

***ATA TEACHING 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.

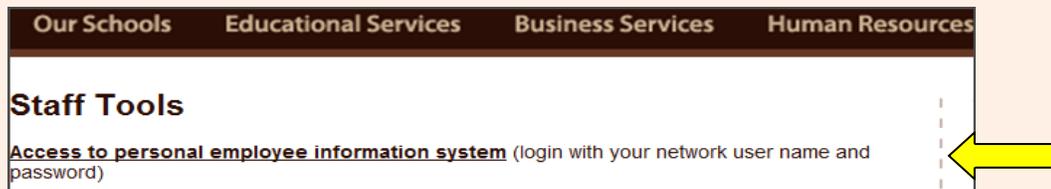


Logging an Absence – ATA Teaching Staff Employee Guide

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.



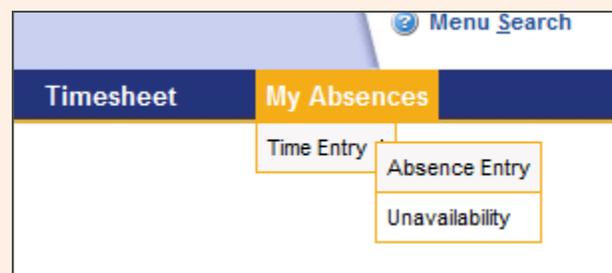
3. Enter your network username and password that was provided to you.

Sign in to your account
Enter your username and password to sign in

Username...

Password...

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



5. 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 Teacher 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:
 09-Apr-2013

Next

6. 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
 Select your absence reason and dates and then click the Next button.

Choose the reason you are away:
 10.2.6- Loss Of Sub Voucher

Select the type of absence:
 single day range of days

Enter the date of your absence:
 03-Nov-2017

Next

November 2017

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2

7. 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.

Absence Entry: Absence Schedule Details
 You are entering an absence for Test Teacher Srb.
 This is your working schedule during your absence. Click on the date link below to change schedule details. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	St. Time En. Time	AM	PM	Full	Reset
<input checked="" type="checkbox"/>	09-Apr-2013	Tue	Teacher	Human Resources	08:00 16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Next



Include	Date	Day	Position	Location	St. Time	En. Time	Location Times			
							AM	PM	Full	Reset
<input checked="" type="checkbox"/>	10-Apr-2013	Wed	Teacher	Human Resources	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	11-Apr-2013	Thu	Teacher	Human Resources	08:00	16:30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	12-Apr-2013	Fri	Teacher	Human Resources	08:00	16:30	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Uncheck dates you DO NOT want included in your absence.

8. Check off the required information.

Absence Entry: Replacement Details

You are entering an absence for Test Teacher Srb.

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

If you are absent only specific

If you require a sub, you can select who you would like:

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:

Requested Employee # 2:

Requested Employee # 3:

days
in a

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).

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

Srb, Test Sub Teach (Substitutes)

date range, UNCHECK the days you do not want to include in your absence.



9. Check off whether or not you contacted the sub directly. If you check “No” the school office will be advised to contact them. Fill out information for the sub regarding the day(s) requested. (They will be able to access this information).

Absence Entry: Replacement Instructions

You are entering an absence for Test Teacher Srb.

Have you already contacted Joanne Bailey 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.	Physical Education	Grade 3
2.		

Enter a message for your replacement then click Next.

Message:

Dress for the weather as we are playing soccer outside.

10. If someone other than the school is paying for your sub, indicate who that is, and what you are attending.

PROFESSIONAL DEVELOPMENT - WHO IS PAYING FOR YOUR SUB

Start Date: 29-Mar-2017 End Date: 29-Mar-2017
Absence Code: Professional Development Status: Requested

Absence And Dispatch Status Info
Not yet submitted.

Details

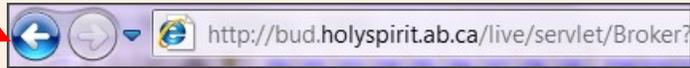
Who is paying for your Sub?

What are you attending?

