



REVIEWING AVAILABLE DISPATCHES

From the Division's employee self-serve portal, navigate to the Work Board menu option. www.starcatholic.ab.ca



- 1. Click 'My Info'
- 2. Select 'Time & Attendance'
- 3. Select 'Dispatch & Workboard'



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4. Select 'Workboard'



5. If there are available dispatches, they will appear as shown below:

	Work Board: Summary Here is a summary of the openings you are eligible to apply for.								
				First Day's Schedule	Ð				
ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested		
<u>26993</u>	Fri 28-Jun-2019	Fri 28-Jun-2019	Education Assistant	Casual EA	Test Location	08:00-16:00	*Requested*	Refuse	
<u>26994</u>	994 Tue 02-Jul-2019 Tue 02-Jul-2019 Education Assistant Casual EA Test Location 08:00-16:00 *Requested* Refuse								

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6. To accept and/or view more details of the dispatch (message from the absent employee, map), click on the ID number:

	Work Board: Summary						
	Here is a summary of the openings you are eligible to apply for.						
ID No	ırt Date	End Date	Subject(s) and Level(s)	First Day's Sche Position(s)	dule Location(s)	Time(s)	
<u>26993</u>	28-Jun-2019	Fri 28-Jun-2019	Education Assistant	Casual EA	Test Location	08:00-16:00	
•							•

Message for		ST. THO	DMAS AQUINAS	RC SCH	OOLS	0	Q	G
the replacing employee	Work	Board: Dispatch Details for ID 26993						
	ID Numbe	r: 26993	<i>_</i>					
	Date	s: Fri 28-Jun-2019 To Fri 28-Jun-2019	View Map					
M	essage for the Absent Employe	e: Atrieve2 Test						
	replacing Subjects/Level	s: Education Assistant /						
	Messag	e: Park in stall #17						
5.4	D = 111			2 1 - 1				
Eri 28 Jun 2	Position 2019 General Support Staff	Test Location		Start	16:00			
11120-001-2		Test Eocation		00.00	10.00			
	E	eturn to List <u>A</u> ccept Opening						

The dispatch can be accepted by clicking the "Accept Opening" button. If another employee has accepted the job in the meantime, a message will display to indicate the dispatch has been filled.

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If the dispatch is successfully accepted, a confirmation message will display:

		Work Board: Confirmation			
	You have success	ully submitted your acceptance of Opening # 26993. Confirmation No: 5048			
	Dates:	Fri 28-Jun-2019 To Fri 28-Jun-2019			
	Absent Employee:	Atrieve2 Test	<u>View Map</u>		
	Subjects/Levels:	Education Assistant /			
	Message:	Park in stall #17			
Date	Position	Location		Start	End
Fri 28-Jun-2019	General Support Staff	Test Location		08:00	16:00
	<u>R</u> eturn to	Opening List Print			

Note that :

- The dispatch can be **refused** by clicking on the "Refuse button on the main Work Board Summary page. A refusal confirmation page will display.
- If you were requested specifically by the absent employee *Requested* will appear in the Requested column

	Work Board: Summary Here is a summary of the openings you are eligible to apply for.							
				First Day's Schedul	e			
ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	
<u>26993</u>	Fri 28-Jun-2019	Fri 28-Jun-2019	Education Assistant	Casual EA	Test Location	08:00-16:00	*Requested*	Refuse
<u>26994</u>	Tue 02-Jul-2019	Tue 02-Jul-2019	Education Assistant	Casual EA	Test Location	08:00-16:00	*Requested*	Refuse

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To view your upcoming Dispatches locate the 'My Info' menu item.



Select 'Time & Attendance' from the menu, then 'View or Change'



Past and Upcoming Dispatches will list under the 'Dispatches' heading.

		Viev	w / Change: Absen	ce a	nd Dispatch Listing	
		Click on the l	Instru D Number To View, Clo	uction ise Or	s: Cancel An Absence Or Dispatch.	
Abse	nces	Date Range: 27	7-May-2019 🛅	То	26-Jun-2020	Refresh <u>A</u> bsences
ID No	Start Date	End Date Al	bsence Reason		Replacing Employee(s)	Absence Units
Dispa	tches	Date Range: 2	27-May-2019	То	26-Jun-2020	Refresh <u>D</u> ispatches
ID No	Start Date	End Date	Extra Time Type		Absent Employee	Absence Units
26994	02-Jul-2019	02-Jul-2019			TEST, atrieve2 SUPP	1.0
26993	28-Jun-2019	28-Jun-2019			TEST, atrieve2 SUPP	1.0

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Clicking on the ID No. will bring up the details of the absence your filling.

