

AMS WEB-SCHOOL USER GUIDE

Employees will now enter their leaves electronically using the Absence Entry System (see separate guide). It is still necessary for the school to review and approve leaves prior to their submission to Central Office using **Attendance Management**.

You access the **Attendance Management System** in the same manner as your other features, by selecting the appropriate menu tab.



You will use this area to verify leaves and advise Central Office of any changes that may be necessary.

This verification is a two step process; a daily one for secretaries and a weekly one for principals.

SECRETARIAL PROCESS

Each morning, secretaries will log into AMS Web. They will click on the **Submit Day Selection** button to list all absences for that day. They will review each absence/dispatch and make comments if corrections are additional action is warranted.

When they have finished making their comments, they will click on the **Submit Daily Review** button to send the comments to Central Office HR.

Next, if they have made comments on previous days, they should go back and review these days to ensure the comments were processed correctly by Central Office. Then, when satisfied with the previous week's information, they will ask their Administrator at the school to review and sign off on the information.

ADMINISTRATOR PROCESS

Each Friday afternoon, the Principal is to log into AMS Web.

They will select the week they wish to review and authorize from the drop-down box. If they wish to make further changes they can add comments to individual absences. These comments must be processed by Central Office HR before the week can be authorized.

Once the information is correct, the Administrator will click the **Submit Authorization** button. Once the week is authorized no further comments may be added and the leaves will be drawn into the payroll system.

SECRETARIAL DAILY PROCESS:

Secretaries should review the leaves for their school on a daily basis.

Click on the arrow in the "Day to Review" dropdown box if you do not want to process the current date shown as the default. The last 50 days will appear in descending order and can be accessed by scrolling up and down through the list.

A status indicator will appear next to each date - 'N' for Not Reviewed, 'R' for Reviewed or 'C' for change.


Once the correct day is selected, click the **SUBMIT DAY SELECTION** button to continue.



DAILY ABSENCE/DISPATCH REVIEW SCREEN

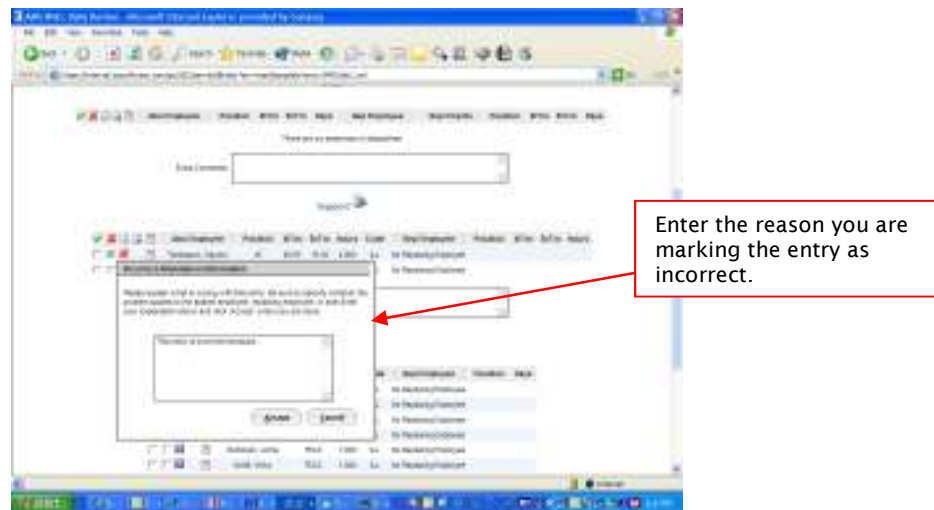
Daily Absence/Dispatch Review will display all absences that occurred on the date selected. The date selected appears near the top of the window. The absences will be grouped by employee category (i.e. support staff, teaching staff). If there are no absences for the day, the message "There are no absences or dispatches" will appear under the employee category.

     Abs Employee	Position	StTm	EnTm	Days	Rep Employee	Rep Emp No	Position	StTm	EnTm	Days
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Mark each correct absence/replacement entry by clicking on the checkbox in the column under the . This action lets central office know that the entire entry including the time absent, replacement employee, replacement time and absence reason is correct.