Application Comment:

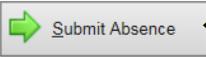


9. Review all of the details of your absence. If changes are required, use the back arrow button.



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

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: Professional Development

Absence Schedule

Date	Day	Position	Location	St.Time	En.Time	Days
29-Mar-2017	Wed	Teacher	Catholic Central High School	08:00	14:54	1.0000

Replacement Schedule

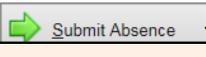
Date	Day	Position	Location	St.Time	En.Time
You have indicated that the replacing employee's schedule is the same as your absence schedule.					
Requested Employees					
Test Sub Teach Srb. Already Contacted. The system will NOT call this employee.					
Subjects And Levels					
Physical Education		Grade 3			
Message For The Replacing Employee					
Dress for the weather as we are playing soccer outside.					

Leave Application
 PROFESSIONAL DEVELOPMENT - WHO IS PAYING FOR YOUR SUB
Start Date: 29-Mar-2017 **End Date:** 29-Mar-2017
Absence Code: Professional Development **Status:** Requested

Absence And Dispatch Status Info
 Not yet submitted.

Details

Who is paying for your Sub? Learning Services (L. Lenaour)
What are you attending? Grade level meeting
Application Comment:



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

Absence Entry: Confirmation Receipt 4268

You are entering an absence for Test Teacher Srb.

Submission Timestamp: 2013-Apr-09 13:52.33

 You have successfully submitted your absence. Your confirmation number is: **4268**.

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

Absence Reason: With Loss Of Sub Pay 10.2.6

Absence Schedule

Date	Day	Position	Location	St. Time	En. Time
09-Apr-2013	Tue	Teacher	Human Resources	13:00	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

Joanne Bailey . Already Contacted. The system will NOT call this employee.

Subjects And Levels

Physical Education Grade 3

Message For The Replacing Employee

Dress for the weather as we are playing soccer outside.

Leave Application

LEAVE AT LOSS OF SUB PAY (PERSONAL/EMERGENCY) 2

Start Date: 09-Apr-2013 **End Date:** 09-Apr-2013
Absence Code: **Status:** Requested

Absence And Dispatch Status Info

Just submitted.

Details

Description of Leave Type: ATA 10.2.6

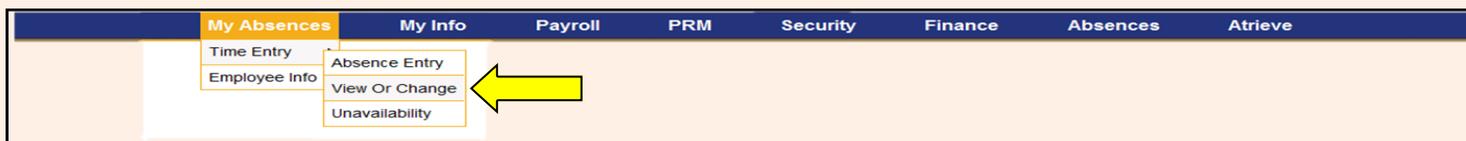
Personal leave for not more than three (3) days in any school year shall be granted for attending to private concerns providing the Member Employer is reimbursed for the cost of a substitute through payroll deduction. Where possible, at least three (3) days notice shall be given to the principal or in the case of a principal to the Superintendent or his office.

Notes

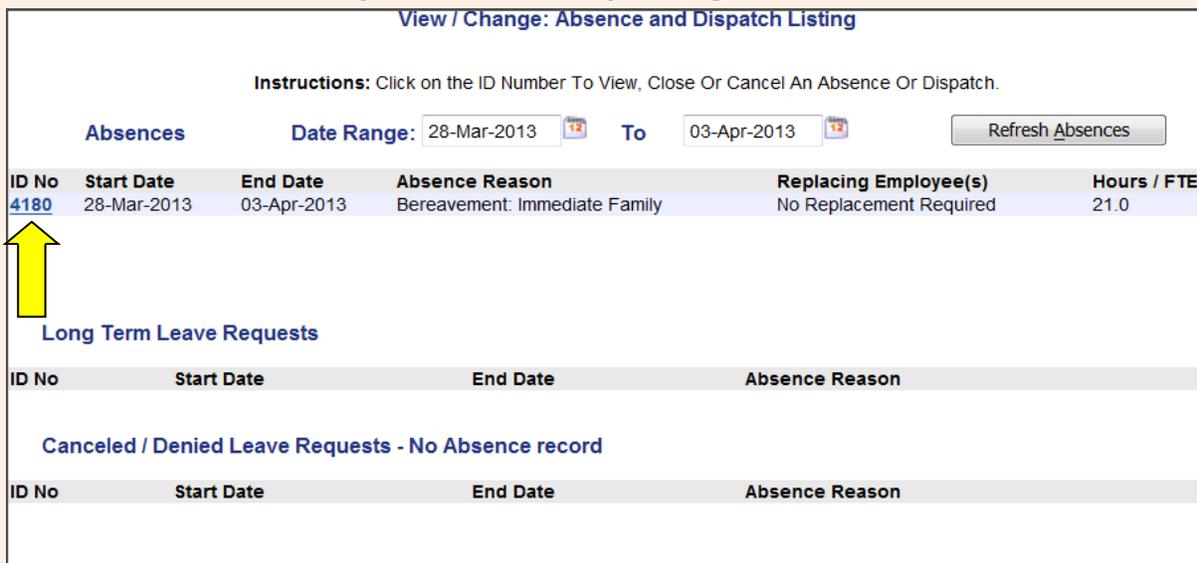
How is the Sub going to be paid?
(Day 1): Voucher



