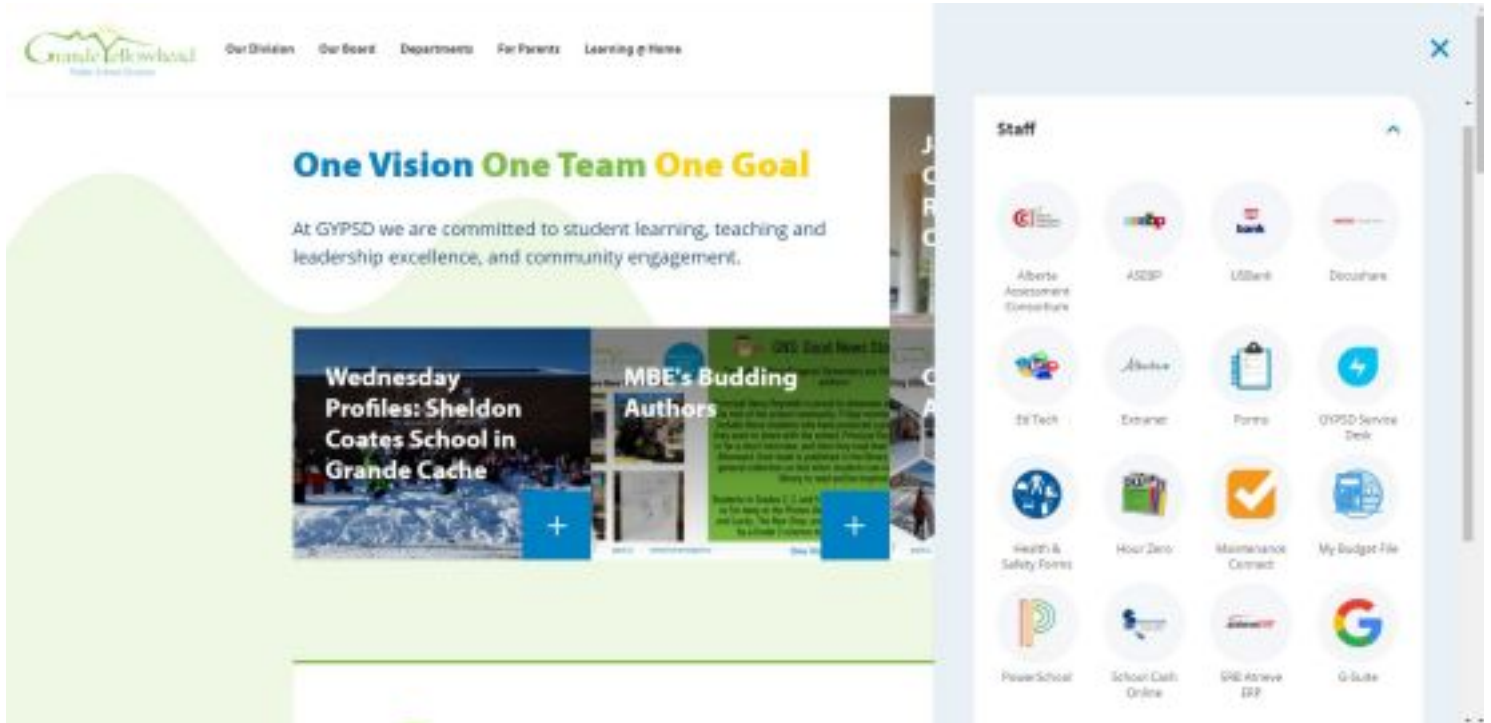


Logging an Absence – Employee Guide

1. A link can be found on the home page under “Staff” to access the Portal Login through the SRB Atrieve ERP menu option.



2. Enter your username and password provided to you (this is the same as your email).



3. Once logged in you will see the menu on the left hand side. Click the "My Info" tab, then the "Time and Attendance" tab and then "Enter Absence"

4. Choose an absence reason by clicking on the drop down arrow. Then select your absence type, either single day or range of days. Finally select the date(s) by using the calendar box. "Help" is available on every screen by clicking the question mark.

Absence Entry: Absence Information



Absence Reason:

Absence Type: single day range of days

Absence Date:


5. If a date has a strike through it then it is not available for use. If this is an issue please contact the Human Resources department via Service Desk. Once your date is selected click "Next".

Absence Date

| January 2021 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 27 | 28 | 29 | 30 | 31 | 1 | 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 |



6. The schedule below should be accurate to the times and total hours of your position. If not please contact the Human Resources department before moving forward. If you need the entire day off then leave the absence as is and proceed by clicking "NEXT". However, if you need to log only a part of a day off then see steps 6.1 or 6.2 below.

