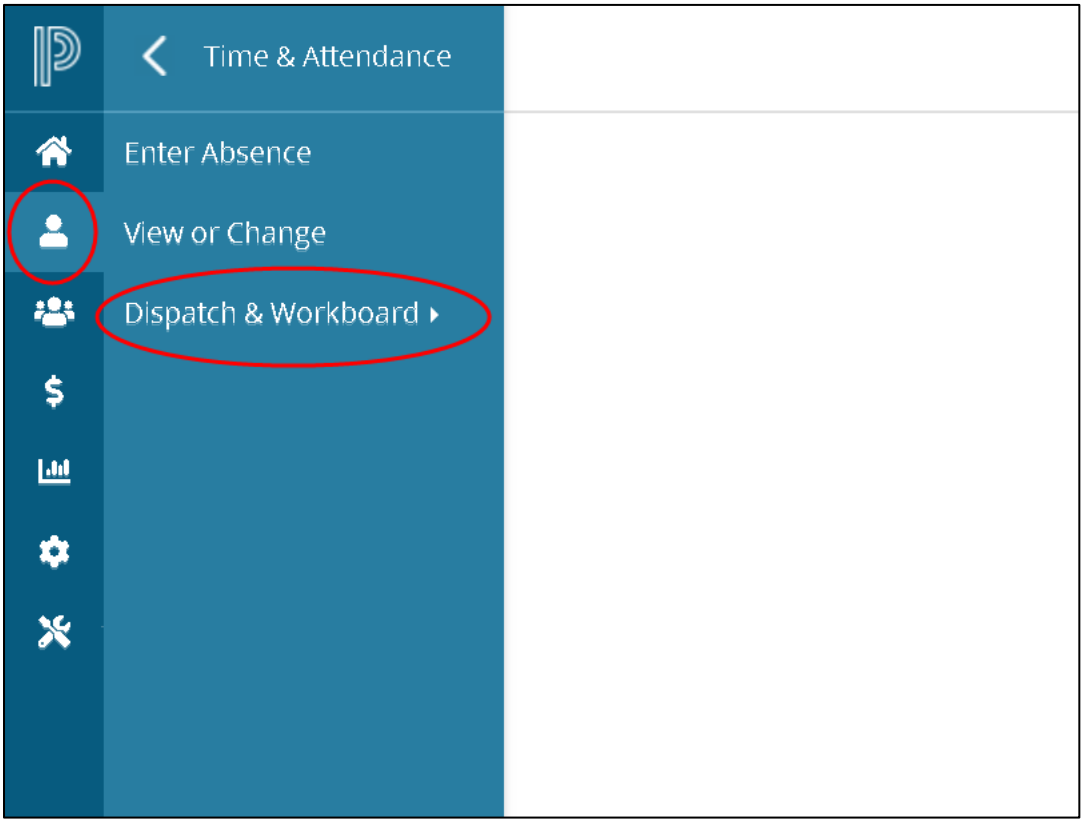
REVIEWING AVAILABLE DISPATCHES

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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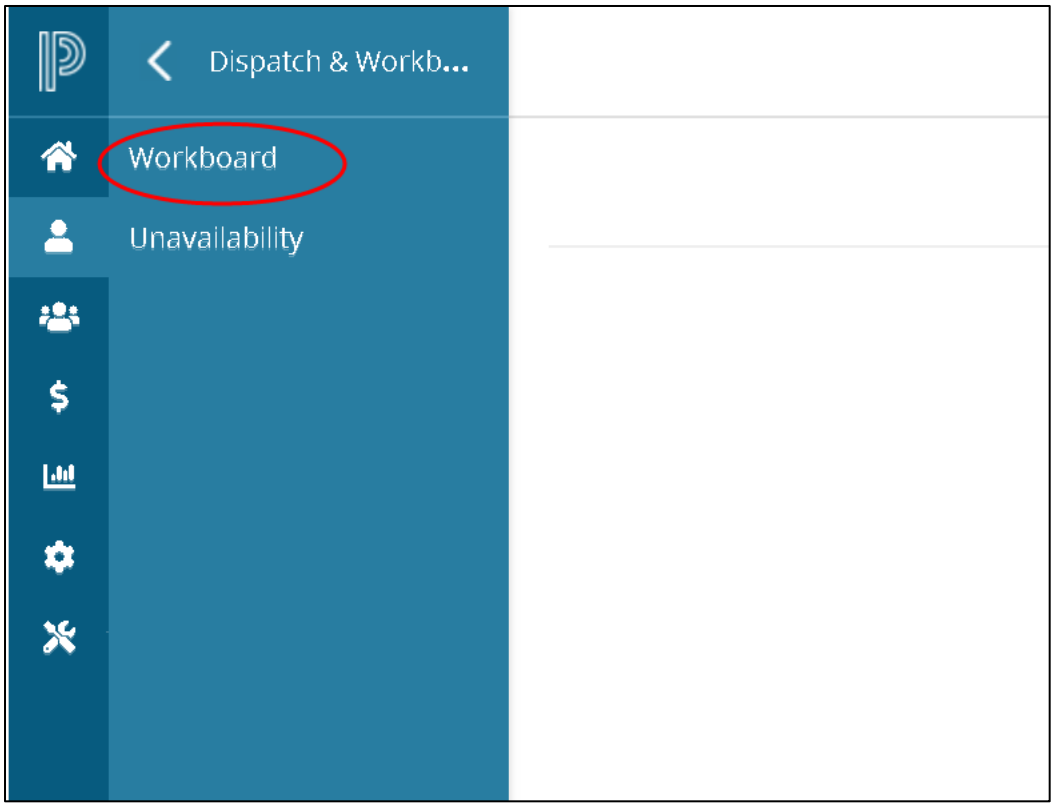
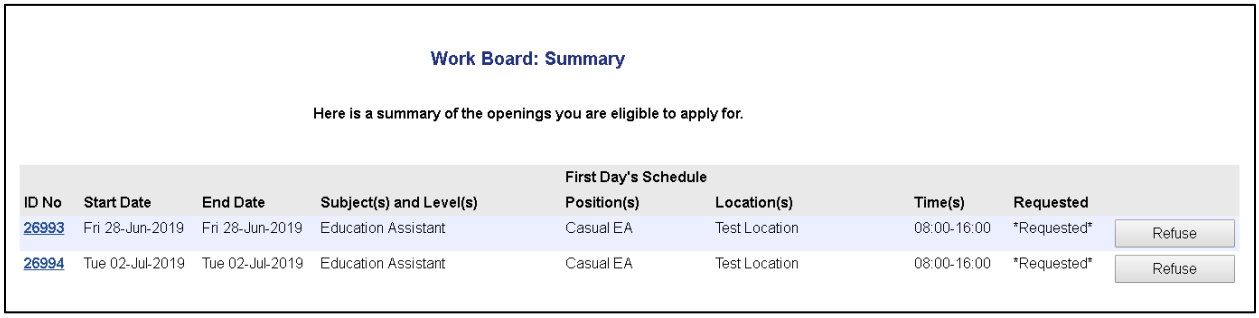
4. Select ‘Workboard’



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.

ID No	Start Date	End Date	Subject(s) and Level(s)	First Day's Schedule Position(s)	Location(s)	Time(s)	Requested	
26993	Fri 28-Jun-2019	Fri 28-Jun-2019	Education Assistant	Casual EA	Test Location	08:00-16:00	*Requested*	Refuse
26994	Tue 02-Jul-2019	Tue 02-Jul-2019	Education Assistant	Casual EA	Test Location	08:00-16:00	*Requested*	Refuse

