

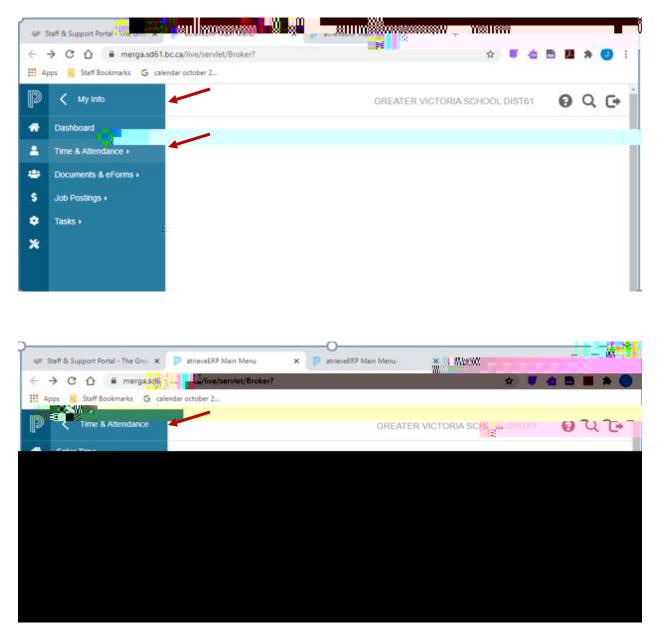
Logging an Absence through the WEB

FOR CUPE 382

The following short-term absences are required to be logged through the WEB by the employee. An absence can now be logged up to seven (7) days in the past. B

How to Log an Absence

ABSENCE INFORMATION



1. Log into e-Services and under "My Info" find the heading called "Time & Attendance" and select "Enter Absence" from the list.

ABSENCE I

ABSENCE SCHEDULE DETAILS

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*			At	osence	Absent Emp	ployee Name	ן				
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Position	Location	Start Time	End Time	Reset					Include	Date	Day

6. Your assignment(s) will appear. If you are going to be away for the full day click "Next" and then skip to page 6 for the next step.

If you are going to be away for a **partial shift** go to the next page.

Absence Schedule Details

7.

ABSENCE SCHEDULE DETAILS

12. Depending on the "Type" of leave you are taking, the details from the Collective Agreement will be shown. Additional information may be requested for some of the leaves. (i.e.: Jury Duty requires that you submit Subpoena documentation). Click on "Email Supporting Documentation" to submit your form.

	Abooper Establish Entry
Abs	sent Employee Name
1.00	

Or another leave type such as:

	uncarring and a state and a state of the sta
Absent Employee Name sence for: Arthur Andrade	
Enter the leave jotarmation, below and proces the next button	SOR III
Start Date: 15-Oct-2020 End Date: 15-Oct-2020 Absence Code: Jury Duty/Subpoena Status: Requested	- S Pegrali
atch Status Info	Absence And Disp
Details Description of Leave Type: Called to Jury Dufy of Subponned as witness no loss of pay. Fees paid to employee for Jury Dufy or Witness fees to be remitted to the Board.	
Notes	

13. Click "Next" to complete

Absence Schedule Details

14.

Absence Schedule Details

15. You will receive a **Confirmation Number** that your request has been received. If you DO NOT receive this message then the dispatch has not been successful.

Continuation Number (0.603)		1897 MHONOLERIZ	
	Absent Employee Name		Absence for: Arthur Andrade
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16. Your absence has now been sent to your Manager for approval. Once approved electronically it will be sent to HR for final approval and you will receive an email regarding your request, dependent on your leave type. (Please note: some leave types are automatically approved).