



## ADS Web Absence Entry:

### From a School Site or Home Computer:

- Go to the School District 36 (Surrey)
  - Home Page — [www.sd36.bc.ca](http://www.sd36.bc.ca)
  - Click on: **Staff** then **Employee Self Service**
1. Enter your user name and your password (just as you would when logging on to your school district computer).
  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.
  4. Choose either a single day or range of days. If it is a single day, only one calendar will appear. If it is a range of days, you may choose the start date 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 left 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 person's last name. Choose from the dropdown list. Click Next.
  7. If everything looks correct click Submit Absence.
  8. Write down your job number and/or you can print off a receipt.

The following can also be done on the School District 36 website:  
<https://staff.sd36.bc.ca>

### To Inquire On An Absence

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

**To Cancel An Absence Note:** You can ONLY cancel an absence that has not begun otherwise it will have to be cancelled through your school office or through the Dispatch office (604)599-7446 or (604)599-7496.

1. Call the ADS system phone number, enter your employee number and PIN followed by the # key then press **4**.
2. Press **1** and enter your ADS job number followed by the # key.
3. Press **4** to cancel the absence.
4. Press **1** to complete the process.



### Change Your Phone Number

Call the ADS system phone number, enter your employee number and PIN number followed by the # key then press **5** then **2**.

1. Press **2** to enter your back-up phone number followed by the # key.

### Re-Record your Name

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

### EMPLOYEE INFORMATION on ADS WEB:

**To change your phone number and/or PIN number, click on *My Absences*, then on *Employee Info*.**

For online help, click the ? button.

## NOTES:

# School District #36 (Surrey)

## AUTOMATED DISPATCH SYSTEM (ADS)

### TEACHERS

Employee Self Service:  
<http://staff.sd36.bc.ca>

Employee #:	
Pin #:	
Location Code:	
Subject:	
Level:	

ADS Phone Number:	24 hours	(604) 595-9595
Emergency Numbers:	5:00am-3:30pm	(604)595-6140

ADS WILL CALLOUT AT THE FOLLOWING TIMES:		
	AM	PM
WEEKDAYS	5:30 am	4:30 pm– 10:15 pm
SATURDAY & SUNDAY	NONE	4:30 pm– 10:15 pm
HOLIDAY	NONE	4:30 pm– 10:15 pm

**Absences may be logged**  
 (up to 60 days in advance)  
**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 # key
- Dates must be entered as **YYMMDD**
- Time must be entered as **HHMM** using the **24 hour clock**
- Exit back to the main Menu by pressing \* key then **1**
- Increase the volume of ADS by pressing the # key and then **3**
- Decrease the volume of ADS by pressing the # key and then **2**

### Quick Absence Entry:

(see also ADS Web Absence Entry on back)

#### To enter a Single Absence

- Call the ADS system phone number, enter your Employee number and your PIN number followed by the # key, press **1** for the *Absence Logging* option then press **1** to *Log an Absence*.
- Enter your **Absence Reason Code** followed by the # key.
- 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**.
- For a single day absence press **1**, for a range of days press **2**.
- Enter the starting day you will be absent as YYMMDD followed by the # key.
- 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 press **3**.
- Enter the Location Code followed by the # key.

(cont'd)

### Quick Absence Entry (cont'd):

- For a full day, Press **1**. For the morning only, Press **2**. For the afternoon only, Press **3**. For specific hours, Press **4**. Press **1** if the schedule is correct.
- Press **1** if you require a replacement during your absence. If you do not require a replacement, Press **2** and skip to step 12.
- Press **1** to request a TOC, Press **2** if you do not have a request.

To request the TOC by **name**, Press **1**. (Enter the name in the format of Last Name, First Name Initial. You must specify the first 3 letters of the last name. Use 1 for a comma, 7 for the letter Q, & 9 for the letter Z. For example, to request **John Smith**, Press **76415#** which would search for **Smi, J**). If more than one TOC has this spelling, the list will be read out and you must select your TOC by Pressing 1 after his/her name is read out.

To request the TOC by **Employee Number**, Press **2**. Enter the Employee number followed by the # key.

- Press **1** if the replacement is needed for entire absence, then skip to step 11.
  - Press **2** if the replacement is only required for part of the absence. Enter the hours the replacement is needed. Press **1** for a full day, **2** for specific hours, **3** if a replacement is not required.
- Enter the **Subject Code** followed by the # key. Enter the **Level Code** followed by the # key.
- Press **1** to enter another Subject and level or press **2** to continue to next step.
- Press **1** to leave a message for the replacement (such as any specific information your TOC may require ie: field trip etc.) Press **2** to skip.
- 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 or Cancel your Absence.**

### Teacher Absence Reason Codes

1	ILLNESS
2	DEPARTMENT HEAD RELEASE
3	DETACHED DUTY (LOA required)
4	DETACHED DUTY (No TOC required)
5	PRO-D/WORKSHOP
6	PERSONAL DISCRETIONARY
7	BEREAVEMENT
8	FUNERAL (at cost of sub)
9	FAMILY EMERGENCY (see Article 40.431)
10	IEP RELEASE
11	BCTF BUSINESS
12	STA BUSINESS
13	STARA REPRESENTATIVE
14	BIRTH/ADOPTION
15	MATERNITY/PATERNITY
16	PARENTAL LEAVE
17	CITIZENSHIP
18	COURT (LOA & Court documents required)
19	UNIVERSITY EXAM
20	DEGREE (Bachelor's/Master's/Doctorate)
21	JUDGING/COACHING/COMPETING
22	MARITAL CEREMONY
23	RELIGIOUS
24	MEDICAL LEAVE (UNPAID)
25	UNPAID LEAVE
26	WCB FILED

### Subject Codes

ADS #	SUBJECT	ADS #	SUBJECT
1	ADULT EDUCATION	34	HOME SCHOOLING
2	ABORIGINAL EDUC	37	INFORMATION TECHNOLOGY
3	ALTERNATE	38	INTEGRATION SUPPORT
5	BAND / CHOIR	39	JAPANESE
6	BASES	41	LIBRARY
7	BIOLOGY	42	LITERACY
10	BUSINESS EDUC	44	LST
11	CAREER FACILITATOR	46	LST - FRENCH IMMERSION
12	PLANNING	47	MATH/CALCULUS/ALGEBRA
14	TEACHING CHEF	49	MONTESSORI
15	CHEMISTRY	50	PHYSICAL EDUCATION
16	COMPUTERS	52	PERF ARTS/DRAMA
19	CORE MUSIC	53	PHYSICS
20	COUNSELLING	54	PUNJABI
21	DANCE	55	SCIENCE
24	ELEMENTARY	57	SOCIAL DEVELOPMENT
26	ENGLISH/COMM/LIT	59	SPANISH
28	FRENCH IMMERSION	60	SPECIAL CLASS
29	FRENCH SECOND LANG	62	SOCIALS/HISTORY/GEOGRAPHY
30	GIFTED/CHALLENGE	63	TECH EDUCATION
32	HAIRDRESSING	65	VISUAL ARTS/PHOTOGRAPHY
33	HOME ECONOMICS		

### Level Codes

ADS #		ADS #	
100	Kindergarten	500	Elementary (K-7)
200	Primary (K-3)	600	Junior (8-10)
300	Intermediate (4-7)	700	Senior (11-12)
400	ALL— (K-12)	800	Secondary (8-12)