Absence Entry: Absence Schedule Details GRANDE YELLOWHEAD PSD

1 This is your working schedule during your absence. Once your schedule details are correct, click the Next button.

| Include | Date | Day | Position | Location | Start Time | End Time | Location Times | | | | Hours |
|-------------------------------------|-------------|-----|-------------|-----------------------------|------------|----------|-----------------------|-----------------------|-----------------------|----------------------------------|--------|
| <input checked="" type="checkbox"/> | | | | | | | AM | PM | Full | Reset | |
| <input checked="" type="checkbox"/> | 11-Feb-2021 | Tue | Exec Hr Sec | Educational Services Centre | 08:30 | 16:30 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 7.5000 |

*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](#)

- 6.1. If you need to log an absence for part of the day then you can either:
- A) Adjust the start and end times (this is appropriate for hourly appointment's) OR
 - B) Use the AM/PM buttons if your schedule is the same as your location bell times.

2 This is your working schedule during your absence. Once your schedule details are correct, click the Next button.

| Include | Date | Day | Position | Location | Start Time | End Time | Location Times | | | | Hours |
|-------------------------------------|-------------|-----|-------------|-----------------------------|------------|----------|-----------------------|-----------------------|-----------------------|----------------------------------|--------|
| <input checked="" type="checkbox"/> | | | | | | | AM | PM | Full | Reset | |
| <input checked="" type="checkbox"/> | 11-Feb-2021 | Tue | Exec Hr Sec | Educational Services Centre | 09:30 | 11:30 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 2.0000 |

*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](#)

6.2 If you select a date range but you are absent only specific days within that range then UNCHECK the days you do not want to include in your absence. By doing this you can log multiple absences at once instead of submitting two or more separate absences.

3 This is your working schedule during your absence. Once your schedule details are correct, click the Next button.

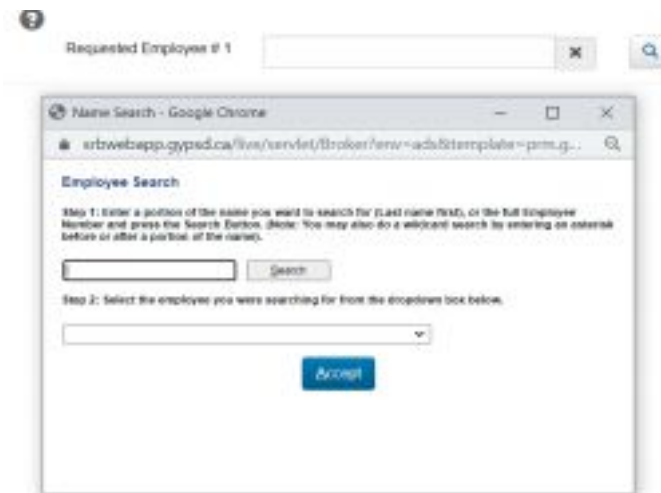
| Include | Date | Day | Position | Location | Start Time | End Time | Location Times | | | | Hours |
|-------------------------------------|-------------|-----|-------------|-----------------------------|------------|----------|-----------------------|-----------------------|-----------------------|----------------------------------|--------|
| <input checked="" type="checkbox"/> | | | | | | | AM | PM | Full | Reset | |
| <input checked="" type="checkbox"/> | 16-Feb-2021 | Tue | Exec Hr Sec | Educational Services Centre | 08:00 | 16:30 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 7.5000 |
| <input checked="" type="checkbox"/> | 17-Feb-2021 | Wed | Exec Hr Sec | Educational Services Centre | 08:00 | 16:30 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 7.5000 |
| <input type="checkbox"/> | 18-Feb-2021 | Thu | Exec Hr Sec | Educational Services Centre | 08:00 | 16:30 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 7.5000 |
| <input checked="" type="checkbox"/> | 19-Feb-2021 | Fri | Exec Hr Sec | Educational Services Centre | 08:00 | 16:30 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 7.5000 |
| <input checked="" type="checkbox"/> | 22-Feb-2021 | Mon | Exec Hr Sec | Educational Services Centre | 08:00 | 16:30 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 7.5000 |



7. The following screen is used to determine whether or not you need someone to replace you, if the replacement will work the same schedule as you and if you would like to request someone to replace you.



