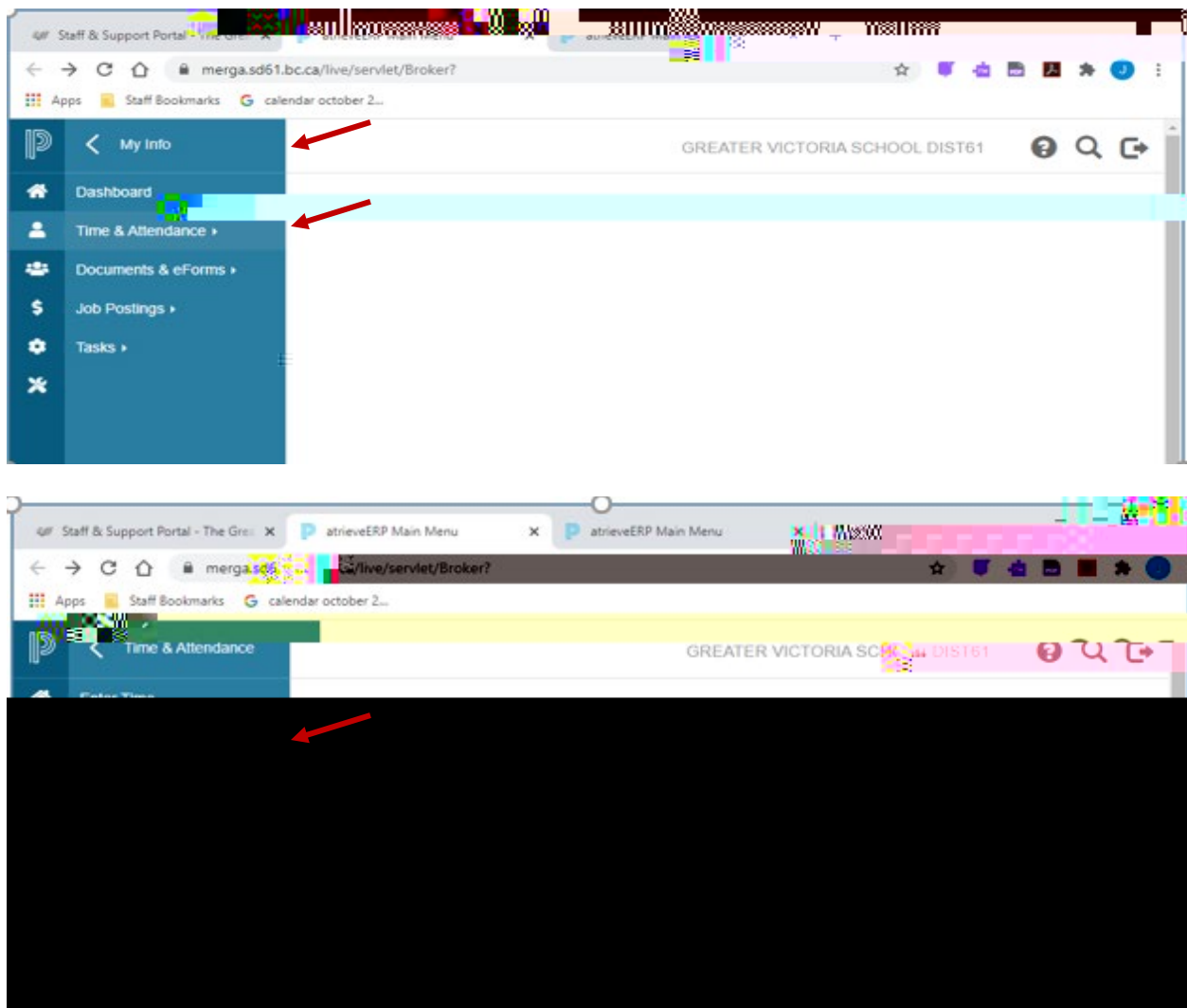


Loggingan Absence through the

HOW TO LOG AN ABSENCE

ABSENCE INFORMATION



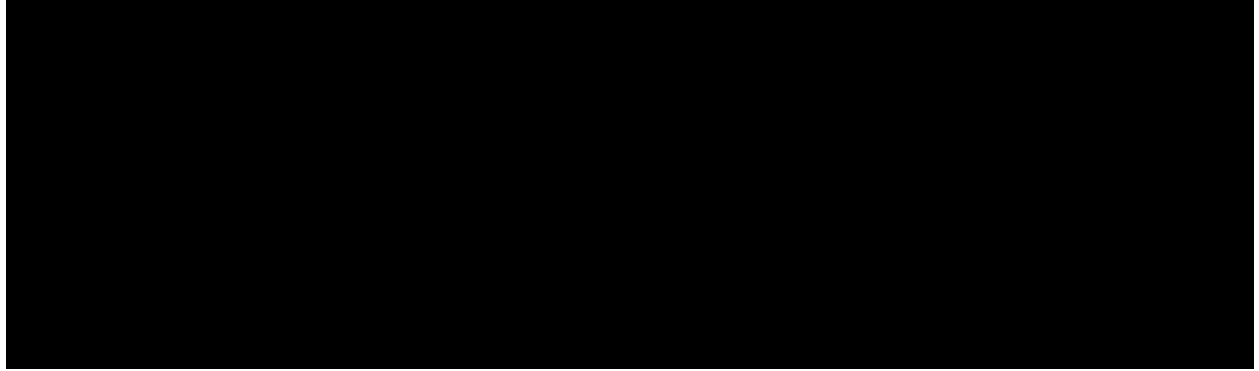
1. Log into eServices and under **My Info** find the heading called **Time & Attendance** and select **Enter Absence** from the list.
2. Select the reason you are away from the drop down menu
3. Select **Single day** or **Range of Days**
4. Select the date or days of absences using the calendar
5. Click **Next**

ABSENCE SCHEDULE DETAILS



6. All the schedules for each of your assignments will appear. Remember to **DESELECT** the boxes for the schedule you do **NOT** need a replacement for. If you require a replacement only for the morning or afternoon, select the date then change the absence from a full day to AM, PM or enter specific times.
7. Click **Next**

