AUTOMATED DISPATCHING WEB (ADW)
LOGGING AN ABSENCE

Follow this link: https://starcatholic.atrieveerp.com/ OR

Log into the Division’s website www.starcatholic.ab.ca scoll to the bottom of the page and under Staff Quicklinks, Atrieve ERP. Mark this website as a favorite for ease of access in the future. **Always use internet explorer as your browser.

The password for this area is your STAR network log-in (same log-in and password you use to log-in to your computer).

To change your password (highly recommended) press ctrl-alt-delete on a STAR Catholic computer and you will see an option to change your password.

If you do not know your log-in and password or you are having trouble logging into Atrieve ERP, please contact Susan Baudin susan.baudin@starcatholic.ab.ca
How to Log an Absence

Follow this link: https://starcatholic.atriveerp.com/

Step 1 – Log Into the Web Portal

Step 2 – Locate the ‘My Info’ menu, choose the ‘Time & Attendance’ option and select ‘Absence Entry’
Step 3 – Complete the Absence Information Screen

1. Enter the reason you are away.
2. Select single day or range of dates.
3. Complete date details.

For Banked Time submissions see instructions at the end of this section.
Step 4 – Absences Schedule Details

Absence Entry: Absence Schedule Details

This is your working schedule during your absence. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

<table>
<thead>
<tr>
<th>Include</th>
<th>Date</th>
<th>Day</th>
<th>Position</th>
<th>Location</th>
<th>St.Time</th>
<th>En.Time</th>
<th>Location Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>02-May-19</td>
<td>Thu</td>
<td>General Support Staff</td>
<td>Test Location</td>
<td>08:00</td>
<td>16:00</td>
<td>AM PM Full Reset</td>
</tr>
</tbody>
</table>

Add Schedule

This allows you to be able to add a new position or location to your schedule.

*Note: Enter times using the 24-hour format, i.e., 08:00 AM to 16:00. Entering the colon character is not required.

Absences automatically default to a full day, but you are able to select the AM/PM buttons for morning or afternoon or select start and end times. Vacation time and personal days must be entered as full day or half day so please enter using AM or PM
Step 5 – Replacement Details

This screen asks a series of questions regarding your replacement.

Note: If you indicate that you do not need a replacement, you will not be required to complete the rest of the questions.

Absence Entry: Replacement Details

Select Yes or No to each of these questions and then click the Next button.

Do you require someone to replace you?
riad Yes or No to each of these questions and then click the Next button.

Is he/she required to work the same schedule as you?

Do you want to request employee(s) to replace you?
Step 6 – Replacement Request

This screen will only appear if you indicated you would like to request a replacement and only if the employee’s category is configured to allow replacement requests.

Additional replacements can be requested by clicking the binoculars beside the Requested Employee box. A pop-up will appear that will allow the employee to search for the name of the replacement he/she wishes to request.

Searching for the employee’s name will return a list of matches in the dropdown list. Selecting the correct name and clicking Accept will lock in the replacement request.
Step 7 – Replacement Instructions

Optional Message: Any time a replacement is required, you will have the opportunity to write a message to the replacement employee. It is important to enter this message without addressing specific employees, in case that employee cannot accept the dispatch.

If you have contacted the replacement already and they have accepted the job check off YES.

![Absence Entry: Replacement Instructions](image)

**Have you already contacted Atrieve Test about filling this absence?:**

- Yes
- No

Enter a message for your replacement then click Next.
Step 8 – Leave Application Entry

This screen may appear differently for different types of absence reasons. Complete the details on this screen as indicated. If a field has been flagged as required, you will not be able to move to another screen until that field has been completed.

To view your Employment Agreement click here
Step 9 – Summary Page

This page will summarize all of the selections you have made during your absence entry process. If you need to make a change, click on the back button of your browser to move to a previous screen. When you are ready, click **Submit Absence**.
Step 10 – Confirmation Receipt

A confirmation number is received when the absence is successfully submitted. The confirmation number becomes the Absence ID number.

