SRB Web Portal User Guide

What is SRB Web Portal?

The SRB Web Portal is a web based program that allows school district employees to log leave requests and request a replacement. You can also view "real time" information, such as: demographic profile, current and past assignments, previous absence/dispatch information, schedule(s) and personal payroll information.

What is ADS?

ADS stands for Automated Dispatch System. When an employee is absent, they will be required to log an absence through the SRB web portal (accessible on any computer or device). You may also log an absence via automated phone hotline for select absence reasons. If the absence requires a replacement, the request will go to the automated call-out system and dispatch an appropriate replacement.

**** ALL EMPLOYEES will need to register with ADS. Attached is an instruction sheet on how to register yourself over the phone. Please contact your administrator or HR_ads@sd33.bc.ca if you have difficulties with registering. ****

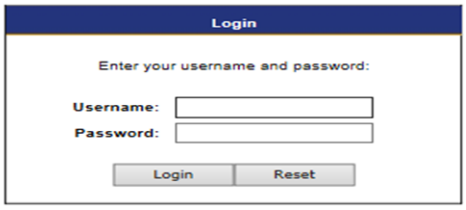
How to Access the "SRB Web Portal":

1) Visit the Chilliwack School District's Website at www.sd33.bc.ca Select "Staff Information" on the left of the main page, select "Links" and scroll down the page to the "SRB Web Portal" option, or,

2) In your Computer, open the internet and in the web bar type the URL https://srb.sd33.bc.ca/live/login.aspx

3) Enter your User Name and Password

Helpful Hint: Both fields will be the same as your School District Email and Password. If you have forgotten your user ID or password please contact helpdesk@sd33.bc.ca.

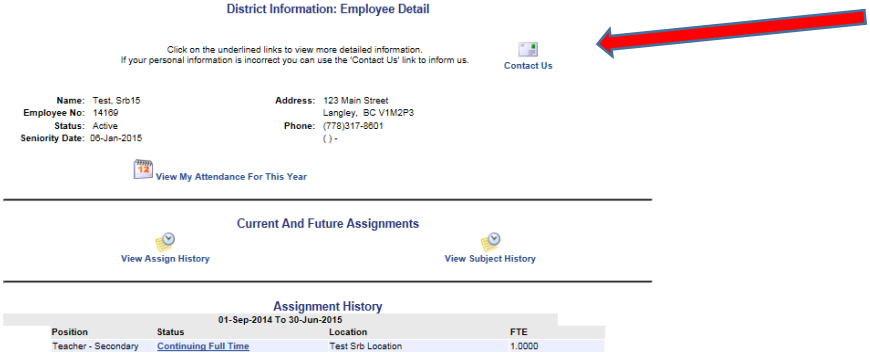


How to Access “My Info” on the “SRB Web Portal”:

“My Info” is where an employee can view their personal contact information, and a summary of their past and current assignments.

Step one: From the Web portal select the “My Info” Tab.

Step two: Review your contact information and click on “contact us” for any contact information updates.



How to access “My Dashboard” on the SRB Web Portal:

“Employee Dashboard” is a tab that all regular employees have access to and is where they can view their Storage Bank Totals such as, Sick, Vacation etc.

Click on the “Dashboard” under the “My Dashboard” link on the SRB Web Portal.

How to Register for the Automated Dispatch System (ADS):

All employees must register for the Automated Dispatch System (ADS) via the telephone. To do so you will need your employee number which can be found on your pay statement.

To register for ADS, please follow the steps outlined below:

1. Call the ADS Phone Number (604) 703-1720.
2. Enter your Employee Number followed by the # key.

3. Enter your PIN Number followed by the # key. **ATTENTION: Your employee number acts as your default PIN number.**
4. Your name has to be recorded. Speak your name after the tone, followed by the # key.
5. Press 1 to accept, 2 to re-record, press 3 to listen to your recording.
6. Listen to the main menu options Press 5 for personal options.
7. Press 1 to change your PIN number.

