



***OUT OF SCOPE STAFF  
LEAVE MANAGEMENT  
USER GUIDE***

Welcome to Holy Spirit Catholic Schools leave management system. Any time you will be absent from work we ask that you contact your principal/supervisor first, then put the entry into the system.

The system is fairly straight forward, however, if you have any questions on how to enter a specific leave or would like training on the system, please contact Human Resources and we will be happy to assist you.


Please ensure that you enter your leave ahead of time for known future absences, or on the day that it occurs. You have until 11:59 p.m. of each day to enter an absence for that day. If the time passes, you must complete a paper form as you cannot enter dates that have passed.

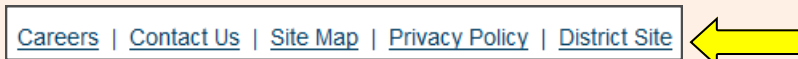
**Tips:**

- If you are having surgery, are sick or injured (not at work)—use “Sick” as your leave reason. If your absence is greater than 3 days, please ensure that you provide a doctor’s note to Human Resources. If it will be greater than 10 days, you will receive a Medical Certificate by email that must be completed by your physician as soon as possible.
- If you are going to a doctor or dentist appointment—use leave reason “Medical/Dental Appointment”, unless you are currently on “Sick” leave.
- If you are injured at work and the doctor determines that you require time off to recover—use the “Workers Compensation” leave code.

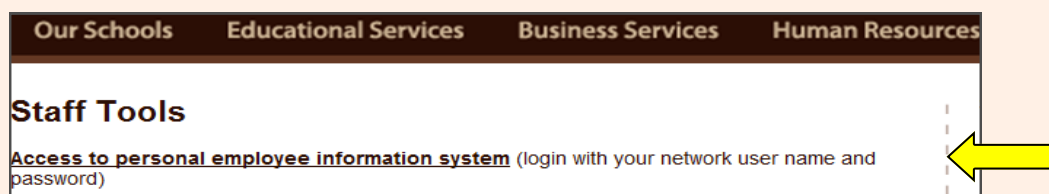


## Logging an Absence – Out of Scope Staff Employee Guide

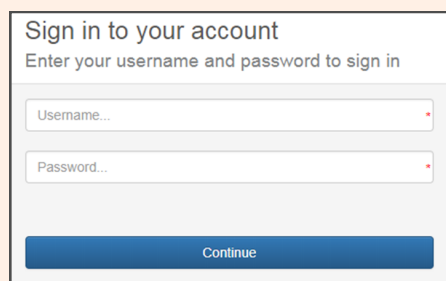
1. On your school website, in the top right-hand corner you will see this link  to access the personal employee information system. Or, in the bottom left-hand corner is a link to the District website.



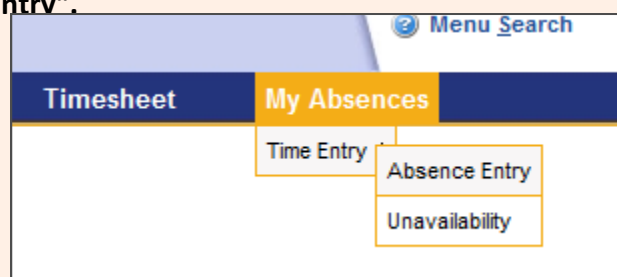
2. If using the District website link: Go to Human Resources – Staff Tools – Access to Employee Personal Information.



3. Enter your network username and password that was provided to you.



4. Under the "My Absence" tab move your mouse over the time entry tab and click on "Absence Entry".



- You will see the following screen. Choose a reason for your absence from the drop down menu. Remember, "Help" is available on every screen.

**Absence Entry: Absence Information**

You are entering an absence for Test Support Srb.

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 you will be away:**

27-Mar-2013

Next

- Select a date or a date range for your absence. Click on the calendar icon to select your date. Future absences can be logged by using the arrows on the calendar to move from month to month. You cannot pick dates that have a strike through them.

**Absence Entry: Absence Information**

You are entering an absence for Test Support Srb.

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

**Choose the reason you are away:**

Bereavement: Immediate Family

**Select the type of absence:**

single day  range of days

**Enter the date you will be away:**

28-Mar-2013

Next

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	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

- Your start and end time for a full day is displayed. If your times are different from what is shown, please contact the school's Administrative Assistant so that it can be updated with the correct information. If you are gone for less than a full scheduled day, enter the hours that you are absent.