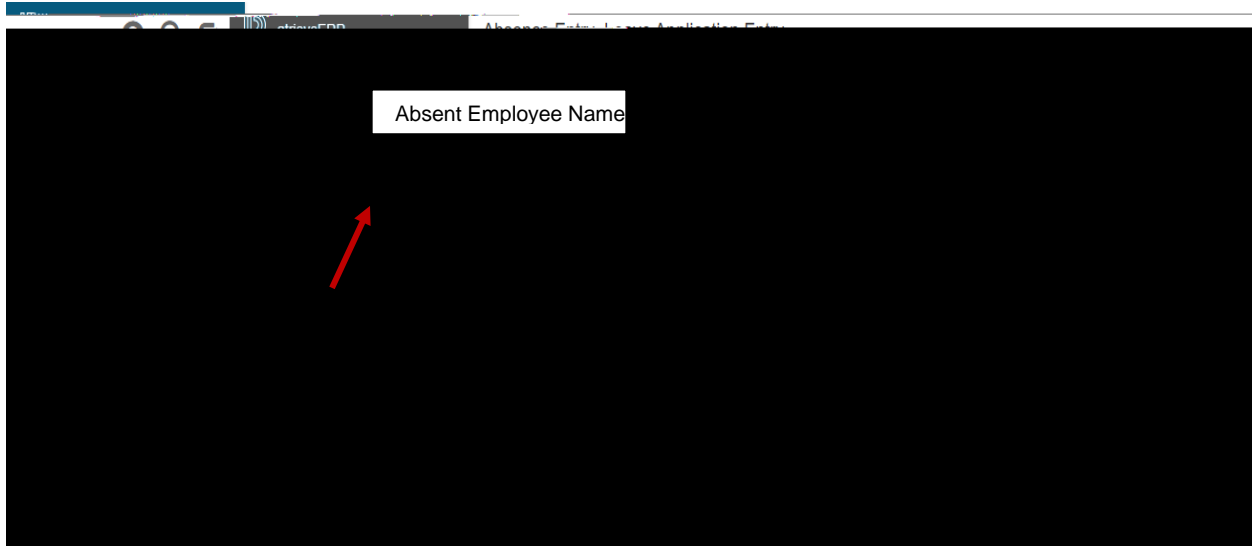
REPLACEMENT DETAILS



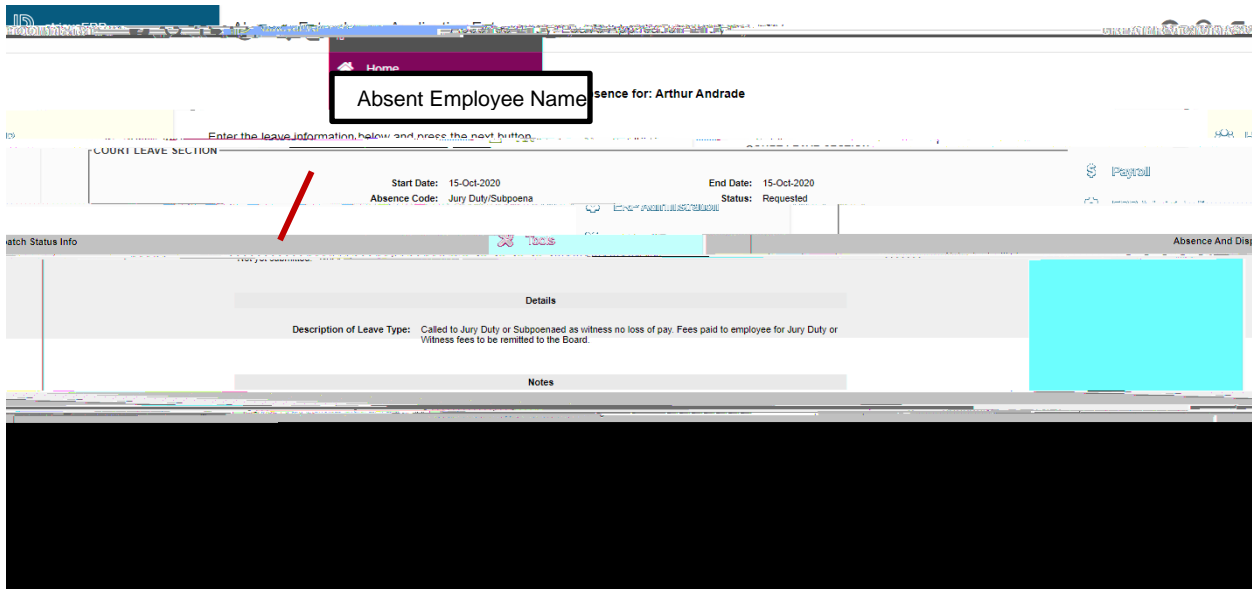
8. Do you require someone to replace you? If you say **Yes** a replacement will be found through dispatch. **If you are extending the replacement, please say "No" to a replacement** The replacement can be extended in AMS by