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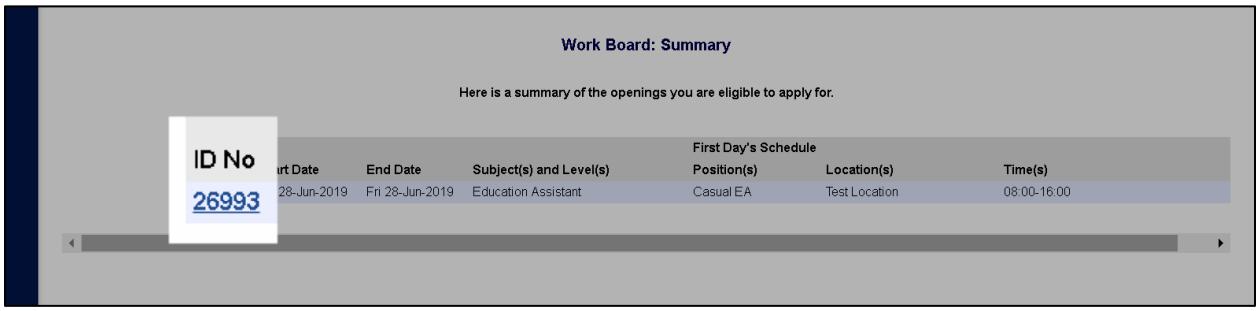
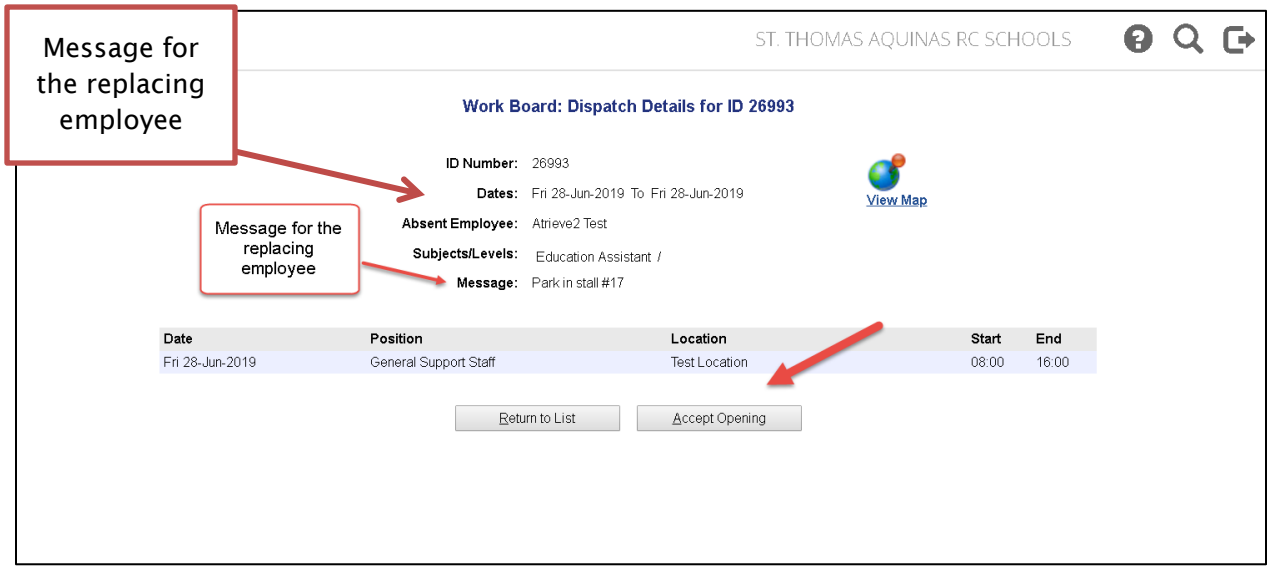
6. To accept and/or view more details of the dispatch (message from the absent employee, map), click on the ID number:





