



9. Press **1** to finalize your absence or press **2** to cancel your absence. Make a note of your ADS Absence ID Number.

To listen to your Absence ID again press **1**, to hang up press **2**, to return to the main menu press **3**.

### IMPORTANT

**Wait for the ADS to speak your Job number. You need this to Inquire On or Cancel your Absence. If you do not get an Absence ID Number it has not been entered successfully.**

## GENERAL EMPLOYEE OPTIONS

(#5 from Main Menu)

### 1. CHANGE YOUR PIN

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **5** and then **1**.

**Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.**

2. Enter your new PIN number followed by the # key. It must be a minimum of 4 digits.

### 2. CHANGE YOUR PHONE NUMBER

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **5** and then **2**.

**Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.**

2. Press **2** to enter your backup phone number followed by the # key.  
(Enter your area code if the number is long distance number.)

3. To remove your backup number please call **250-475-4126** and leave a message.

### 3. RE-RECORD YOUR NAME

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **5** and then **3**.

**Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.**

2. Speak your full name followed by the # key.
3. Press **1** to accept.

## INQUIRIES

(#2 from the Main Menu)

### INQUIRE ON AN ABSENCE/DISPATCH

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **2** to *INQUIRE*.
2. Press **1** to Inquire on an Absence.  
Press **2** to Inquire on a Dispatch.
3. Press **1** to Inquire by Absence ID or press **2** to inquire by Date.

If entering by Absence ID, enter the Job Number followed by the # key.

If Inquiring by Date:

**Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.**  
Then enter any date within the Absence period.

4. Press **1** and **3** to listen to the details of the absence.  
Press **4** to find out who the replacement is.

### INQUIRE ON A LOCATION

(To get the Absences/Dispatches for a specific Location)

1. Call the ADS phone number, enter your employee number and PIN followed by the # key and press **2** to *INQUIRE*.
2. Press **3** and enter the Location Number followed by the # key.
3. Enter the date you want to inquire on (YYMMDD format).
4. Press **1** to listen to the absences and dispatches.

## CANCELLATIONS

(#4 from the Main Menu)

### CANCEL AN ABSENCE/DISPATCH

NOTE: You can ONLY cancel an absence that has not begun.

1. Call the ADS number, enter your employee number and PIN followed by the # key and press **4** to go to **CANCELLATIONS**.
2. Press **1** to Cancel an Absence or **2** to Cancel a Dispatch
3. Press **1** to enter by Absence ID or **2** to enter by Date.

If entering **by Job ID** number:

1. Press **1** and enter your job ID number followed by the # key.
2. Press **4** to cancel the absence.
3. Press **1** to complete the process.

If entering **by Date**:

**Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.**

1. Enter any date within the Absence.
2. ADS speaks the Absence ID.
3. Press **4** to Cancel the Absence/Dispatch.