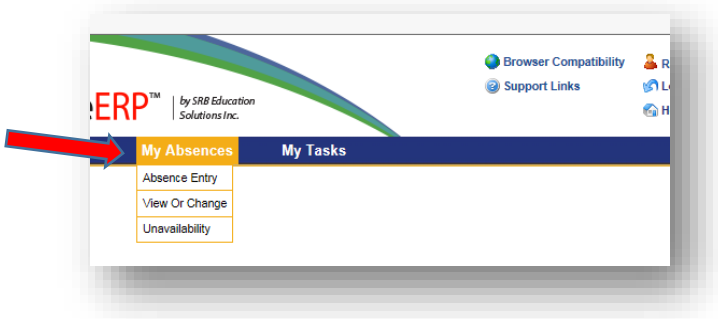
Please note your PIN number must be a maximum of 4 digits. Write this number down, it will now be your permanent PIN number.

8. Enter your new PIN number, followed by the # key, press 1 to accept, 2 to re-enter, or 3 to hear your number.
9. Press * then 1 to exit the system.

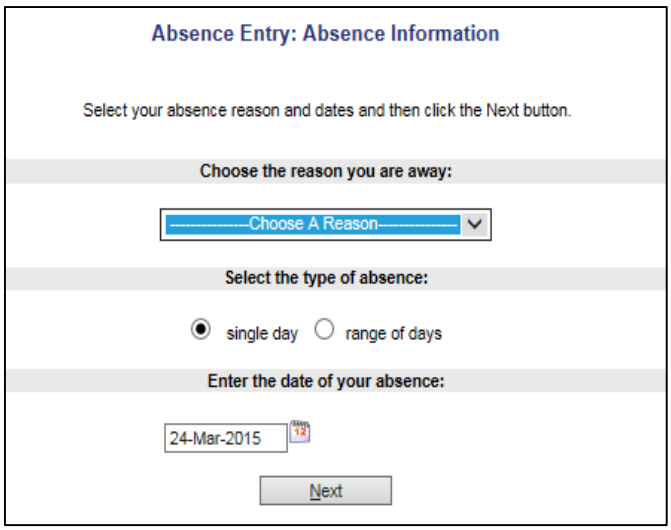
How to log an absence or leave request on the SRB Web Portal:

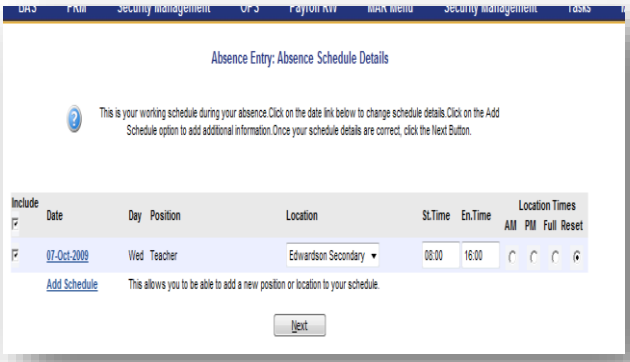
Please follow the steps below to log either an absence or a leave request online, via the SRB Web Portal. If required, a replacement will be dispatched via ADS (Automated Dispatch System) when you log the absence. Please discuss your leave request with your supervisor before submitting the online request.

1. On the SRB Web Portal, hover over "My Absences" on the blue menu bar, and click on Absence Entry.



2. Fill in absence/leave and date information for your request.
    a. Click on the drop down box to choose your absence reason.
    b. Select either a single day or range of days for your absence.
    c. Enter the date(s) of your absence.
    d. Click Next button.