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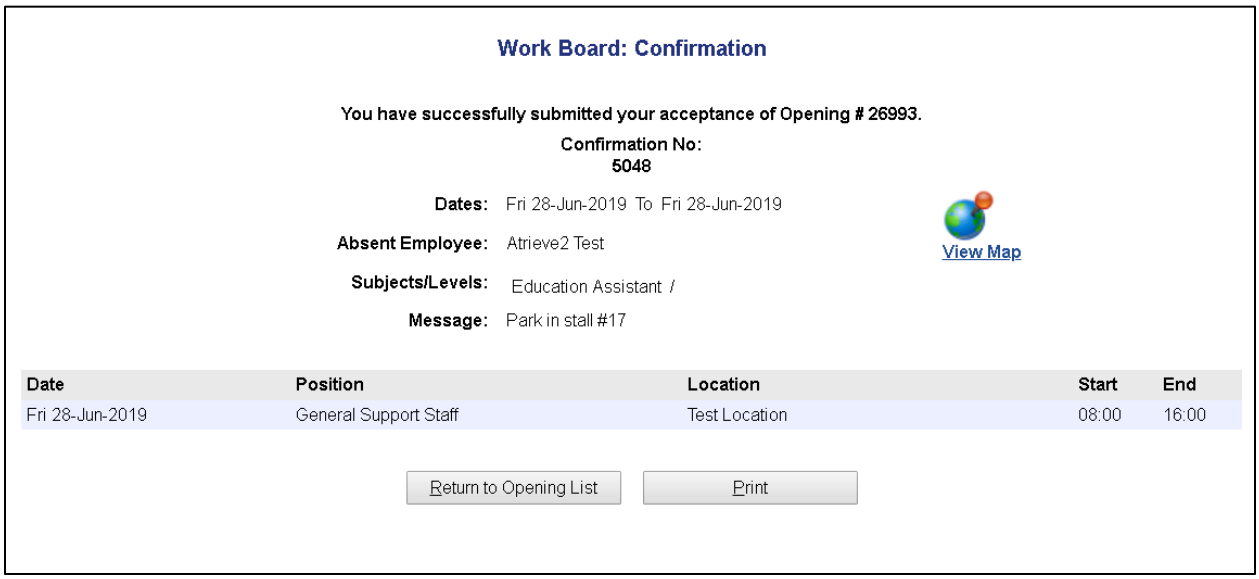
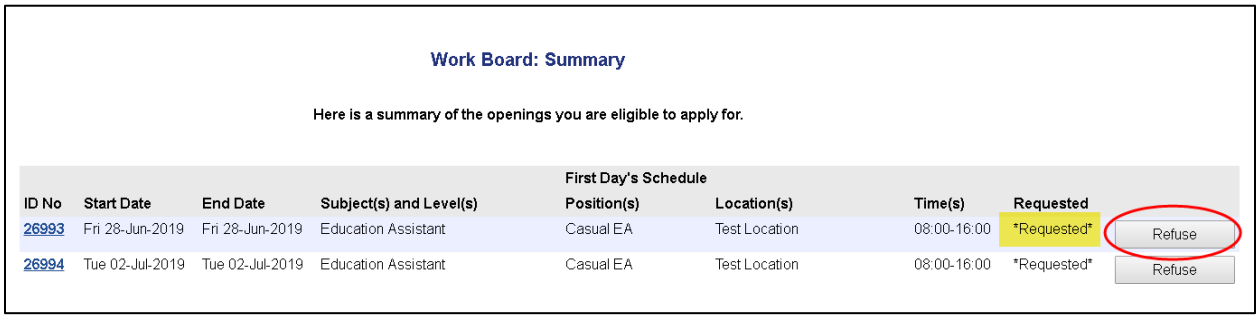
If the dispatch is successfully accepted, a confirmation message will display:



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



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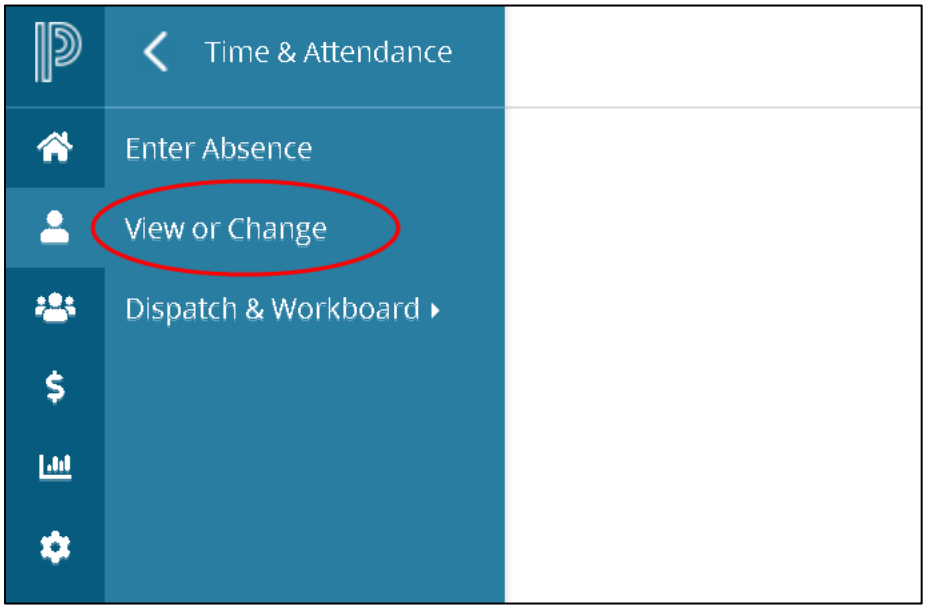
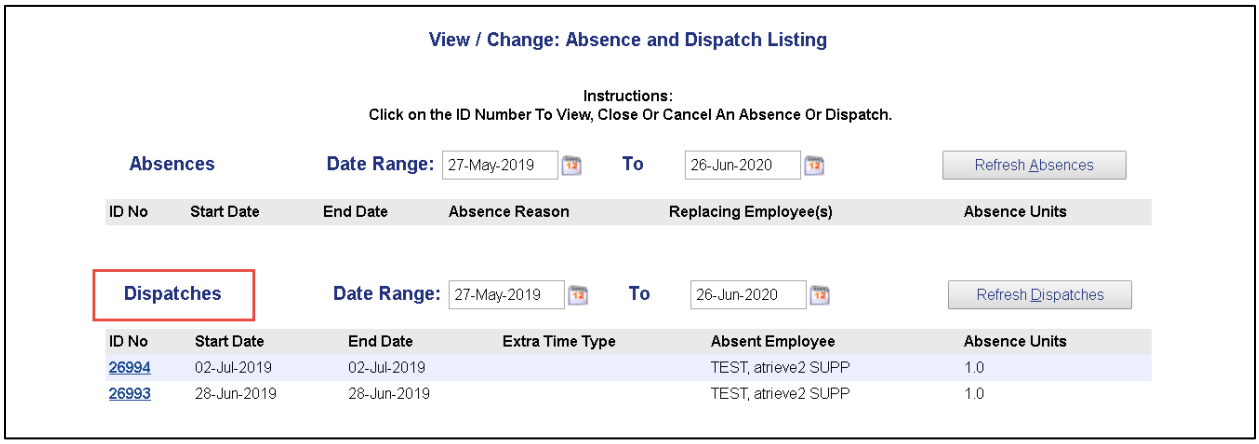
To view your upcoming Dispatches locate the 'My Info' menu item.