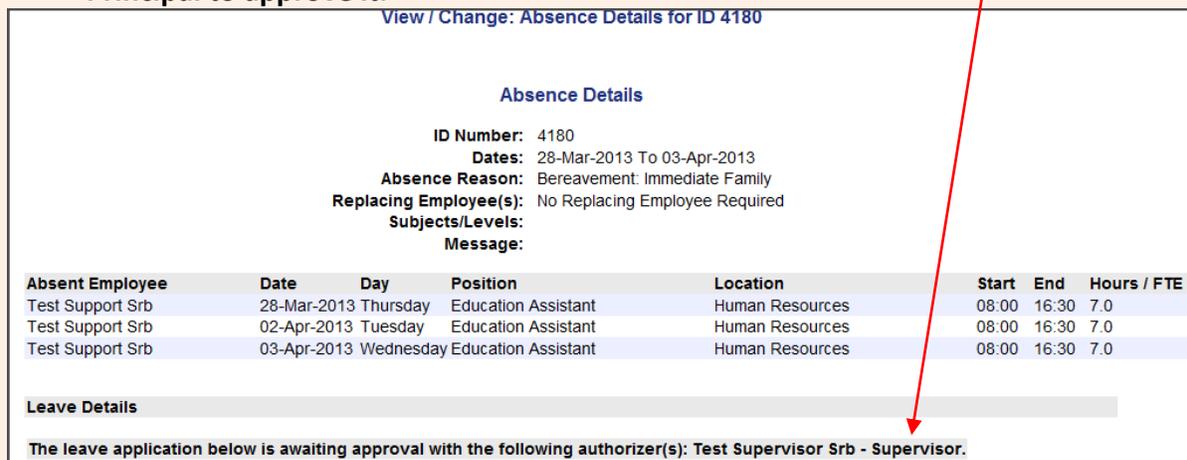
11. To check on the approval status of your leave, or to review all of your absences, go to “View or Change” under “My Absences”.



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



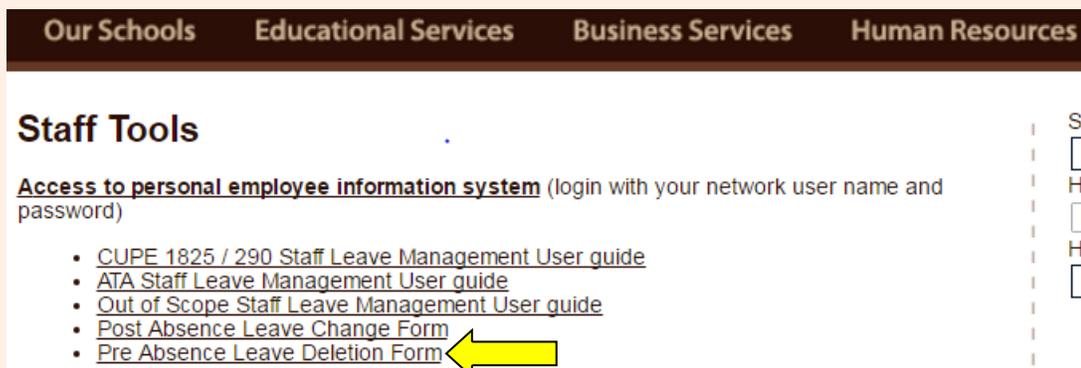
13. The View/Change: Absence Details will tell you where your absence is at in the approval process. The absence shown below is waiting for the Supervisor/ Principal to approve it.



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).



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 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 Administration Assistant to process.