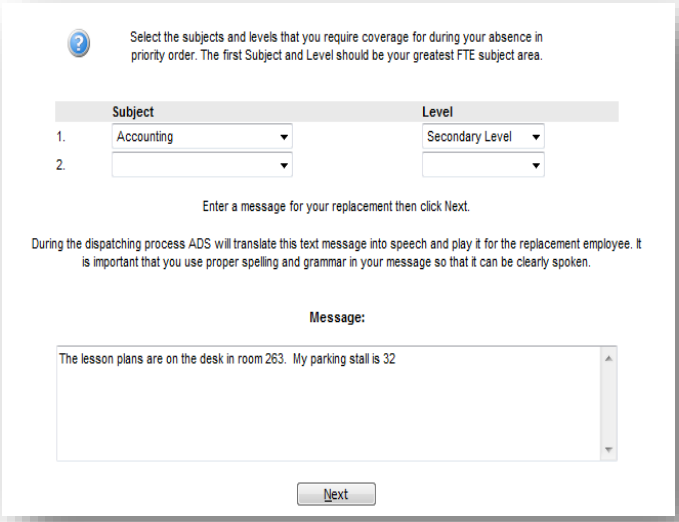


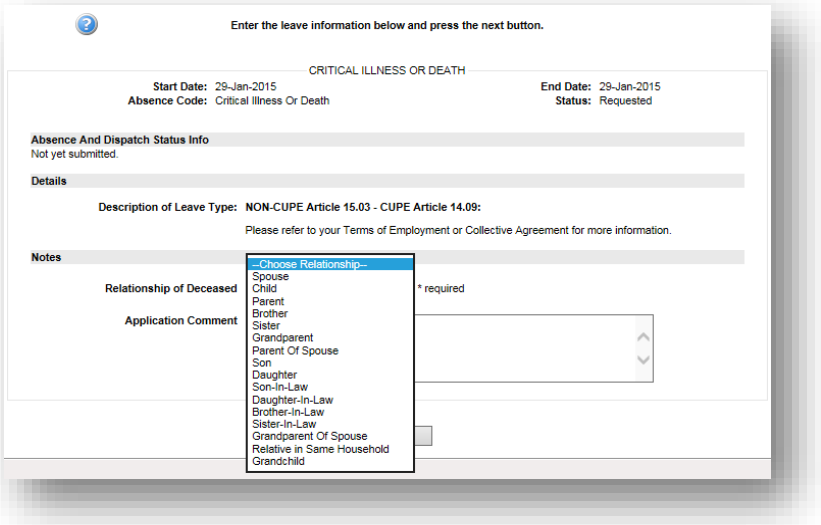
3. Confirm your schedule details. You may be prompted to select your position code or school site from drop down boxes.
   a. If your absence will not be for the entire day (or your start and end times are incorrect), you can edit the Start/End times to reflect the hours you will be absent. You can also tick the AM or PM button if your absence is a half day morning or afternoon.
   b. Click Next button.

NOTE: If your absence is for your entire shift, **DO NOT** edit the start/end times. Please leave the location default times in place.

4. If you require a replacement for your absence, select "Yes" when asked "Do you require someone to replace you?"
   a. DO NOT select "Yes" if you are part of Facilities/Transportation (as your replacement will not be dispatched via ADS).
   b. DO NOT select "Yes" if you are submitting a long-term leave request that will require a posting to replace your position.
      - Examples include pregnancy/parental leave; G.30 extensive leave of absence; pre-booked sick leave (19+ days for teachers; 6 months + for support staff); etc.
   c. Please contact HR if you are unsure whether your leave request should be excluded from ADS replacements.