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



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



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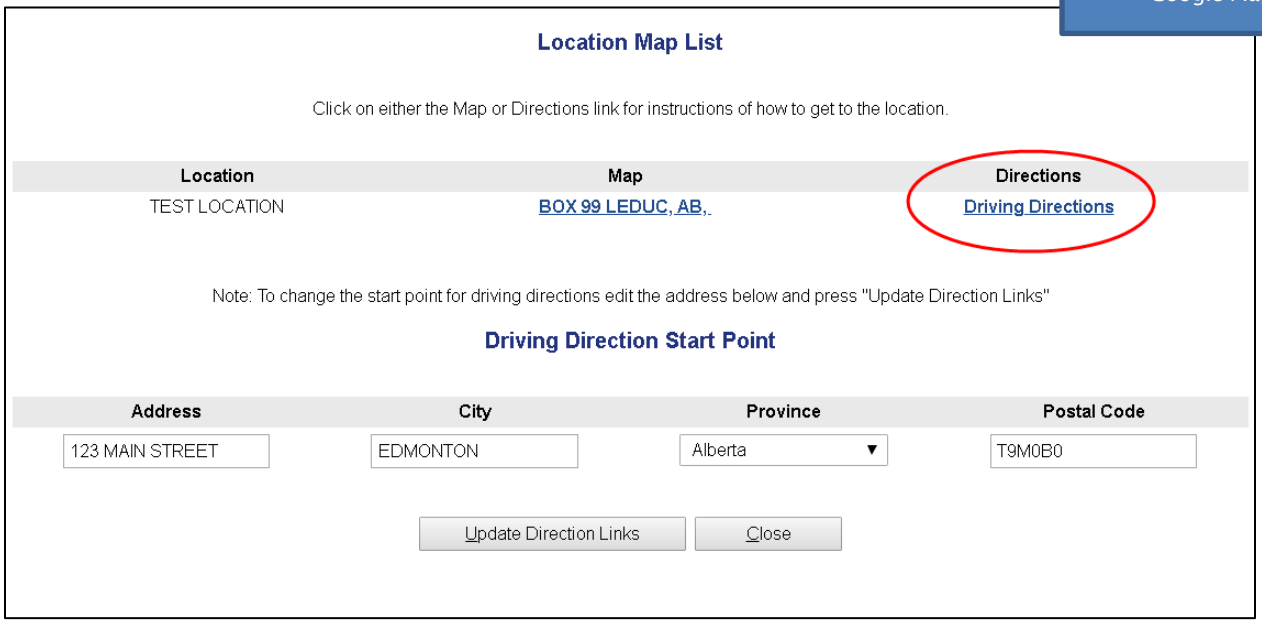
Clicking on the ID No. will bring up the details of the absence your filling.