			View / Change: Disp	patch Details for ID 269	994				
			ID Number: Dates: Replacing Employee(s): Subjects/Levels: Message:	26994 02-Jul-2019 To 02-Jul-2019 atrieve2 TEST Education Assistant / Park in Stall 14	1		View Ma	99	
Date	Week Day	Position		Location		Start	End	Absence Units	
02-Jul-2019	Tuesday	Casual EA	<u>C</u> lose (Shorten) Cancel	Test Location Dispatch Return t	o List	08:00	16:00	1.0	
								Click on the 'vi icon to acces Location Map. Directions will Google Ma	ew Map' ss the Driving Iaunch aps
			Locatio	n Map List					
		Click on	either the Map or Directions lin	k for instructions of how to ge	et to the locati	on.			
Т	Location EST LOCAT	ION	BOX 99 L	Map .EDUC, AB,	(Dir Driving	rections <u>g Directio</u>	ons	
	Note:	To change the st	art point for driving directions e Driving Direc	dit the address below and p	ress "Update	Direction Li	inks"		
Ad	dress		City	Province			Posta	al Code	
123 MAIN S	STREET		EDMONTON	Alberta	•	T9	IMOBO		

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Entering Unavailability



Making yourself unavailable does not cancel any jobs you've previously accepted. You can change your unavailability as needed.

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Click	Enter your unav on the calendar icon to	ailability information t o select your dates fr	then click om a pop	Next. -up calendar.	View Histor			
Choose the reason you are unavailable:								
Unavailable •								
	Enter the dat	te(s) you will be unav	ailable:					
	10-Jan-2019	10-Jan-2019	3 🕎					
NUCE. THE WEEK	uale							
Week Day	Unavailable	Start Time	То	End Time				
Week Day Monday	Unavailable	Start Time	To	End Time 23:59				
Week Day Monday Tuesday	Unavailable	Start Time 01:00 01:00	То То То	End Time 23:59 23:59				
Week Day Monday Tuesday Wednesday	Unavailable	Start Time 01:00 01:00 01:00 01:00 01:00	То То То То	End Time 23:59 23:59 23:59 23:59				
Week Day Monday Tuesday Wednesday Thursday	Unavailable	Start Time 01:00 01:00 01:00 01:00 01:00 01:00	То То То То То	End Time 23:59 23:59 23:59 23:59 23:59 23:59				
Week Day Monday Tuesday Wednesday Thursday Friday Saturday	Unavailable	Start Time 01:00 01:00 01:00 01:00 01:00 01:00 01:00 01:00	то То То То То То То	End Time 23:59 23:59 23:59 23:59 23:59 23:59 23:59				
Week Day Monday Tuesday Wednesday Wednesday Thursday Friday Saturday Sunday	Unavailable	Start Time 01:00 01:00 01:00 01:00 01:00 01:00 01:00 01:00 01:00	То То То То То То То То	End Time 23:59 23:59 23:59 23:59 23:59 23:59 23:59 23:59 23:59				

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WORK BOARD TEXT AND EMAIL PROFILE

Depending on the district, employees may be required to go through Human Resources to add cell phone numbers and email addresses for requested employee alerts.

Other districts may allow employees to add this information themselves on the district's employee self-service portal page. This is done by navigating to the **My Info** > **Phone & Email > Text & Email Profile**



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		Workboa	rd Texting	and En	nail Option (Changes			
Select texting	and email	notification options fo	or when you a	re reques	sted as a replac	cement. The	n click the S	ubmit button to	save
		Pleas	e ensure time	is entere	d in 24 hour fo	rmat			
Text Message:	Yes 🔻	Time Range - Start:	08:00	End:	23:00]			
Cell Phone No 1:	(555)555	-5555							
Cell Phone 1 Provider:	BELL C	ANADA	¥						
Cell Phone No 2:									
Cell Phone 2 Provider:			V						
Email Message:	Yes 🔻	Time Range - Start:	06:00	End:	23:00				
Email Address 1:	email@e	xample.com							
Email Address 2:									
Send to Work Email:	Yes 🔻								
			<u>S</u> ubr	nit & Send	d Test				

Text Message: Choose Yes or No. This can be useful if a cell phone has been set up, but the user does not want to receive text messages from the Work Board on a temporary basis.

Time Range: Enter the time range in 24 hour format to receive text messages from the Work Board.

Cell Phone No: Enter the cell phone number where text messages should be received. Do not enter () or -. **Cell Phone Provider:** Select the cell phone provider for each cell phone number provided.

Email Message: Choose Yes or No. This can be useful if an email address has been set up, but the user does not want to receive email from the Work Board on a temporary basis.

Time Range: Enter the time range in 24 hour format to receive email from the Work Board.

Email Address: enter up to two separate email addresses. To email to your division email account, select Yes to **Send to Work Email**.

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Once the profile is set up, click on **Submit and Send Test** to ensure a text and/or email message are received.

 Submit & Send Test	

If email was provided an email will arrive in your inbox confirming the test was successful.



If Cell information was provided, a text message will be sent confirming the test.



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