Include	Date	Day	Position	Location	St. Time	En. Time
<input checked="" type="checkbox"/>	07-May-2013	Tue	Executive Assistant Dep.Super.	Human Resources	08:00	16:30

Next



If you are absent only specific days in a date range, **UNCHECK** the days you do not want

Include	Date	Day	Position	Location	St. Time	En. Time
<input checked="" type="checkbox"/>	28-Mar-2013	Thu	Education Assistant	Human Resources	08:00	16:30
<input type="checkbox"/>	29-Mar-2013	Fri	Education Assistant	Human Resources	08:00	16:30
<input type="checkbox"/>	01-Apr-2013	Mon	Education Assistant	Human Resources	08:00	16:30
<input checked="" type="checkbox"/>	02-Apr-2013	Tue	Education Assistant	Human Resources	08:00	16:30
<input checked="" type="checkbox"/>	03-Apr-2013			Human Resources	08:00	16:30

Next

Uncheck dates you DO NOT want included in your absence

**8. Fill out all required information.**

Enter the leave information below and press the next button.

BEREAVEMENT: IMMEDIATE FAMILY

**Start Date:** 07-May-2013      **End Date:** 07-May-2013  
**Absence Code:** Bereavement: Immediate Family      **Status:** Requested

**Absence And Dispatch Status Info**  
 Not yet submitted.

**Details**

**Notes**

**Relationship of Deceased** Son-in-law \* required

**Please enter the location of the funeral**

**City** Lethbridge \* required  
**Province Or State** AB \* required  
**Country** Canada \* required

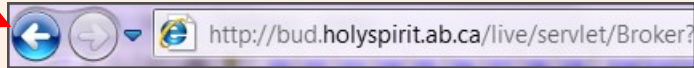
Required Information

**Application Comment** \_\_\_\_\_

to include in your absence.



9. Review all of the details of your absence. If changes are required, use the back arrow button.

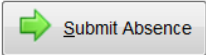


Once all details are correct, hit "Submit Absence" button at the top or bottom of the page.

**Absence Entry: Summary Page**

You are entering an absence for Test Support Srb.

**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:** Bereavement: Immediate Family

**Absence Schedule**

Date	Day	Position	Location	St. Time	En. Time
07-May-2013	Tue	Executive Assistant Dep. Super.	Human Resources	08:00	16:30

**Leave Application**  
BEREAVEMENT: IMMEDIATE FAMILY

**Start Date:** 07-May-2013      **End Date:** 07-May-2013  
**Absence Code:** Bereavement: Immediate Family      **Status:** Requested

**Absence And Dispatch Status Info**  
Not yet submitted.

**Details**

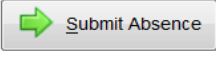
**Notes**

**Relationship of Deceased:** Son-in-law

**Please enter the location of the funeral**

**City:** Lethbridge  
**Province Or State:** AB  
**Country:** Canada

**Application Comment:**

 Submit Absence




**10. You will receive a Confirmation Receipt acknowledging that your absence has been sent for authorization.**

**Absence Entry: Confirmation Receipt 5082**

**You are entering an absence for Test Support Srb.**

**Submission Timestamp: 2013-May-07 10:58.07**


 You have successfully submitted your absence. Your confirmation number is: **5082.**

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

**Absence Reason:** Bereavement: Immediate Family

**Absence Schedule**

Date	Day	Position	Location	St. Time	En. Time
07-May-2013	Tue	Executive Assistant Dep. Super.	Human Resources	08:00	16:30

**Leave Application**

BEREAVEMENT: IMMEDIATE FAMILY

**Start Date:** 07-May-2013      **End Date:** 07-May-2013  
**Absence Code:** Bereavement: Immediate Family      **Status:** Requested

**Absence And Dispatch Status Info**  
Just submitted.

**Details**

**Notes**

**Relationship of Deceased:** Son-in-law

**Please enter the location of the funeral**

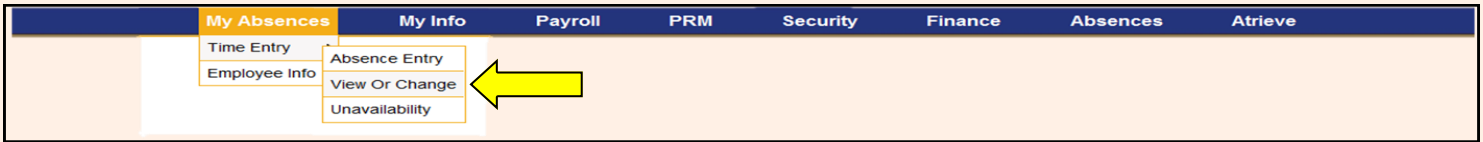
**City:** Lethbridge  
**Province Or State:** AB  
**Country:** Canada

**Application Comment:**



11. To check on the approval status of your leave, or to review all of your absences, go to “View or Change” under “My Absences”.