Click on the 'view Map' icon to access the Location Map. Driving Directions will launch Google Maps



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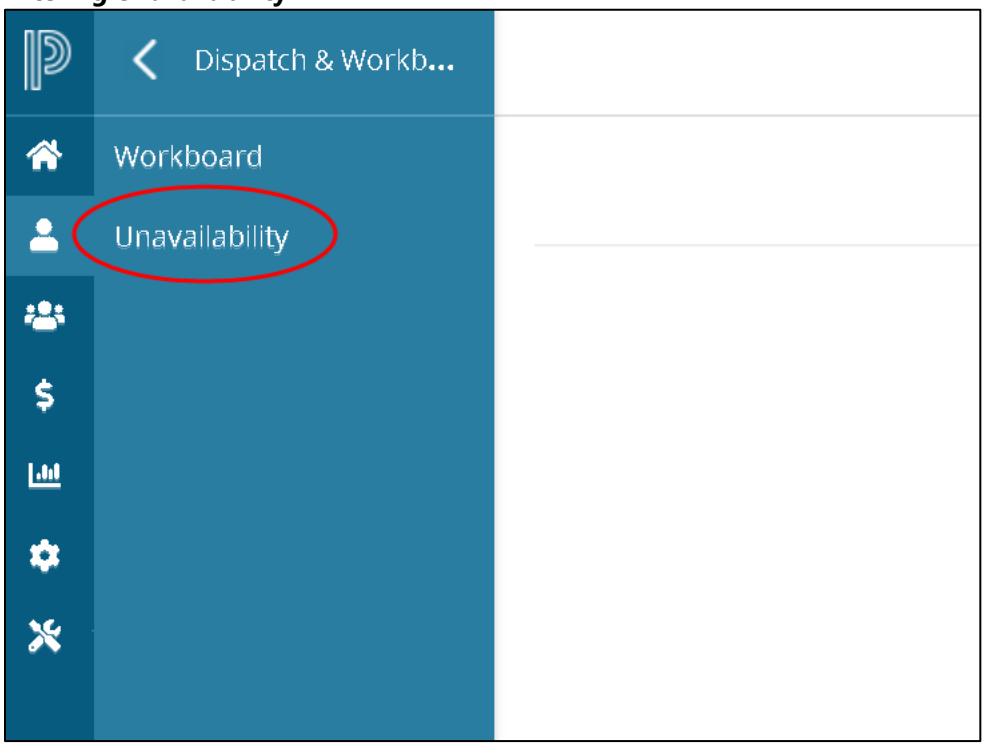
Entering Unavailability



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

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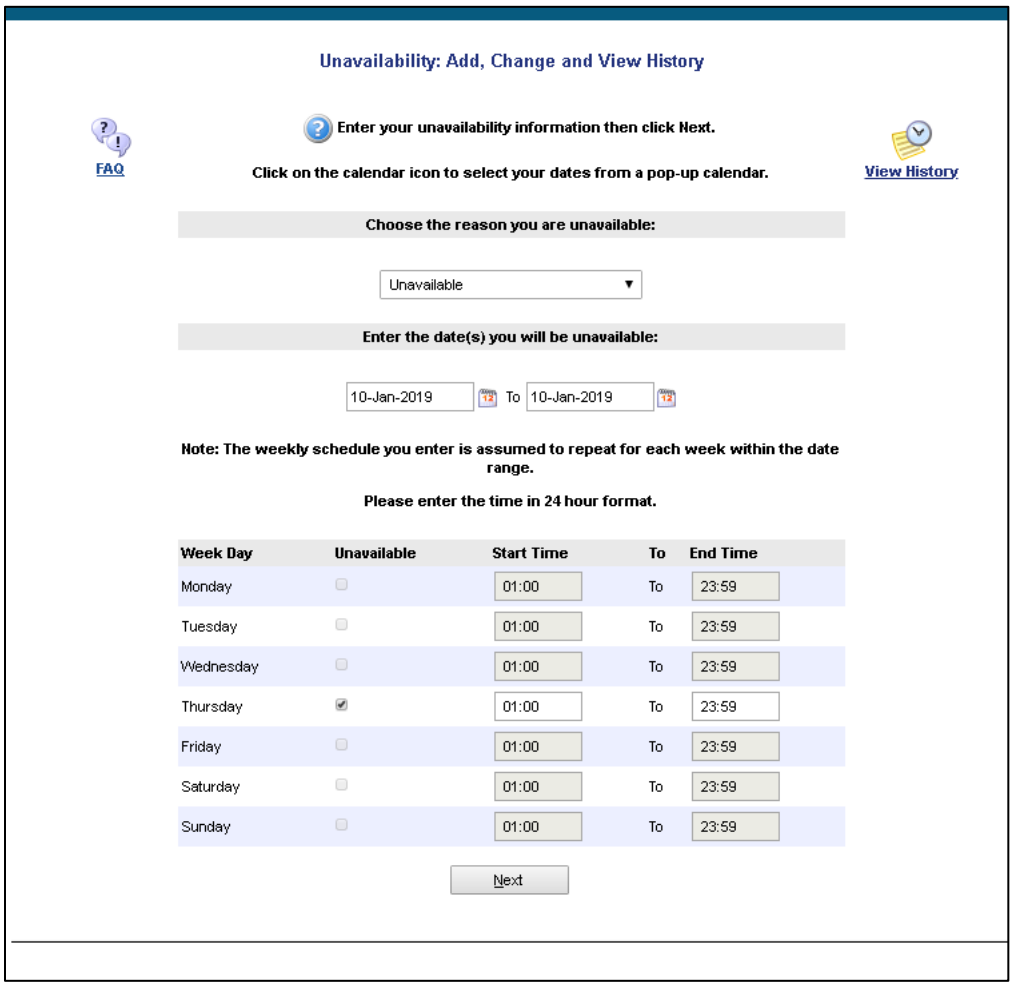

