

Next

Enter start and end times of the time you are taking (Bank Withdrawal)

3. Select "No" to "Do you require someone to replace you". Click next

Absence Entry: Replacement Details

You are entering an absence for atrieve2 TEST.

Select Yes or No to each of these questions and then click the Next button.

Do you require someone to replace you?
○ Yes ● No

Is he/she required to work the same schedule as you?
● Yes ○ No

Do you want to request employee(s) to replace you?
● Yes ○ No

[Next]

4. Enter additional comments. click next

Absence Entry: Leave Application Entry

You are entering an absence for atrieve2 TEST.

Enter the leave information below and press the next button.

———————— BANKED HOURS TAKEN SECTION ————————

Start Date: 15-May-2019	End Date: 15-May-2019
Absence Code: Banked Time (Taking)	Status: Requested

Absence And Dispatch Status Info
Not yet submitted.

Details
Please refer to your Employment Agreement section for details.

Additional Comments (optional) : [   ]
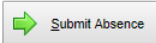
[Next]

5. Submit your Absence – Banked time (taking)

Absence Entry: Summary Page

You are entering an absence for atrieve2 TEST.

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: Banked Time (Taking)

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time
15-May-2019	Wed	General Support Staff	Test Location	12:00	16:00

Replacement Schedule

Date	Day	Position	Location	St.Time	En.Time

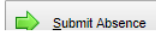You have indicated that you do not need an employee to replace you during this absence.

Requested Employees

You have indicated that you don't wish to specify a requested replacement.

Leave Application

——————— BANKED HOURS TAKEN SECTION ———————

Start Date: 15-May-2019	**End Date:** 15-May-2019
Absence Code: Banked Time (Taking)	**Status:** Requested

Absence And Dispatch Status Info
Not yet submitted.

Details

Please refer to your Employment Agreement section for details.

Additional Comments (optional) :

[→ Submit Absence]