

# LEAVE MANAGEMENT – SCHOOL ADMINISTRATOR GUIDE

## Manager Level Info:

This will give you a listing of all your staff.



## My Dashboard:

The “My Dashboard” HR tab will provide you with a snapshot of your school’s staff. It will show you all your employees, any absences as well as leaves.



Your Dashboard screen will also show you all staff that are absent for a given day, as well as any absences for which a substitute has not yet been found.

## Task Manager - Approving Leaves:

As a principal (or supervisor) some leaves will require your approval. For leave approvals, access the “[Task Manager](#)” menu. You may approve them daily if you wish, but at a minimum it must be done before the end of the week.

The number of pending task that you are responsible for are displayed beside your username when you login.



Clicking on the “Task Manager” tab, (or the number next to your login) will take you to tasks that require your approval.

Your Task Manager will only show tasks that you are responsible for.

Select a task by clicking on the Task ID number. Once a task is selected, it will display an e-form section for you to complete.

A screenshot of the 'Task Manager Search' interface. It features a search bar and a table of tasks. A red arrow points to the 'Task ID' column, and a green arrow points to the 'Employee Name' column. The table contains three rows of pending tasks.

Task ID	Status	Task Type	Employee Name	Other Info	Doc ID	# Op	Task Comment
000000000	Pending	Leave Management Web	Extra, Teacher	05-Feb-2014 To 05-Feb-2014 Wedding Self	1020	7	comment
000000001	Pending	Leave Management Web	Test, Employee	06-Feb-2014 To 06-Feb-2014 School Based Budget	1035	4	talk to Employee about what PD
000000020	Pending	Leave Management Web	Test, Employee	19-Feb-2014 To 19-Feb-2014 School Based Budget	1042		

Review the information and select the appropriate option(s).

Note that you can search for a specific entry by filling in the search boxes – for example by employee name (green arrow).

E-Leave Authorization

Review all sections of the form and then complete the last section at the bottom of the page.

GENERAL LEAVE WITH EVENT

Task ID: 0000000014 - Created: 05-Feb-2014 09:13:39 AM - By: Carol Tannas - Processed: 05-Feb-2014 09:13:39 AM - By: Carol Tannas

Leave Applicant: Test Employee (88888) Absence ID: 1005  
Start Date: 05-Feb-2014 End Date: 05-Feb-2014  
Absence Code: School Based Budget Status: Requested

Schedule Details					
Date	Day	Position	Location	Start Time	End Time
05-Feb-2014	Thu	Teacher	Central Office	08:30	15:30

**Absence And Dispatch Status Info**  
There IS an absence.  
A dispatch is NOT required for this absence.  
There is NO dispatch record in the ADG queue.

**Event Selection**  
Event: Professional Development

APPROVAL SECTION

Task ID: 0000000014 - Created: 05-Feb-2014 09:13:39 AM - By: Carol Tannas  
Task Comment: talk to Employee about what PD

Task Comment

Comments are DISPLAYED to the applicant.

Authorizer Comment:

Approve Leave Deny Leave Approve Changed Code Redirect

Approval of leaves sometimes requires another person to review the information before it can proceed to the next person on the approval chain. Use the Redirect button to accomplish this.

bottom of the page.

GENERAL LEAVE WITH EVENT

Task ID: 0000000014 - Created: 05-Feb-2014 09:13:39 AM - By: Carol Tannas - Processed: 05-Feb-2014 09:13:39 AM - By: Carol Tannas

**Authorization Redirect**

Redirect To:

Redirect Section:

Return to me after redirection:

Send email to redirected authorizer:

Explanation to redirected authorizer:

Redirect Cancel

Authorizer Comment:

Note: The Task Authorization approval authority can be reassigned to another individual in the event of extended absence or temporary reassignment by using the “[Task Manager Reassign Auth](#)” tab.

You may reassign for a current date or a future date range. If the re-assignment is for the current date, all of your pending tasks will be re-assigned immediately.



**If you have any questions, please contact Human Resources at (780) 645-3323.**

Note that the program is not compatible with all browsers.

From the web portal, if you click on "browser compatibility" to the left of your name, it lists all the details:



Internet Explorer

Windows 7 - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites)

Windows Vista - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites)

Windows XP - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites)

Firefox

Windows 7 - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Windows Vista - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Windows XP - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Safari

Windows XP, Vista and Windows 7 - Safari 3.X to 5.0.5

Macintosh OSX 10.6 - Safari 3.x to 5.0.5

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