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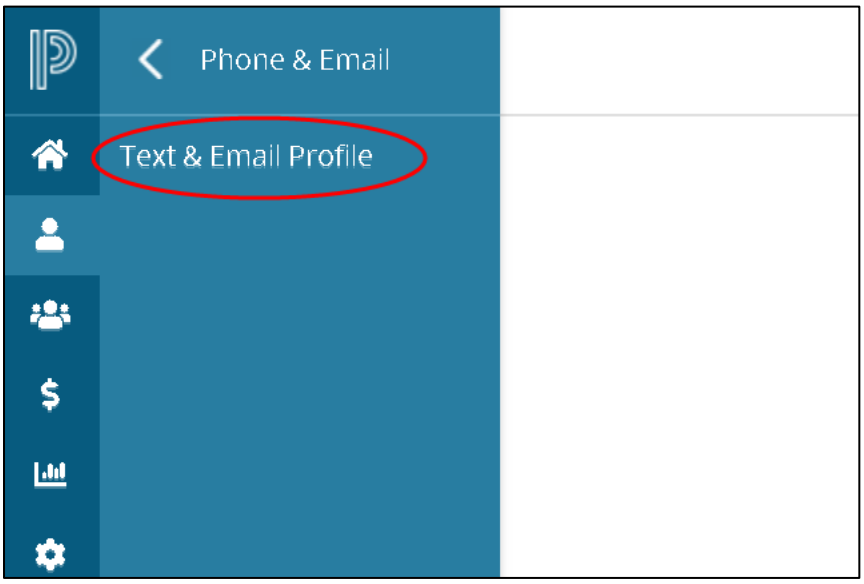
WORK BOARD TEXT AND EMAIL PROFILE