12. Choose the absence you wish to view by clicking on the ID No.

[View / Change: Absence and Dispatch Listing](#)

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

**Absences**      Date Range: 28-Mar-2013 To 03-Apr-2013     

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)	Hours / FTE
<a href="#">4180</a>	28-Mar-2013	03-Apr-2013	Bereavement: Immediate Family	No Replacement Required	21.0

[Long Term Leave Requests](#)

ID No	Start Date	End Date	Absence Reason
<a href="#">Canceled / Denied Leave Requests - No Absence record</a>			
ID No	Start Date	End Date	Absence Reason

13. The View/Change: Absence Details will tell you where your absence is at in the approval process. The absence shown below is waiting for the Supervisor/ Principal to approve it.

[View / Change: Absence Details for ID 4180](#)

**Absence Details**

ID Number: 4180  
 Dates: 28-Mar-2013 To 03-Apr-2013  
 Absence Reason: Bereavement: Immediate Family  
 Replacing Employee(s): No Replacing Employee Required  
 Subjects/Levels:  
 Message:

Absent Employee	Date	Day	Position	Location	Start	End	Hours / FTE
Test Support Srb	28-Mar-2013	Thursday	Education Assistant	Human Resources	08:00	16:30	7.0
Test Support Srb	02-Apr-2013	Tuesday	Education Assistant	Human Resources	08:00	16:30	7.0
Test Support Srb	03-Apr-2013	Wednesday	Education Assistant	Human Resources	08:00	16:30	7.0

**Leave Details**

The leave application below is awaiting approval with the following authorizer(s): Test Supervisor Srb - Supervisor.

14. Once your leave has been approved/denied, you will receive an email advising you of it. You can also view it online to ensure it has been processed (finalized).

**Leave Details**

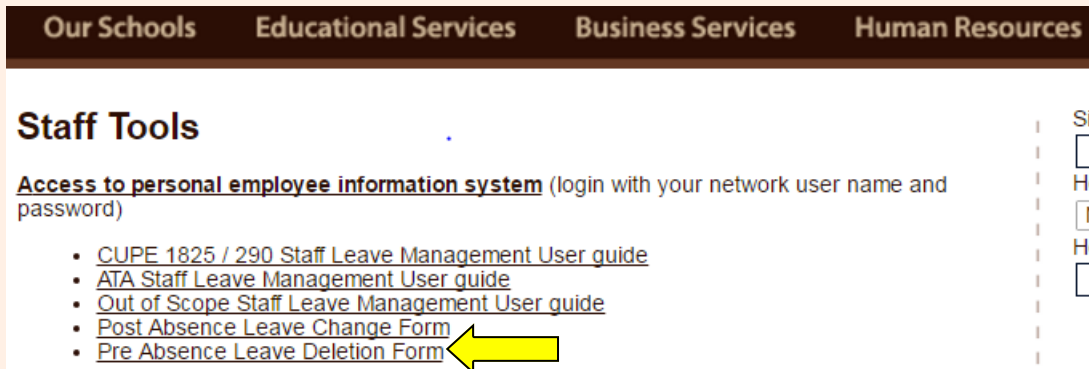
BEREAVEMENT: IMMEDIATE FAMILY

Task ID: 000000072 - Created: 28-Mar-2013 04:17.14 PM - By: Carol Linden - Processed: 28-Mar-2013 04:17.14 PM - By: Carol Linden





15. If the date of an absence has not passed and you need to change or delete it once it has been submitted and approved, please complete the “Pre Absence Leave Deletion Form”, which can be found under Human Resources—Staff Tools. Once HR receives the authorized form, the absence is immediately deleted so that you can re-enter it correctly through the leave management system. If your Principal has not yet approved it, contact them to deny it, which automatically sends a message to HR to delete for re-entry without having to do any paperwork.



16. If the date of an absence has passed and you need to change or delete it, please complete the “Post Absence Leave Change Form”. Once authorized, the form is provided to the school Administrative Assistant to process.

