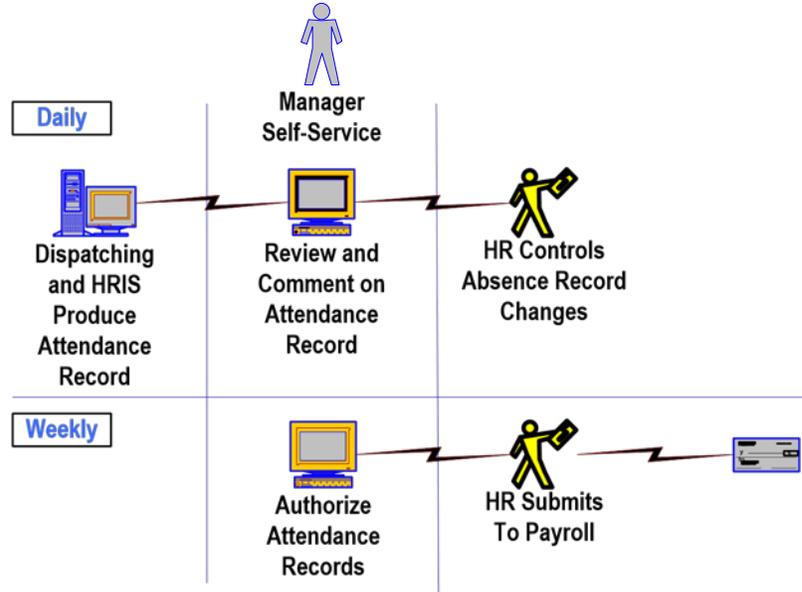


AMS WEB USER GUIDE

OVERVIEW



SECRETARIAL PROCESS

Each morning, secretaries enter their username and password to log into AMS Web. The current day will show as the default in the *Daily Review Selection*. 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 where appropriate.

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

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 the dispatch desk.

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 Monday, the Administrators enter their username and password 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 or as Extra Comments. These comments must be processed by the dispatch desk before the week can be authorized. Once the information is correct, the Administrator will click the **Submit Authorization** button. Once a week is authorized no further comments may be added.

AMS WEB USER CHECKLIST

SECRETARIAL PROCESS

- 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 Selection* button to list all absences for that day. Review each absence/dispatch and make comments where appropriate.

- 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 form previous days to ensure the comments were processed correctly by the dispatch desk. If yes, click on the **Submit Daily Review** button to mark the date as reviewed.

- On Mondays, you will need to review the previous Saturday and Sunday even if there were no absences and click the **Submit Daily Review** button.

- On Mondays, once you are satisfied with the previous week's information, notify your Administrator at the school that the previous week is ready to be reviewed and authorized.

ADMINISTRATOR PROCESS

- Each Monday, log into AMS Web after your secretaries 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

- Review the information and add comments to individual absences or as Extra Comments if needed. These comments must be processed by the dispatch desk 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 dispatch.

SECRETARY - DAILY REVIEW

DAY TO REVIEW

From the HR menu, go to Attendance, then Attendance Authorization.

Click on the arrow in the review date 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.

Location: Test Location for Training

Select the day or week to review. A status indicator displays next to each date, 'N'- not reviewed, 'R' - reviewed, or 'C' comments processed, ready to review again. Note that you will not be able to authorize an entire week until all dates that fall within that week have been reviewed i.e. have a status of 'R'. Future absences and dispatches may be viewed in the reports module.

Review Daily Attendance 19-Nov-2020 N Submit

Review Weekly Attendance 14-Nov-2020 A Submit

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). If there are no absences for the day, the message "There are no absences or dispatches" will appear under the employee category.

Accept	Reject	Comment	Report	Abs Employee	Abs Emp No	Position	StTm	EnTm	Days	Code	Rep Employee	Rep Emp No	Position	StTm	EnTm	Days

Mark each correct absence/replacement entry by clicking on the checkbox in the Accept column. This action lets the board office know that the entire entry including the time absent, replacement employee, replacement time and absence reason is correct.

Once all changes are made, click the **Submit** button.

17-Nov-2020 - Test Location for Training (There Is No Manager Recorded *)

Fte 🖨

Accept	Reject	Comment	Report	Abs Employee	Abs Emp No	Position	StTm	EnTm	Days	Code	Rep Employee	Rep Emp No	Position	StTm	EnTm	Days
<input checked="" type="checkbox"/>	<input type="checkbox"/>		🗨	Test. Employee	99998	TE-TCH	08:00	14:35	0.800	APPT	No Replacement Found					

Additional Comments

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

Incorrect Attendance Information ✕

Enter the reason this entry is incorrect and specify if the problem applies to the absent employee, the replacement employee, or both.

This entry is incorrect because...

