CUPE 382 REGULAR
ADS GUIDE

ADS PHONE NUMBER: 250-475-4222   EMPLOYEE #_____

EMERGENCY LINE: 250-475-4126   PIN # _____

ADS may be used up to   one hour bef ore the Start Time of your Absence.

QUICK REFERENCE
TELEPHONE ENTRY

FYI

x All codes entered must be followed by pressing the   key
x Dates must be entered as YYYYMMDD or YYMMDD
x Time must be entered as HHMM using the 24 hour clock
x Exit back to the Main Menu by pressing   then
x Increase the volume of ADS by pressing   and
x Decrease the volume of ADS by pressing   and

ABSENCE ENTRY - TELEPHONE:

1. Call the ADS phone number (250-475-4222), enter your employee number   and PIN followed by the   key, press   for the Absence Logging option then press   to LOG AN ABSENCE.
2. Enter your ABSENCE REASON CODE (see chart) followed by the   key.
3. ADS speaks your absence reason. To accept absence reason press   , to re-enter press   , or to replay press   .
4. For a single day absence (or part of a day) press   , for a range of days press   .
5. Enter the day you are absent in the format of YYMMDD followed by the   key.
6. ADS speaks the date(s) absent. If the e(b¼h b% '1)ÔIPe schedule is

    Press   to change the daily working times. Enter the hours you will be absent:
    Press   for a full day,   for specific hours or   if you will <u>not</u> be absent (an incorrect date entry).
    Press 3 to replay the schedule
    Press 4 to enter the schedule manually

8. When asked if a Replacement is needed press 1 to indicate that you will need a replacement or   to indicate that you do <u>not</u> require a replacement.
9. Press   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 , to hang up press , to return to the main menu press .

IMPORTANT

Wait for ADS to speak your Absence ID number. You need this to Inquire or Cancel your absence.
If you do not get an Absence ID number, it has not___ been entered successfully.

<u>ABSENCE CODES (CUPE 382)</u>

<u>ABSENCE LOGGING PARAMETERS</u>

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

x Absences must be cancelled at least two hours prior to the assignment start time.

x Schools and Departments will receive an email each morning listing all absent and dispatched employees.

<u>DISPATCHING PARAMETERS</u>

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