If **any part of the entry is incorrect**, click on checkbox in the column under the **X**. The system will then prompt you for additional information:



Enter the reason you are marking the entry as incorrect. Provide as much information as possible. Click the **OK** button once all the information has been recorded. Click on the **Cancel** button if you do not wish to proceed with entering a comment on this entry.

If you accidentally mark an absence or dispatch entry, you can **UNCHECK** the column and recheck the entry. Changes are not saved until **“Submit Daily Review”** is clicked.

You are able to review any comments sent to Central Office by clicking on the icon

If an absence is missing, please advise the employee in question to add their absence via Absence Entry. Note the secretary is authorized to enter leaves for any employee at her location. It is however recommended that employees be encouraged to enter their own leaves.

Attendance Management: Processed Comments

Timestamp	Absent Employee	Replacing Employee	Comment
20070910084325	No, Absent Teacher		This entry is incorrect because...the replacing employee should read Carol MacLeod.
20070911091143	No, Absent Teacher		This entry is incorrect because...THE REPLACING EMPLOYEE WAS CAROL MACLEOD.
20070913110925	No, Absent Teacher		This entry is incorrect because...it is unnecessary.

Close

You have the ability to view the employee's attendance record by clicking on the calendar.

Teachers

Abs Employee	Code	Position	StTm	EnTm	Days	Rep Employee	Position	StTm	EnTm	Days
Test, Employee	COM	TEAC	08:30	16:30	1.000	No Replacement Found				

Extra Comments

Submit Daily Review

A detailed listing of the employee's absences is listed below the calendar.



If at anytime you want to back to the previous screen click on the link

Scroll down to view absence details

Use the **Extra Comments** window to record any global comments about the employee group or list employees who were absent where an entry has not been recorded. There is an extra comments box located at the end of the absence list for each employee group.

Once all records have been reviewed and comments have been made, click **SUBMIT DAILY REVIEW**.

A message window will appear indicating that your daily review submission was successful. Click on the **Go Back To Date Selection Screen** link if you wish to review another date. If you want to leave the application, just close your web browser window.

Attendance Management: Confirmation Receipt



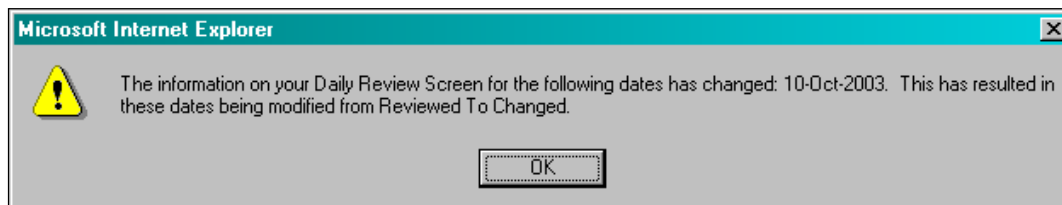
EMAIL REMINDERS

If you forget to review a date you'll receive an email reminder that will look like the following. It will include the date that needs to be reviewed.



CHANGE NOTIFICATION FROM HR

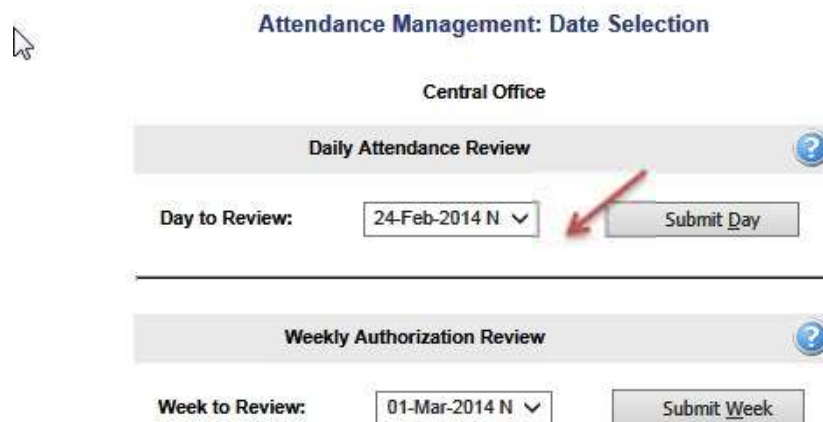
When the HR Department has processed your comments for the day, if you are still logged into Employee Self Service this message will pop-up on your monitor.



