AADS INFORMATION

EMPLOYEE # _____

PIN #_____

AADS PHONE NUMBER: (604)-859-3006

Dispatch: (604)-852-2366

Local: 1215

AADS WILL DISPATCH AT THE FOLLOWING TIMES:

Weekdays	06:00-10:00	18:00-22:00
Friday A.M.	06:00-10:00	NONE
Friday P.M. & Saturday	NONE	NONE
Sunday	NONE	18:00-22:00
Holiday	NONE	18:00-22:00

Absence Logging Parameters:

- Absences may be logged 24 hours a day, 7 days a week.
- A REPLACEMENT will be assigned unless YOU cancel YOUR request 3 hours before the start of a school day.

In addition to logging an absence through AADS, Staff are asked to contact their School/Manager to inform them of their absence.

School District #34 (ABBOTSFORD)

Abbotsford Automated Dispatch System (AADS)

SUPPORT STAFF
ISS & Clerical

EMPLOYEE QUICK REFERENCE

ABBOTSFORD
SCHOOL DISTRICT
RESPECT OPPORTUNITY INNOVATION

ABSENCE LOGGING

FOR TELEPHONE USE:

For Your Information

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

QUICK ABSENCE ENTRY:

TO ENTER A SINGLE or OPEN ENDED ABSENCE

1. Call the AADS system phone number (604) 859-3006, enter your employee number and PIN number followed by the **#** key, press **1** for the *Absence Logging* option then press **1** to LOG AN ABSENCE.

2. Enter your ABSENCE REASON CODE followed by the **#** key.

3. The AADS system speaks 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 (up to 3 days) press **2**. Any requests longer than 3 days must go directly to Human Resources Dispatch (604) 852-2366, Extension 1215).

5. Enter the starting date you are absent as YYMMDD followed by the **#** key.

6. The AADS system speaks the dates absent. If the dates entered are correct press **1**, to re-

enter the date's press **2** or to replay the dates press **3**.

7. The AADS system will now speak your absence information (schedule). Press **1** if the schedule is correct. Press **2** for specific hours. 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.

9. Press **1** if the replacement is needed for the entire absence, then skip to step 10. Press **2** if the replacement is only required for part of the absence.

Enter the replacement hours required. Press **1** for a full day, **2** for specific hours, **3** if a replacement is not required.

10. Press **1** to leave a message for the replacement. Press **2** to skip this option.

11. Press **1** to finalize your absence. Press **2** to cancel your absence. Make a note of your AADS 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 – Please wait for the Automated Dispatch System to supply your Job ID#. You need the Job ID # to inquire, cancel or close your absence.**

FOR WEB USE:

From Your Home Computer:

1. Go to the address line and enter:
   http://ams.sd34.bc.ca/live/servlet/Broker
   OR
2. Go to the School District website
3. Click on Employees on the left side bar
4. Click on Abbotsford Automated Dispatch System (AADS).

5. Add it to your favorites.

6. Enter your user name and your password (just as you would when opening your computer in the morning).

7. Click on the tab for My Absences and then Absence Entry.

8. Choose a reason for the absence. Click Next.

9. Pick either a single day or if it is more than one day, choose a range of days (up to 3 days). If it is a single day, only one calendar will appear. If it is more than one day, you may choose the start date from the first calendar and then choose the end date from the calendar on the right. Click on the end date and click on Next.

10. Check the details. If they are correct, click Next.

11. Do you need a replacement? Yes or No. If yes, will that person work the same hours as you? Yes or No.

12. If everything looks correct, click on Submit Absence.

13. Record your confirmation number or choose the print record button (if a paper copy is required).

You may view your own information at this site. If the information listed is incorrect, please check with your school secretary or Human Resources Dispatch (604) 852-2366 (Local 1215) to make corrections.

When you have completed all transactions, click Logout.

ABSENCE REASON CODES

AADS Number	DESCRIPTION
5	APPROVED LEAVE OF ABSENCE
20	ILLNESS

All LOA's (Leaves of Absence) must receive approval.

LOA forms are available at your school site.

Examples of Approved Leaves of Absence include: (not exhaustive)

Adoption Leave
Bereavement Leave
Education Leave
Jury Duty
Leave of Absence Unpaid
Parental Leave
Paternity Leave
Personal Business Leave
Teamsters Union Business Leave
Vacation