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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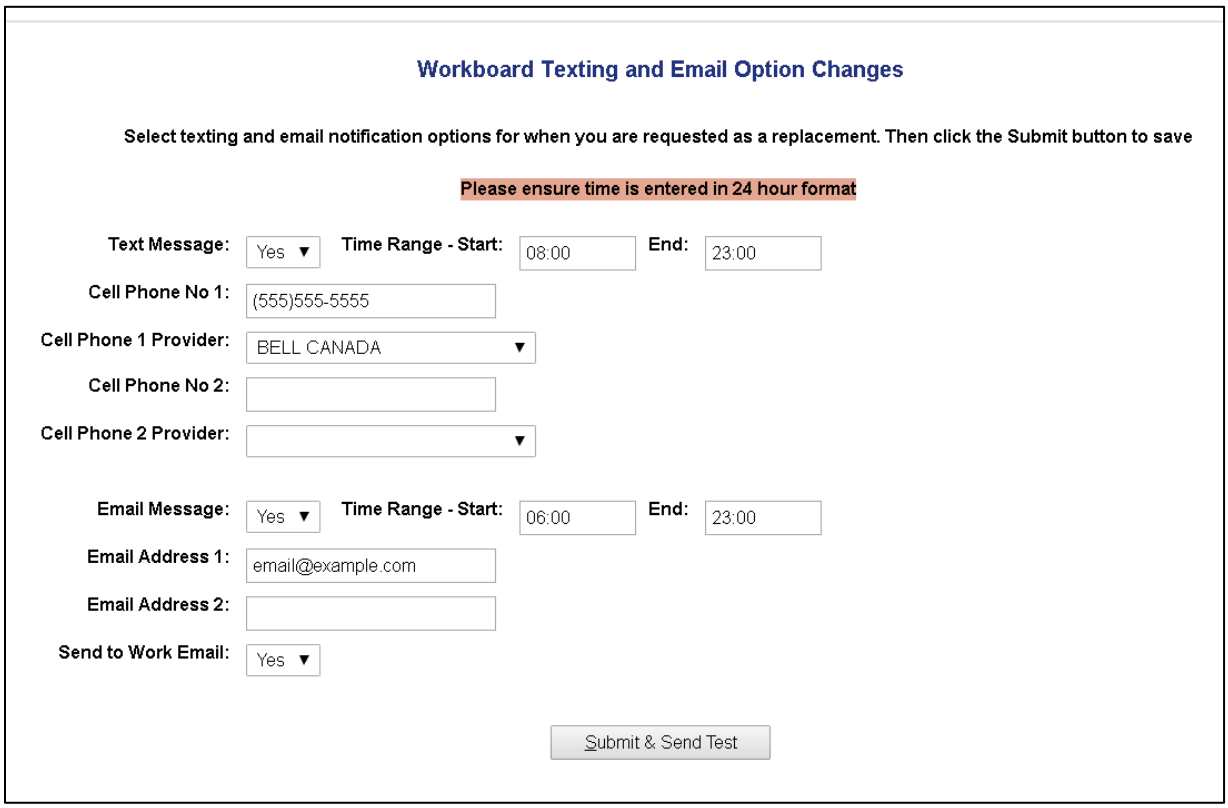

Text Message: Choose Yes or No. This can be useful if a cell phone has been set up, but the user does not want to receive text messages from the Work Board on a temporary basis.

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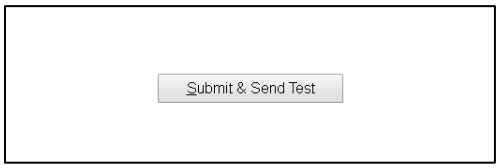
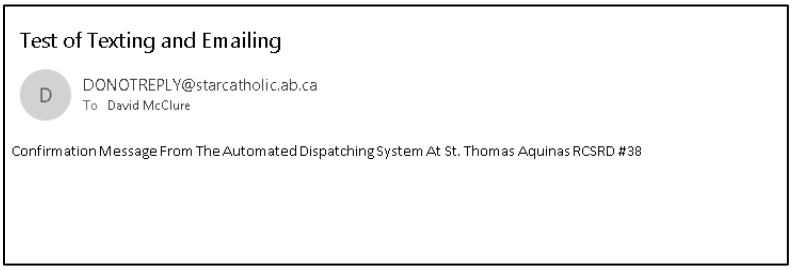
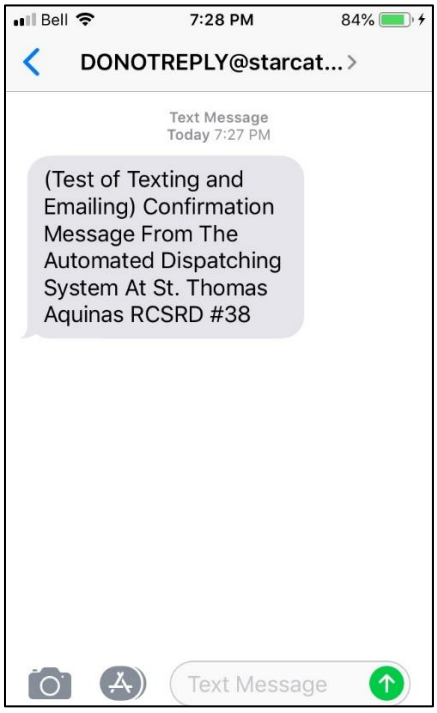
Once the profile is set up, click on **Submit and Send Test** to ensure a text and/or email message are received.



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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