the Administrative Assistant **after** the absence has been recorded. If you say **No** to a replacement click **Next** and then **Submit Absence**
9. Click **Next**

ABSENCE SCHEDULE DETAILS

- 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.



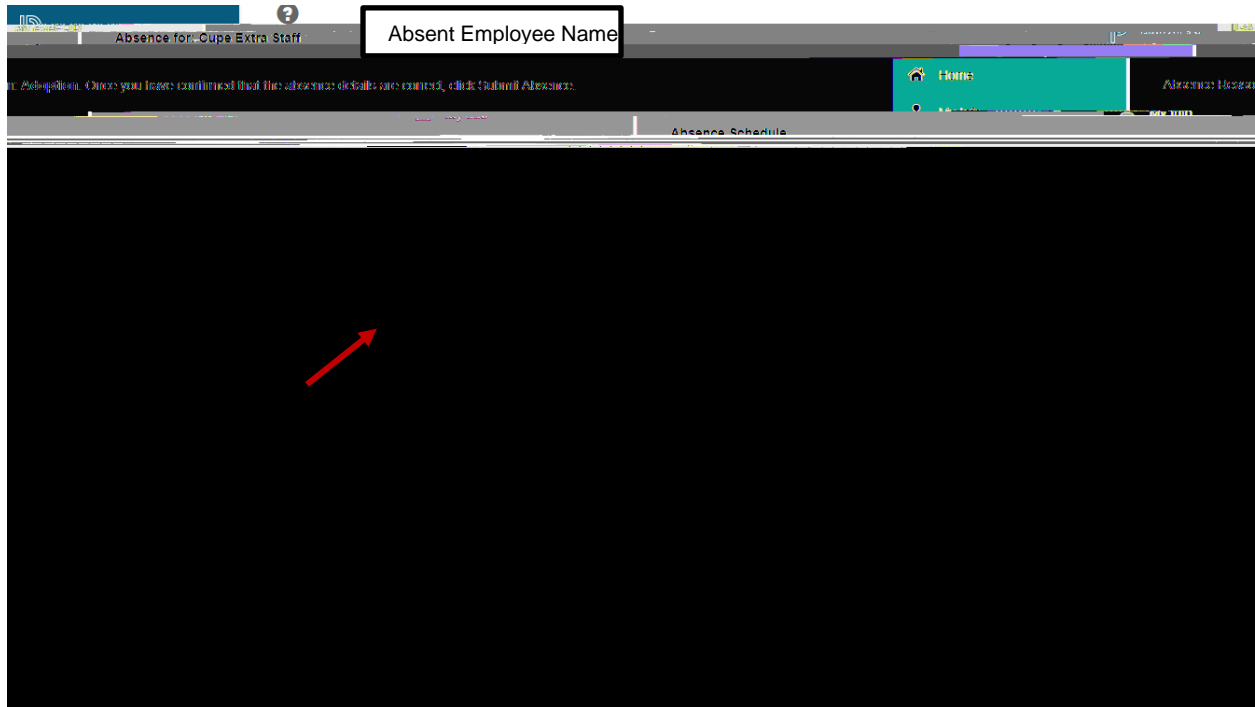
Or another leave type such as:



- Click “next” to complete

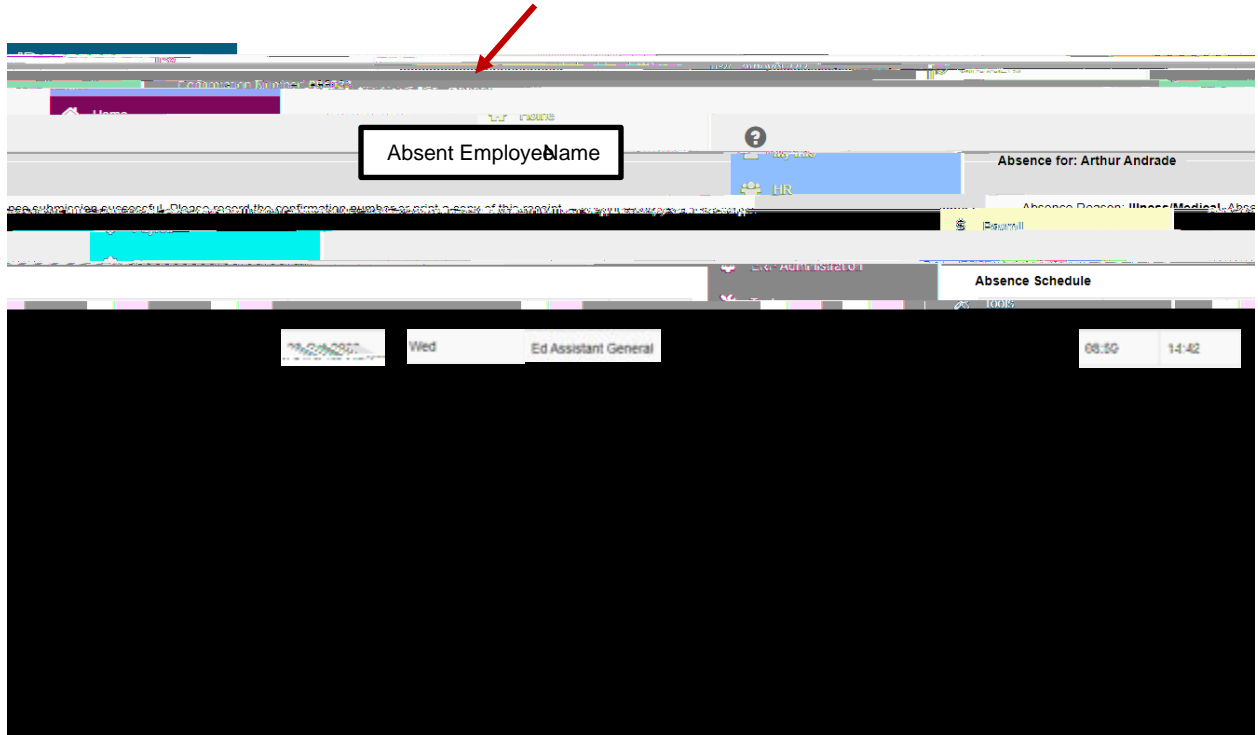
ABSENCE SCHEDULE DETAILS

14. You have not finished yet. You will receive one of several messages with the appropriate leave type details, dependent on the leave type. Please review the date and leave entry details and once you have confirmed that all entries are correct click on **Submit Absence**.



SUMMARY PAGE

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.



16. Your absence has now been sent to your Principal or 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).
17. Please inform the Administrative Assistant to enter your **replacement** in AMS if it is being filled in house