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Pre-Bookings (TTOC coverage):

- It is our priority daily to fill sick, bereavement, and family emergency absences first. After that, ADS will dispatch up to 20 TTOC pre-bookings, beginning with union/district bookings, then school based bookings and then individual bookings.
- If there are more than 20 PRE-BOOKED items those beyond 20 become "WAITLISTED".
- You will have to decide whether you want to approve the request and waitlist those events (meaning you have a *plan B* worked out at your school should you not receive a TTOC on that day), or you want to decline the request.

To book a TTOC through SRB:

- Check the TTOC Pre-Booking Calendar on SharePoint, which will be updated on a weekly basis with any approved pre-booked leaves by dates, to determine the best date for TTOC coverage.
- Log the absence via the SRB Web Portal, selecting "Extra Teacher". You will receive a TTOC dependent on level of emergent absences and previously booked leaves that day. Check your School Absences dashboard for real-time updates.

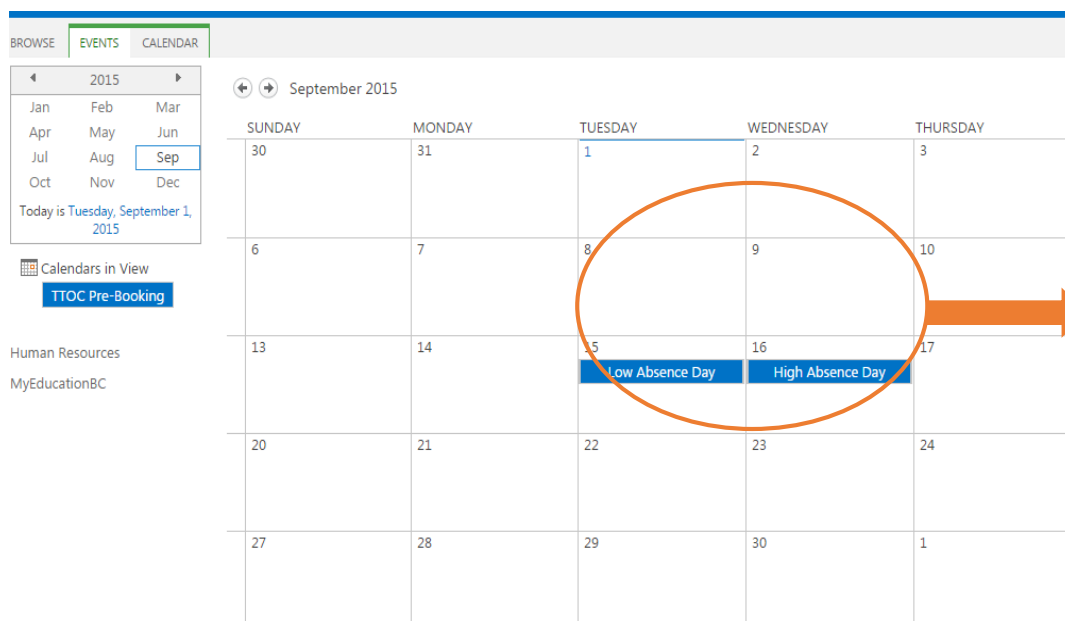
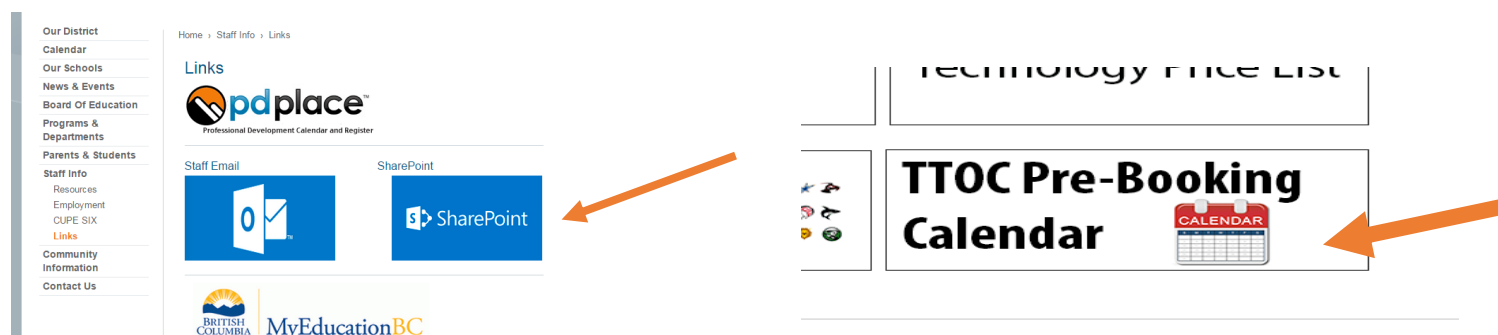
To approve a pre-booking request:

- We will no longer provide approval for pre-booking dates through the TTOC desk – teachers will need to review the TTOC Pre-Booking Calendar on SharePoint to select an appropriate date based on coverage.
- When a leave request is received in your SRB Task Manager, check the dates against the SharePoint calendar to determine the reasonability of TTOC coverage.
- If the date requested already has upwards of 20 pre-booked TTOC's, you will need to discuss with the teacher either switching the date or commit to providing internal coverage should a TTOC not be available.

How to access the TTOC Pre-Booking Calendar

From a School or home computer navigate to www.sd33.bc.ca

From the main screen, click Staff info on the left->links->SharePoint icon. TTOC Pre-Booking Calendar is located at the bottom right-hand side of the page.



The TTOC Pre-Booking Calendar

Displays either a “Low Absence Day” or “High Absence Day” This decision is based on the number of absences in the Replacement Staff Facilitator’s Dispatching Que.

Booking Additional Staff:

- To book a floater, log an absence via the SRB Web Portal as either “Extra Teacher” or “Extra Support” (depending on whether a TTOC or CUPE casual is required).

From the Web Portal, Select the absence entry tab, be sure to select yes at the screen below.

Absence Entry: Administrator Options

Enter an absence for someone else?

☒ Yes ☐ No

Clicking next will take you here....

Absence Entry: Administrator Employee Selection

Select the employee by clicking on the Employee Name.

Employee Name	Emp Number	Status	Category	Position
Ahmad, Syma K	13667	On Leave	Support Staff	Ea Learning Improvement Fund
Alton, Colleen S	10367	Active	Teachers	Teacher - Primary
Ball, Steven	12830	Active	Teachers	Teacher - Intermediate
Crampton, Kathleen F.	10391	Active	Teachers	Teacher - Primary
Dufour, Deana J.	13906	Active	Teachers	Teacher - Primary
Ens, Deborah	12388	Active	Unassigned	Teacher - Librarian
Froese, Maria E	14192	Active	Support Staff	Supervision Assistant
Gelineau, Lisa	12575	Active	Teachers	Teacher - Primary
Graham, Frances	12043	Active	Support Staff	Supervision Assistant
Hampton, Molly A.	13424	Active	Support Staff	Aboriginal Education Assistant
Hrusik, Christie	12755	Active	Support Staff	Ea Special Needs
Jones, Grace	11375	Active	Teachers	Teacher - Intermediate
Kanuho Sam, Jeanette	13357	Active	Teachers	Teacher - Primary
Kennedy, Leslie	11744	Active	Support Staff	Ea Special Needs
Marcinowski, Eva	10313	Active	Teachers	Teacher - Intermediate
McDonald, Gavin D	13144	Active	Teachers	Teacher - Intermediate
McInally, Talana M	10824	Active	Support Staff	Elementary Secretary
Mills, Bruce E.	11336	Active	Support Staff	Custodian 3
Moore, Brenda	13774	Active	Support Staff	Ea Special Needs
Payment, Leslie E.	11321	Active	Support Staff	Ea Special Needs
Payne, Troy	13885	Active	Support Staff	Custodian 2
Scott, Deneen T.	12001	Active	Principal / Vice Prin	Principal
Slykhuis, Matthew B	13534	Active	Teachers	Teacher - Intermediate
Smith, Cheryl	13327	Active	Teachers	Teacher - Primary
Stevens, Marlene	11858	Active	Support Staff	Ea Special Needs
Taplin, Carol J.	11603	Active	Teachers	Teacher - Learning Assistance
Vance, Heidi T.	12283	Active	Support Staff	Ea Special Needs
Vont, Cheryl-Ann	13619	On Leave	Teachers Teaching On Call	Teacher - Primary
Wellington, David J.	12634	Active	Principal / Vice Prin	Vice-Principal
Extra, Support	14206	Active	Support Staff	
Extra, Teacher	14207	Active	Teachers	