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 and processed by the dispatch clerk by clicking on text bubble icon under the paperclip column:

Fte

Accept	Reject	Comment		Report	Abs Employee	Abs Emp No
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Test, Employee	99998

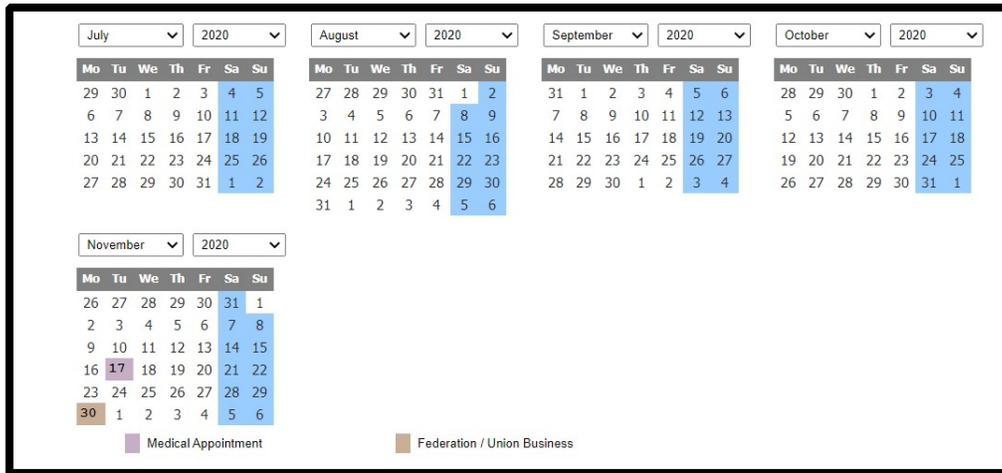
Attendance Monitor: Processed Comments

Timestamp	Absent Employee	Replacing Employee	Comment
20201119131608	Test, Employee		This entry is incorrect because... Absence was 0.8.

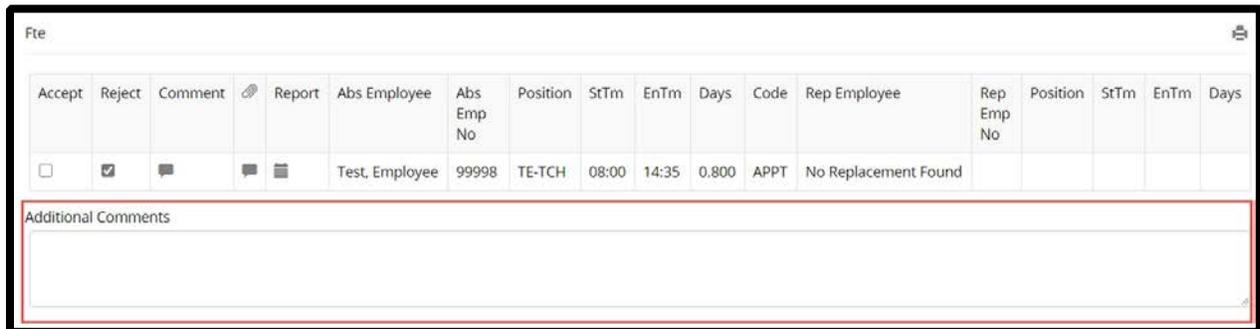
You have the ability to view the employee's attendance by clicking on the calendar. A more detailed listing of the absences is listed below the calendar.

Fte

Accept	Reject	Comment		Report	Abs Employee	Abs Emp No
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Test, Employee	99998

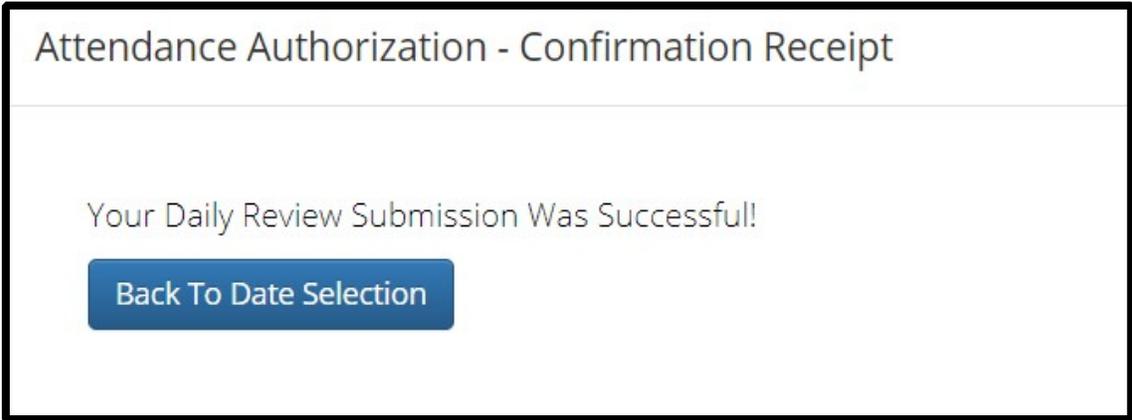


Use the **Additional Comments** box to record any global comments about the employee group or list employees who were absent where an entry has not been recorded. There is an extra comments box located at the end of the absence list for each employee group. **DO NOT** use this area to record comments related to absences or dispatches already listed on the screen. Use the checkbox under the Reject column instead.



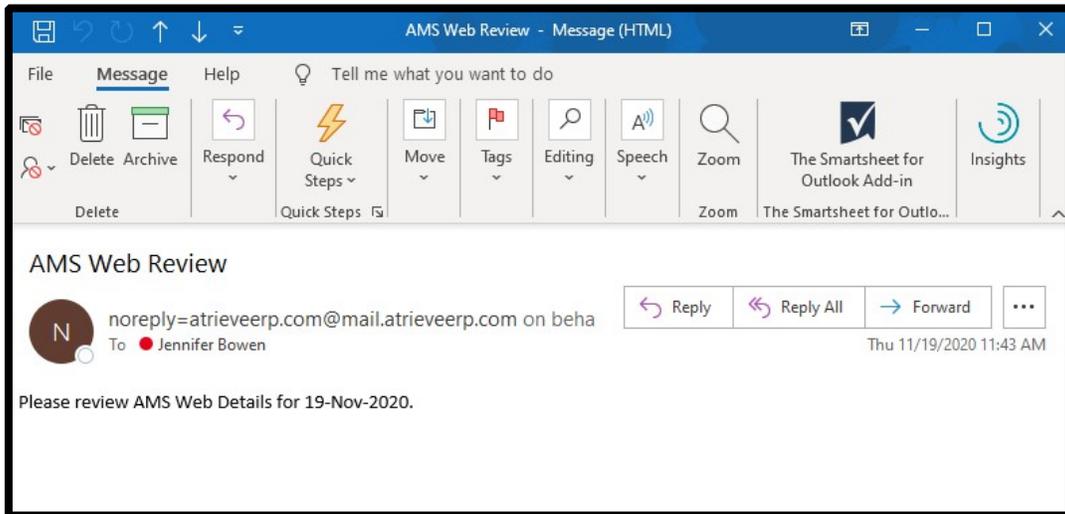
Once all records have been reviewed and comments have been made, click **SUBMIT DAILY REVIEW**.

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.



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.



COMMENTS PROCESSED

If comments have processed, a 'C' will display 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.

Location: Test Location for Training

Select the day or week to review. A status indicator displays next to each date, 'N' - not reviewed, 'R' - reviewed, or 'C' comments processed, ready to review again. Note that you will not be able to authorize an entire week until all dates that fall within that week have been reviewed i.e. have a status of 'R'. Future absences and dispatches may be viewed in the reports module.

Review Daily Attendance	17-Nov-2020 C	Submit
Review Weekly Attendance	21-Nov-2020 N	Submit

ADMINISTRATOR - WEEKLY AUTHORIZATION

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.

Location: Test Location for Training

Select the day or week to review. A status indicator displays next to each date, 'N' - not reviewed, 'R' - reviewed, or 'C' comments processed, ready to review again. Note that you will not be able to authorize an entire week until all dates that fall within that week have been reviewed i.e. have a status of 'R'. Future absences and dispatches may be viewed in the reports module.

Review Daily Attendance

Review Weekly Attendance

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 the board 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.

Possible warning messages:

Authorization will not be allowed because the following dates have not been reviewed.

Warning	Resolution
“Authorization will not be allowed because the following dates have not been reviewed...”	Perform the daily review on the dates identified prior to attempting the weekly authorization.
“The week you have selected has already been authorized.”	You may still add comments for that week, but any changes made by dispatch will now appear in the next available unauthorized week to be authorized there.

<p>Neither authorization nor comment submission will be permitted because payroll processing has already begun.</p>	<p>You must wait until payroll processing is complete before adding comments. Any changes made by dispatch as a result of the comments will now appear in the next available unauthorized week to be authorized there.</p>
---	--

The administrator must review each entry for the week.

Mark each correct absence/replacement entry by clicking on the checkbox in the Accept column. This action lets the board office know that the entire entry including the time absent, replacement employee, replacement time and absence reason is correct.

Once all changes are made, click the **Submit** button.

17-Nov-2020 - Test Location for Training (There is No Manager Recorded *)

Fte

Accept	Reject	Comment	Report	Abs Employee	Abs Emp No	Position	StTm	EnTm	Days	Code	Rep Employee	Rep Emp No	Position	StTm	EnTm	Days
<input checked="" type="checkbox"/>	<input type="checkbox"/>			Test. Employee	99998	TE-TCH	08:00	14:35	0.800	APPT	No Replacement Found					

Additional Comments

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

Incorrect Attendance Information

Enter the reason this entry is incorrect and specify if the problem applies to the absent employee, the replacement employee, or both.

This entry is incorrect because...

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 and processed by dispatch by clicking on text bubble icon under the paperclip column:

Fte						
Accept	Reject	Comment		Report	Abs Employee	Abs Emp No
<input type="checkbox"/>	<input checked="" type="checkbox"/>				Test, Employee	99998

Attendance Monitor: Processed Comments			
Timestamp	Absent Employee	Replacing Employee	Comment
20201119131608	Test, Employee		This entry is incorrect because... Absence was 0.8.

You have the ability to view the employee’s attendance by clicking on the calendar. A more detailed listing of the absences is listed below the calendar.

Location: Test Location for Training

Select the day or week to review. A status indicator displays next to each date, 'N' - not reviewed, 'R' - reviewed, or 'C' - comments processed, ready to review again. Note that you will not be able to authorize an entire week until all dates that fall within that week have been reviewed i.e. have a status of 'R'. Future absences and dispatches may be viewed in the reports module.

Review Daily Attendance: 17-Nov-2020 **C**

Review Weekly Attendance: 21-Nov-2020 **N**

July 2020

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

August 2020

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

September 2020

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

October 2020

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

November 2020

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Medical Appointment
 Federation / Union Business

Use the **Additional Comments** box 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. DO NOT use this area to record comments related to absences or dispatches already listed on the screen. Use the checkbox under the Reject column instead.

Fte

Accept	Reject	Comment	Report	Abs Employee	Abs Emp No	Position	StTm	EnTm	Days	Code	Rep Employee	Rep Emp No	Position	StTm	EnTm	Days
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Test, Employee	99998	TE-TCH	08:00	14:35	0.800	APPT	No Replacement Found					

Additional Comments

To submit comments prior to authorizing the week, click the **SUBMIT COMMENTS** button.

Once all records have been reviewed and comments have been made, click **SUBMIT WEEKLY REVIEW**. If you do not see the Submit Weekly Review button, this could mean:

- Daily review has not been completed
- Entries marked as rejected with comments have not yet been processed by dispatch
- The week has already been authorized
- Payroll is processing and locking authorization and comments
- You do not have the correct security to authorize attendance



A message window will appear indicating that your weekly authorization 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.

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.



SAMPLE LOCTION ABSENCE REPORT

Click on the printer icon beside the Employee Category heading to generate this report or click "print all" at the bottom of the screen to print all absences and dispatches for the week.

Weekly Absence/Dispatch Report													
MISSION SECONDARY - Scent Free Zone, Mission Principal *													
17-Nov-2019 To 23-Nov-2019													
Undefined Employee Category													
<u>Date</u>	<u>Abs Employee</u>	<u>Units</u>	<u>Code</u>	<u>Rep Employee</u>	<u>Units</u>								
18-Nov-2019	Salesforce, 04706248	7.000	ESIC	No Replacement Required									
22-Nov-2019	Salesforce, 04706248	7.000	ESIC	No Replacement Required									
Other													
<u>Date</u>	<u>Abs Emp No</u>	<u>Position</u>	<u>StTm</u>	<u>EnTm</u>	<u>Units</u>	<u>Rep Employee</u>	<u>Rep Emp No</u>	<u>Position</u>	<u>StTm</u>	<u>EnTm</u>	<u>Units</u>	<u>Rep GL Account</u>	<u>Abs</u>
There are no absences or dispatches.													
Support													
<u>Date</u>	<u>Abs Employee</u>	<u>Position</u>	<u>StTm</u>	<u>EnTm</u>	<u>Units</u>	<u>Abs GL Account</u>	<u>Code</u>	<u>Rep Employee</u>	<u>Position</u>	<u>StTm</u>	<u>EnTm</u>	<u>Units</u>	<u>Rep GL Account</u>
There are no absences or dispatches.													
Teachers													
<u>Date</u>	<u>Abs Employee</u>	<u>Position</u>	<u>Units</u>	<u>Code</u>	<u>Rep Employee</u>	<u>Position</u>	<u>Units</u>	<u>Rep GL Account</u>	<u>Abs</u>				
19-Nov-2019	Hewitt, Vicki Lynn	TEAC	1.000	TEST	No Replacement Found								

SAMPLE EMPLOYEE ABSENCE REPORT

Click on the calendar icon beside the absent employee's name to generate this report.