A 'C' now displays beside the date that the comments have been processed for. You must review the absences and dispatches for that date again then click the **SUBMIT DAY SELECTION** button.

SECRETARIAL PROCESS QUICK REFERENCE CHECKLIST

- ☐ Each morning, log into AMS Web. The current day will show as the default in the [Daily Attendance Review](#). Select the date of the absences and dispatches you wish to review. Click on the arrow in the Day to Review dropdown box to pick a previous date.
 - A status indicator will appear next to each date:
 - N for Not Reviewed
 - R for Reviewed
 - C for Comments Processed - Review Again.



- ☐ Click on the **Submit Day** button to list all absences for that day. Review each absence/dispatch. If any changes are warranted please indicate these in the comment box.
- ☐ If an absence is missing, please advise the employee in question to add their absence via Absence Entry. Note the secretary is authorized to enter leaves for any employee at her location. It is however recommended that employees be encouraged to enter their own leaves.
- ☐ When finished making their comments, click on the ***Submit Daily Review*** button to send the comments to the dispatch desk. **Warning!** If you exit without clicking the **Submit Daily Review** button, ALL of your submitted comments will be deleted.

- ☐ Next, review comments from previous days to ensure the comments were processed correctly by Central Office. If yes, click on the **Submit Daily Review** button to mark the date as reviewed.
- ☐ On Fridays, once you are satisfied with week's information, notify your Administrator at the school that the week is ready to be reviewed and authorized.



Attendance Management: Data Selection

Edwardson Secondary

Daily Attendance Review 

Day to Review: 08-Jul-2008 N

Weekly Authorization Review 

Week to Review: 13-Jul-2007 N

"Help" is always available through a tutorial

ADMINISTRATOR WEEKLY AUTHORIZATION

Your school secretary will approve leaves on a daily basis. The principal must authorize a weekly submission verifying all leaves.

Select the “AMS Web” from the Attendance Management tab



Attendance Management: Date Selection

Central Office

Daily Attendance Review 


Day to Review:

Weekly Authorization Review 

Week to Review:

The secretary will do the daily attendance review


Principals must do the Weekly Authorization Review each Friday afternoon



Edwardson Secondary

Daily Attendance Review 

Day to Review:

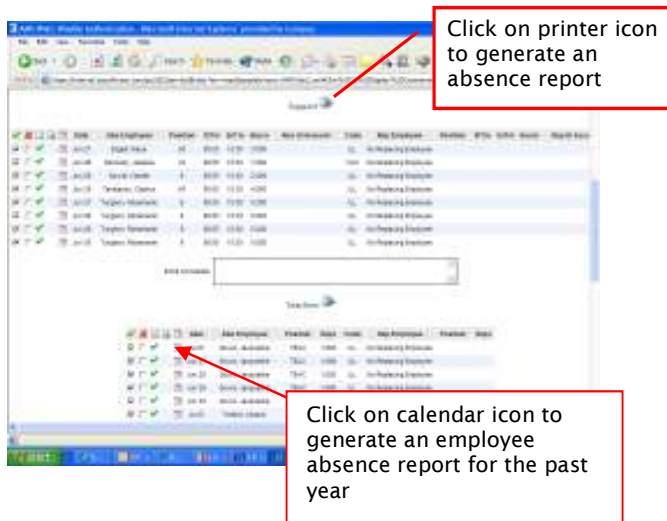
Weekly Authorization Review 

Week to Review:

Select the correct week and click the **SUBMIT WEEK SELECTION** button to continue

WEEK TO REVIEW

Click on the arrow in the week ending date dropdown box if you do not want to process the current week ending date shown as the default. The week ending dates for the last 52 weeks plus the current week will appear in descending order and can be accessed by scrolling up and down through the list. A status indicator will appear next to each date - 'N' for Not Authorized or 'A' for Authorized.