Absence Entry: Confirmation Receipt 900001726

Submission Timestamp: 2017-Jun-29 10:03:29

You have successfully submitted your absence. Your confirmation number is: 900001726.

Please record the confirmation number or print out a copy of this receipt.
Viewing/Cancelling your absence –
Employee View of Submitted Absences/Leaves

Once submitted, employees are able to view the details of their leaves and absences. From the web portal, under the ‘My Info’ menu, select ‘Time & Attendance’, then the ‘View or Change’ option.
This will bring you to the Absence and Dispatch Listing screen.

You can view any absences, dispatches, long term leave requests and cancelled/denied leave requests.

To see the details of each entry, click on the ID number.
This screen shows the replacement details, leave approval details (if using Leave Management Web) and also **gives the employee the ability to cancel the absences**, if this option is permitted.
How to Log Banked Time

1. Select the 'Banked Time' absence reason.

Absence Entry: Absence Information

Select your absence reason and dates and then click the Next button.

Choose the reason you are away:

Banked Time

Select the type of absence:

- single day
- range of days

Enter the date of your absence:

01-May-2019

Next
2. Enter the Start and End time for the amount of time to be Banked or Paid out. Note that this must equal the number of hours being submitted.

3. On the Absence Entry : Replacement Details screen, select ‘No’ under “Do you require someone to replace you?”
4. On the Leave Application form, select whether you wish to Bank or Pay out the time earned. Indicate “additional time” only in the text box.

Absence Entry: Leave Application Entry

Enter the leave information below and press the next button.

--- BANKED HOURS APPLICATION ---

Start Date: 01-May-2019
Absence Code: Banked Time
End Date: 01-May-2019
Status: Requested

Absence And Dispatch Status Info
Not yet submitted.

Details
Please refer to your Employment Agreement section for details.

Select Bank or Pay Out Option:

---Choose Pay Out Options---

I want to BANK this extra time worked so I can take time off later
I want to be PAID out this extra time worked

Please indicate how the time was earned:

5. Complete the submission by clicking ‘Submit Absence’ on the Absence Entry:Summary Page.

Absence Entry: Summary Page

You are entering an absence for atrieve2 TEST.

You are not yet finished.

Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page.

Submit Absence

Absence Reason: Banked Time
HOW TO “TAKE” YOUR BANKED TIME (BANKED TIME TAKING)

1. Select Banked Time (Taking) to withdraw time from your bank.

   ![Absence Entry: Absence Information]

   To use your banked time select Banked Time (Taking)

2. Enter start and end times or select AM or PM for half day or full day. (must use 24 hour format) click next

   ![Absence Entry: Absence Schedule Details]

   Enter start and end times of the time you are taking (Bank Withdrawal)
3. Select “No” to “Do you require someone to replace you”. Click next.

4. Enter additional comments. Click next.
5. Submit your Absence – Banked time (taking)

Absence Entry: Summary Page

You are entering an absence for atrieve TEST.

You are not yet finished.

Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page.

Submit Absence

Absence Reason: Banked Time (Taking)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Position</th>
<th>Location</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-May-2019</td>
<td>Wed</td>
<td>General Support Staff</td>
<td>Test Location</td>
<td>12:00</td>
<td>16:00</td>
</tr>
</tbody>
</table>

Replacement Schedule

You have indicated that you do not need an employee to replace you during this absence.

Requested Employees

You have indicated that you don’t wish to specify a requested replacement.

Leave Application

BANKED HOURS TAKEN SECTION

Start Date: 15-May-2019  
Absence Code: Banked Time (Taking)  
End Date: 15-May-2019  
Status: Requested

Absence And Dispatch Status Info

Not yet submitted

Details

Please refer to your Employment Agreement section for details.

Additional Comments (optional):

Submit Absence

© 2008-2016 PowerSchool Group, LLC and its affiliates. All rights reserved. All trademarks are either owned or licensed by PowerSchool Group, LLC and its affiliates.