



## ADS Web *Absence Entry:*

### From a School Site or Home Computer:

- Go to the School District 36 (Surrey) Home Page: [www.sd36bc.ca](http://www.sd36bc.ca)
  - Click on: **Staff** and then **Employee Self Service**
1. Enter your user name and your password (just as you would when opening your computer in the morning).
  2. Click on the tab for **My Absences**, then *Time Entry* and then click on *Absence Entry*.
  3. Choose a reason for the absence (from the drop down box).
  4. Choose either a single day or range of days. If it is a single day, only one calendar will appear. If it is a range of days, you may choose the start day from the first calendar and then choose the end date from the calendar on the right. Click next.
  5. Check the details. If they are correct, click next. You may enter multiple days and change the time for each day if necessary. Click on the help icon (top left hand side of the screen) for a more detailed description for multiple day entries.
  6. Do you need a replacement? Yes or No. If yes, will that person work the same hours as you? Yes or No.
  7. If everything looks correct click Submit Absence.
  8. Write down your job number and/or you can print off a receipt.

### Employee Information on ADS Web:

To change your phone number and/or PIN number, click on the **My Absences Tab**, then **Employee Info**. For online help click on the **? button**.



The following can also be done at: *mysd36* on the School District 36 website:

### To Inquire On An Absence

1. Call the ADS system phone number (604-595-9595), enter your employee number and PIN number followed by the # key and press **2** to *Inquire On An Absence*.
2. Press **1** and enter your job number followed by the # key.
3. Press **1** to listen to the details of the absence. Press **4** to find out who your replacement is.

**To Cancel An Absence Note:** You can ONLY cancel an absence that has not begun otherwise it will have to be cancelled through your school office or through the Dispatch office (604)595-6140.

1. Call the ADS system phone number, enter your employee number and PIN number followed by the # key then press **4** to Cancel An Absence.
2. Press **1** and enter your ADS job number followed by the # key.
3. Press **4** to cancel the absence.
4. Press **1** to complete the process.

### Change Your Phone Number

1. Call the ADS system phone number, enter your employee number and PIN number followed by the # key then press **5** then **2**.
2. Press **2** to enter your backup phone number followed by the # key.

### Re-Record your Name

1. Call the ADS system phone number, enter your employee number and PIN number followed by the # key then press **5** then **3**.
2. Voice your full name followed by the # key.

## School District #36 (Surrey)

### Automated Dispatch System (ADS)

### Support Staff

### Employee Self Service:

<http://staff.sd36.bc.ca>

Employee #:	
PIN #:	

ADS Phone Number:	24 HOURS	(604)595-9595
Emergency Number:	5:00 AM-3:30 PM	(604)595-6140

ADS WILL CALLOUT THE FOLLOWING TIMES:		
	AM	PM
Monday—Friday	06:05 AM –1:00 PM	NONE
Saturday/ Sunday & Holidays	NONE	NONE
**Custodial Staff must report absences prior to 11:00 am		

Absences may be logged 24 hours a day,  
7 days a week.

# SUPPORT STAFF



## Telephone Use

*Absence entry using the telephone*

### FYI

- All codes entered must be followed by pressing the # key.
- Dates must be entered as **YYMMDD**
- Time must be entered as **HHMM** using the **24 hour clock**
- Exit back to the main Menu by pressing \* (star key) then 1
- Increase the volume of ADS by pressing # key and then 3
- Decrease the volume of ADS by pressing # key and then 2

### Quick Absence Entry:

#### **To enter a Single Absence**

1. Call the ADS system phone number (604-595-9595), enter your employee number and PIN number followed by the # key, press 1 for the *Absence Logging* option then press 1 to Log an Absence.
2. Enter your **Absence Reason Code** followed by the # key.
3. The ADS system voices your absence reason. To accept absence reason press 1, to re-enter the reason press 2, or to replay the reason press 3.
4. For a single day absence press 1, for a range of days press 2.
5. Enter the starting day you will be absent as YYMMDD followed by the # key.
6. The ADS system voices the dates absent. If the dates entered are correct press 1, to re-enter the dates press 2 or to replay the dates press 3.

### Quick Absence Entry (cont'd):

7. The ADS system will now voice your absence information (schedule)  
  
Press 1 if the schedule is correct and skip to step 8.  
  
Press 2 to change the daily working times. Enter the hours you will be absent:  
Press:  
1 for a full day,  
2 for specific hours,  
3 to replay the schedule.
8. Press 1 if you require a replacement during your absence. If you do not require a replacement, Press 2 and skip to step 11.  
  
Press 2 if the replacement is only required for part of the absence. Enter the hours the replacement is needed.  
Press:  
1 for a full day,  
2 for specific hours,  
3 if a replacement is not required.
9. Press 1 if the replacement is needed for entire absence, then skip to step 10.  
  
Press 2 if the replacement is only required for part of the absence. Enter the hours the replacement is needed.  
Press:  
1 for a full day,  
2 for specific hours,  
3 if a replacement is not required.
10. Press 1 to leave a message for the replacement (such as any specific information your replacement may require ie; field trips etc.) Press 2 to skip.
11. Press 1 to finalize your absence or press 2 to cancel your absence. **Make a note of your ADS Absence ID number.**

To listen to your absence ID again press 1, to hang up press 2, to return to the main menu press 3.

**IMPORTANT**  
**Wait for the ADS system to voice your Job Number.**  
**You need this to Inquire or Cancel your absence.**

### Support Absence Reason Codes:

ADS #	ABSENCE REASON
1	ILLNESS
5	PROF DEVELOPMENT/WORKSHOP
7	BEREAVEMENT
9	FAMILY EMERGENCY
15	MATERNITY/PATERNITY
16	PARENTAL LEAVE
17	CITIZENSHIP
18	COURT/SUMMONS
20	GRADUATION/DEGREES
25	UNPAID LEAVE
26	WCB FILED
27	RELIEVING HIGHER RATED POSITION
30	BANKED OVERTIME
31	VACATION
40	UNION BUSINESS (under 2 hrs)
41	UNION BUSINESS (more than 2 hrs)
42	UNION BUSINESS EXECUTIVE MTG
43	UNION BUSINESS CONVENTION

### NOTES: