



Web Access

Absence entry using ADS Web

From a School Site or Home Computer:

- Go to the Red Deer Public School District Login web <https://portal.rdpsd.ab.ca/my.logon.php3>
- Then go to web applications and click on "Employee Self Service" link and enter your login info again.

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). Click next.
4. Choose either a single day or range of days (if it is more than one day). 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 and/or the replacement for each day if necessary. Click on the help icon (top right 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, does that person work the same hours as you? Yes or No. Do you want to request a particular person to replace you? Yes or No. Click Next.
 - a. If you have indicated to request a particular substitute click on the binoculars and type in the first three letters of the persons last name. Choose from the dropdown list. Click Next.
 - b. If you have pre-arranged a replacement substitute you will need to answer the following questions. Do you need a replacement? Yes or No. If yes, does that person work the same hours as you? Yes or No. Do you want to request a particular person to replace you? Yes or No. Click on the binoculars and type in the first three letters of the persons last name. Choose from the drop-down list. Click Next. Is this pre-arranged? Yes or No. Click Next.
7. If everything looks correct Click Submit Absence.
8. Write down your job number and/or you can print off a receipt.

ADS will Dispatch at the following times:

TODAY'S ASGN Weekdays:	6:15 - 13:30
FUTURE /Next Day Assignments:	17:45 - 22:00
Friday p.m. & Saturday:	None
Sunday:	17:45 - 22:00

Absences must be closed or cancelled before the start time of your absence or the school will be charged for the substitute.

Inquire On An Absence

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

Cancel an Absence 3 hours before absence was to start

Note: you can ONLY cancel an absence that has not begun, 3 hours prior otherwise it will have to be cancelled through Deanna Doan in Human Resources at 403-342-3701.

1. Call the ADS system phone number, enter your employee number and PIN followed by the # and press **4** to Cancel An Absence.
2. Press **1** and enter your ADS Job # 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 followed by the # and press **5** then **2**.
2. Press **2** to enter your backup phone number followed by the #.

Re-Record your Voice

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



Automated Dispatch System

Quick Reference Guide

Teaching Staff



ADS Phone Number: 403-357-3999

Sub DispatchDesk: 403-342-3701

Employee #:	
Pin #:	

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

Teachers



Telephone Use

Absence entry using the telephone

FYI

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

Quick Absence Entry:

To enter an Absence

1. Call the ADS system phone number, enter your employee number and PIN # followed by the # key, press 1 for the *Absence Logging* option then press 1 to Log an Absence.
2. Enter your **Absence Reason Code** (found on next page) 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. (The range of days cannot span over a week)
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

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 or 3 if you will not be absent.

Press 3 to replay the schedule.

8. Press 1 if you require a replacement during your absence. Press 2 if you *do not* require a replacement. Skip to step 13.
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 need for. Press 1 for a full day, 2 for specific hours, 3 if a replacement is not required.
10. Enter the **Subject Code** (found on next page) followed by the # key. Enter the Level Code followed by the # key.
11. Press 1 to enter another Subject and level or press 2 to continue to next step.
12. Press 1 to leave a message for the replacement (even if it is only to tell them where to park). Press 2 to skip.
13. 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, Cancel or
 Close your Absence.

Teacher Absence Reason Codes

ADS #	Description	ADS #	Description
37	11.1—PLWP	36	Critical (Family)
39	Admin Council	12	District Business
32	Admin Flex	14	External Agency
42	AISI—School	17	Illness
91	Alberta Education	47	Intervention Services
1	Admin Retreat	92	Learning Services
48	ATA—Executive	20	Medical
2	ATA—Local 60 PD	21	Non-Routine Medical (Family)
0	CARC	25	Personal Leave without Pay
90	Curriculum Working Groups	45	PUF—School
7	Compassionate	46	PUF—District
9	Convocation	27	School
23	Cost of Sub	59	Special Circumstances

Subject Codes

Code #	Subject	Code #	Subject
01	Art	23	French Immersion
19	Biology	24	Generalist
6	Bus driver	10	German
20	Chemistry	12	Japanese
48	Chinese	25	Language Arts
05	Computers	26	Math
39	Cosmetology	3	Music—Choral & Band
07	CTS	17	Physical Education
08	Drama	27	Physics
46	English	28	Science
09	ESL	29	Social Studies
2	Fashion	18	Spanish
45	Foods	100	Special Education
22	French—FSL		

Level Codes

Code#	Level	Code#	Level
001	Kindergarten	004	High School
002	Elementary School	5	Outreach School
003	Middle School	2	Alternative Program