WEEKLY ABSENCE/DISPATCH AUTHORIZATION

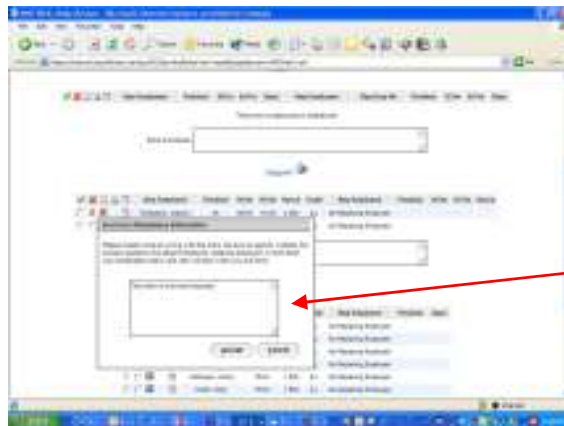
After choosing a week to authorize, a message box will pop up if comments have been made by clerks and have not yet been processed by Central Office. The warning message will list all of the dates that have unprocessed comments. Warning messages will also appear if dates have not been reviewed at all, if the week has already been authorized, or if payroll processing has already begun. Click **OK** to continue once you have read any warnings.

Once any warnings messages have been cleared, the Weekly Absence/Dispatch Authorization window will display all absences that occurred during the week selected. The date selected appears near the top of the window. The absences will be grouped by employee category (i.e. support staff, teaching) and listed in date order. If there are no absences for the week, the message 'There are no absences or dispatches' will appear under the employee category.

The administrator must review each entry for the week.

- Each correct absence/replacement entry that has been reviewed by a clerk will be marked with a ✓ to indicate that the entire entry including the time absent, replacement employee, replacement time and absence reason is correct.
- Entries with a ✗ next to them are entries the clerk on the daily absence/dispatch review screen marked as incorrect and that Central Office has not yet reviewed. Central Office must correct entries marked as incorrect before the week's records can be authorized by the administrator.

- If the administrator notices that any other entries are incorrect, they should click the checkbox under the column marked with **X**.



The system will prompt the administrator for comments:

- Enter the reason why you are marking the entry as incorrect. Provide as much information as possible. Click the **OK** button once all the information has been recorded. Click on the **Cancel** button if you do not wish to proceed with entering a comment on this entry.
- If you accidentally mark an absence or dispatch entry, you can uncheck the column and recheck the entry. Changes are not saved until 'Submit Daily Review' is clicked.
- Sometimes it is necessary for the board office to make changes to historical records that have already been authorized and in some cases, run through payroll. When this happens, the amended records will show up in red text during the current week-ending period indicating that re-authorization is required.
- Use the **Extra Comments** window to record any global comments about the employee group or list employees who were absent where an entry has not been recorded. There is an extra comments box located at the end of the absence list for each employee group. Adding extra comments will not prevent authorization.