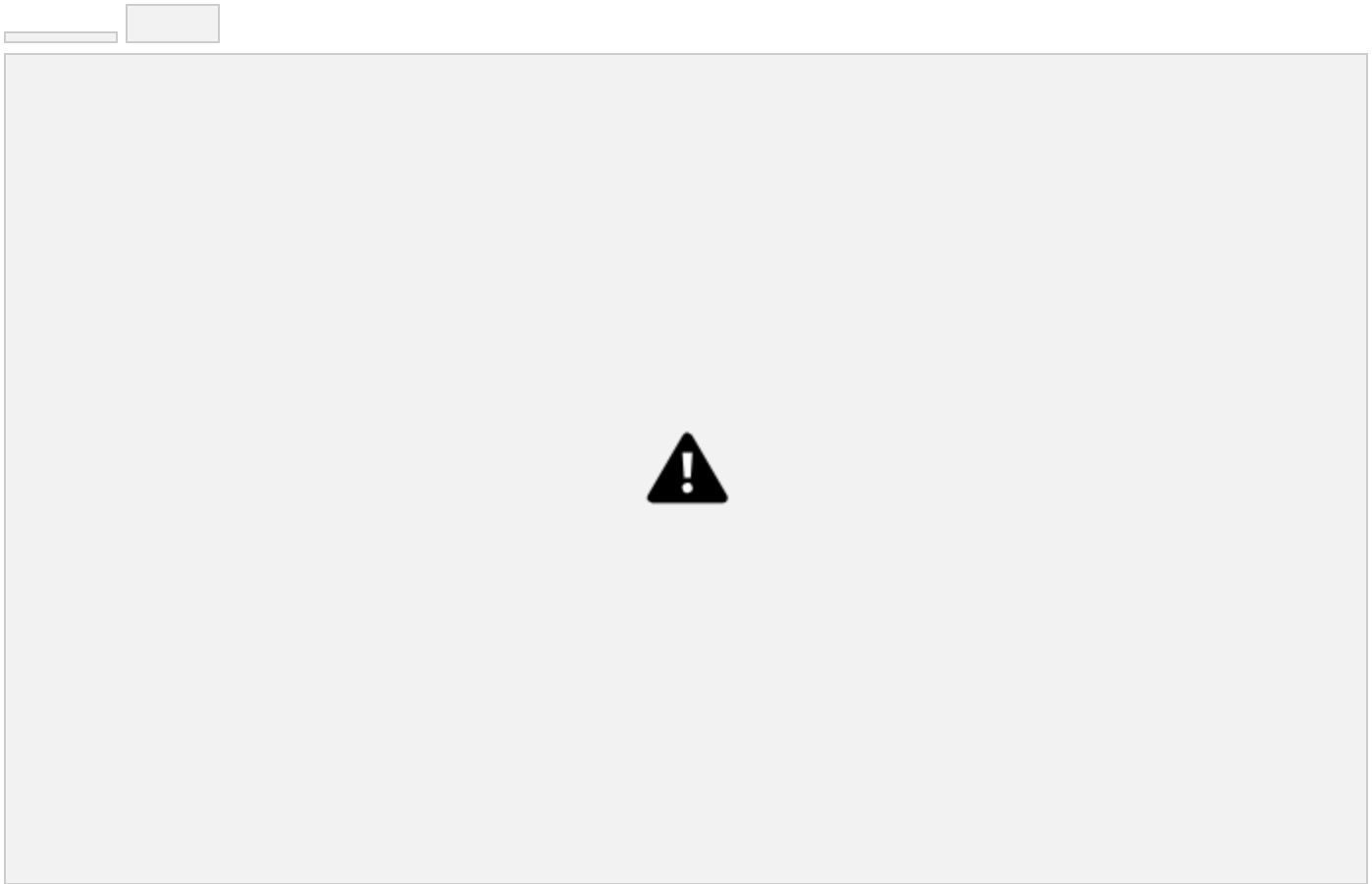
8. If you selected “requesting an employee to replace you”, you can then select an employee. The system will check for the availability of your requested sub/casual and if available, their name will show in the drop down menu. Click accept to move to next screen.



9. On this page, you will then have the option to leave a message that can be given to the replacement. Depending on the site you are working at, either you or your school secretary will contact the replacement by email or phone.



10. Depending if you need a replacement or not you may see this screen below, which is a summary of your absence. If you have noticed an error at this point, you can click your internet back arrow (as seen in figure 1.1) until you get to the point you would like to fix. When the entry is correct, you can click "Submit Absence".



Ms. Z. Smith

Submit

11. Once you have submitted your absence, you will receive a confirmation receipt and your absence will automatically route to your supervisor (who will approve/deny) and to the school secretary (for replacement details).

(Figure 1.1)

TIP: To move back to a previous screen use the internet "BACK ARROW":