Follow the remainder of the absence entry process ending with “Submit”. Make sure to select the absence reason code of “Additional Staffing” and provide an accurate account code.

- It is recommended that you check the TTOC Pre-Bookings Calendar on SharePoint when booking floaters, to give you an idea of the amount of pre-booked TTOC’s on any given day.

Leave Forms – SRB Portal:

Changes for 2015/2016:

- All leaves will be routed to the location Supervisor/ Administrator.

- If you would like another staff member to approve leave requests for a period of time, you can reassign via the Task Manager. Please follow the steps below:



- 1) Login to your web portal
- 2) Click on *Tasks*
- 3) Click on *Task Manager Reassign Auth*
- 4) Enter the employee you would like to reassign tasks to. See screen shot below.
 - a. If you would like another staff member to approve leave requests ad hoc, you can reassign the leave request directly on the electronic form via the “Redirect” button.

Task Manager Reassignment for 13727

Enter the employee no of an authorizer to reassign tasks to or select from a list by clicking on Select Authorizer


New Authorizer Employee No:


Select the range of dates for which to re-assign tasks or edit the currently selected date range

26-Aug-2015  To 26-Aug-2015 

Comment:

- 5) All leave requests now have the following added features:
 - a. Email – you can directly email the applicant to seek clarification, additional details, etc. before approving/denying the leave.
 - b. Redirect – You can redirect any leave request.
 - c. Approve with Changes – if you would like to approve a leave but it needs to have the reason changed, you can add a comment with the changes for HR and send for approval without having to re-do the request.


 SUPERVISOR REVIEW

Task ID: 0000002529 - Created: 21-Aug-2015 04:00:17 PM - By:  - 21-Aug-2015 03:03:06 PM

Comments are **HIDDEN** from applicant.

Authorizer Comment: Ensure medical note is submitted






SUPERVISOR APPROVAL SECTION

Task ID: 0000002529 - Created: 25-Aug-2015 03:03:06 PM - By: 

[Employee Absences for Current Year](#)

Comments are **DISPLAYED** to the applicant.

Authorizer Comment

- 6) Account codes:
 - a. If a leave request requires a charge back to the school or a specific program/third party, the leave form will require the addition of an account code at the time of request.
 - b. The leave form **will** have a drop-down menu with pre-populated account codes to select.

Dashboard – SRB Portal:

- 7) Dashboard access can be granted to any staff member to assist you with:
 - a. Monitoring and communicating daily absences/replacements.
 - b. Reporting on future absences/replacements.
 - c. Reporting on previous absences/replacements.
 - d. Reviewing Pending Leave requests – useful if you require a reviewer to check any scheduling details and advise you prior to your approval of the leave.
 - e. Reviewing Approved Leave requests – useful for scheduling purposes.
- 8) School Absences Dashboard
 - a. Real-time, daily absence/replacement info.
 - b. Ability to run daily, future and historical reports (right hand side)
- 9) School Leaves Dashboard
 - a. Reports on any Approved, Pending, Cancelled/Denied leaves at your site.
- 10) Dashboards are automatically assigned to location supervisors, administrators, business managers, and secretaries. Please contact HR if you would like any other staff members to have access.

The tabs below will be displayed on your Web Portal:



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