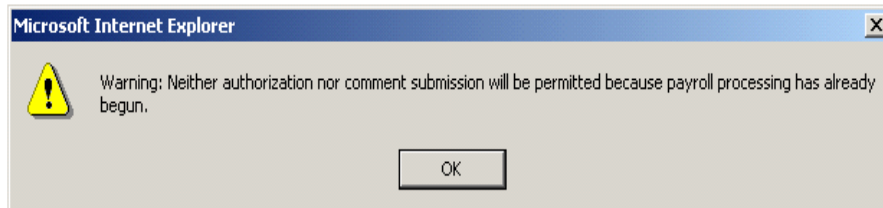
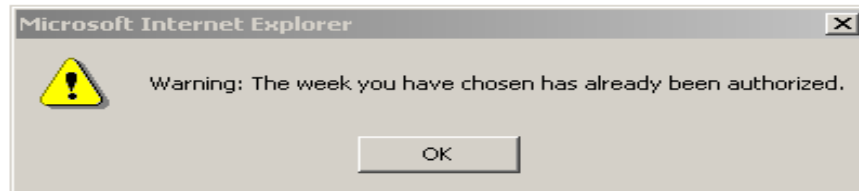
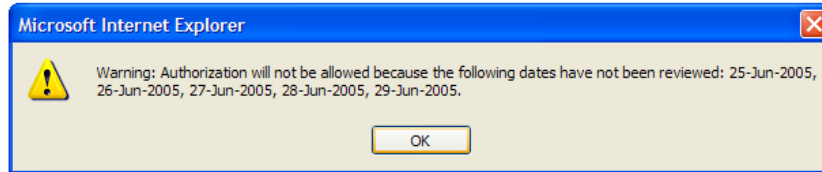
If any of the entries have been marked as incorrect, you will not be allowed to authorize this week until these records have been reviewed by the board office.

Once all records have been reviewed and comments have been made (if required), click the **SUBMIT COMMENTS** button.

If all records are correct and all comments have been processed by the board office, click the **SUBMIT AUTHORIZATION** button to mark these records as being reviewed and ready for payroll. *Note this prompt will only appear if the records are correct and all comments have been processed.*

A message window will appear indicating that your weekly comment submission or authorization was successful. Click on the **Go Back To Date Selection Screen** link if you wish to review another date. If you want to leave the application, just close your web browser window.

Below are samples of messages you may see:



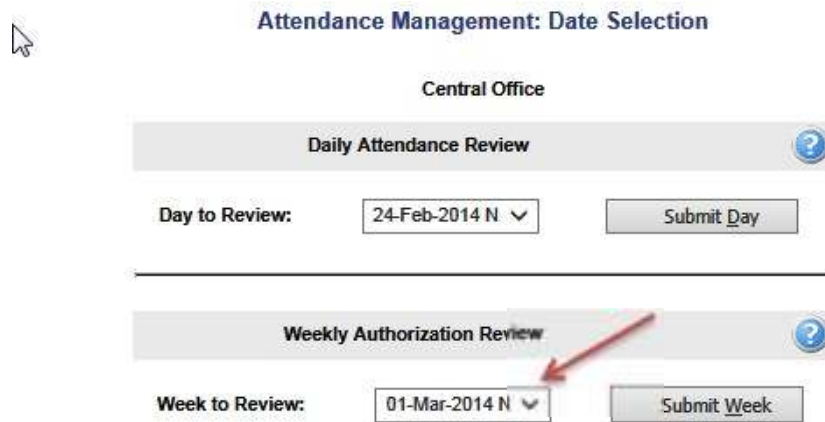
EMAIL REMINDERS

If you forget to review and authorize a week you'll receive an email reminder that will look like the following screen. It will include the week that needs to be reviewed. It is important that you review your information each Monday morning so that you do not hold up any payroll processing.



ADMINISTRATOR PROCESS QUICK REFERENCE CHECKLIST

- ☐ Each Friday, log into AMS Web after your secretary says the previous week has been reviewed. Select the [Week To Review](#) and authorize from the drop-down box.
 - A status indicator will appear next to each date:
 - N for Not Reviewed
 - R for Reviewed



Attendance Management: Date Selection

Central Office

Daily Attendance Review ?

Day to Review:

Weekly Authorization Review ?

Week to Review:

- ☐ Review the information and add comments to individual absences or as Extra Comments if needed. These comments must be processed by Central Office before the week can be authorized.
- ☐ Once the information is correct, click on the **Submit Authorization** button. Once a week is authorized no further comments may be added. You may see certain absences coloured **red**. These are absences or dispatches from previous week's that had been changed by Central Office.

Attendance Management: Data Selection

Edwards Secondary

Daily Attendance Review 

Day to Review: 08-Jul-2008 M

Weekly Authorization Review 

Week to Review: 13-Jul-2007 M

"Help" is always available through a tutorial