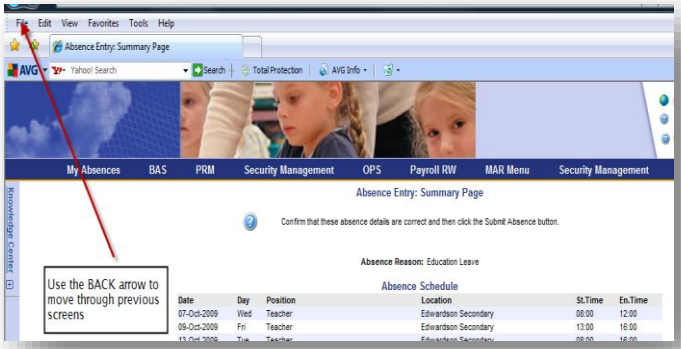
5. If you selected "Yes" for a replacement, provide any necessary shift details.
   a. select the Subject and Level you require for your replacement. PLEASE NOTE: The subjects and level codes are generic. Please indicate specific course details in the Message box.
   b. In the Message box, type any specific instructions your replacement will need to know in regards to the assignment (including your shift start time.)
   c. Click the Next button





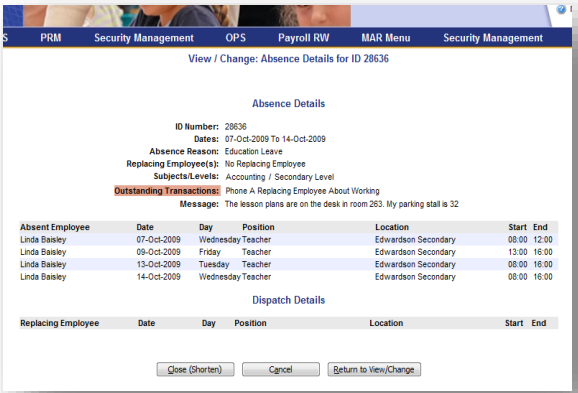
6. If the selected absence reason code requires a leave form, a Leave Application Entry page will appear.
   a. Fill any fields requesting specific leave information.
   b. If you are required to provide documentation for the leave request, please send to Human Resources Manager via email, inter district mail, or in person to the School District Office.
   c. Click the Next button.

7. Verify your absence/leave request details on the Absence Entry Summary screen.
   a. If any changes are required, use the back arrow on your internet browser to modify.
   b. If the details are correct, click the Submit Absence button. Your request will be routed to your supervisor for approval.
   c. If your absence requires a replacement, the absence details will be routed to ADS and will be added to the dispatch queue for the date required.



8. Monitor the status of your leave request via the Web Portal, by hovering over “My Absences” on the blue menu bar and clicking View Or Change.
   a. This screen displays all absences you have submitted, based on the specified date range.
   b. Click on the Job ID of the leave request you would like to review. The status of the request, details if a replacement has been assigned, and any comments your supervisor has made will be shown.
   c. You may either shorten the dates on your request by clicking the “Close (shorten)” button, or cancel the request by clicking the “Cancel” button. You cannot change any other details of the request once it has been submitted.

   NOTE: If you are booking a non-emergency leave request, your replacement will not be dispatched until your administrator/supervisor approves the request. Ensure you submit your request as far in advance as you are able, and speak with your administrator/supervisor prior to sending the request.



HR Contact Information:

Maureen Carradice – Director of Human Resources

Nadine Clattenburg – District Principal of Human Resources
Inquiries regarding staffing, post & fill, contract questions for CUPE and Teaching Staff

Helen Hopkins (Temp)/Rachael Green (on leave) – Human Resources Manager of Wellness & Disability Support Inquiries regarding leaves, medical accommodations, return to work, and attendance

Donna Dove – Human Resources Assistant – Executive Assistant to Maureen
Inquiries for staffing for excluded groups, general department inquiries

Cheryl Moore – HR Secretary for CUPE staff

Kari McCandless – HR Secretary for Teaching Staff

Kim Bradwell – Replacement Staff Facilitator for CUPE staff

Nina Havrda – Replacement Staff Facilitator for Teaching Staff

Doris Heller – Replacement Staff Facilitator

Questions regarding the use of the SRB Web Portal or the Automated Dispatch System (ADS) please email: HR_ADS@sd33.bc.ca

In the event of a System Failure or Power Outage please contact the Emergency Line at: 604-793-4888