

Clerical Spareboard : to run a School Absence Report (daily)

Through your ESS click on HR Reports/LIVE/Report Writer Viewer:

Double click on the “Absence with Dispatch Report TODAY -for spareboard to run



Below you will be directed to identify the school you require the report for today:

Human Resources Report Writer: Selection

Select the Field Criteria below and click Next

Absence with Dispatch Report TODAY - for spareboard to run (Copy 1)

Selection Fields

Field Name: LOCATION_CODE Selection Info: EQUALS SELECTION

0006:KENSINGTON PRAIRIE ELEMENTARY	<input type="button" value="Add"/> <input type="button" value="Remove"/>	0009
0008:WATERLOO ELEMENTARY		
0011:ZDAWN ELEMENTARY		
0012:COLEBROOK ELEMENTARY		

Below is the report that will appear on your screen.

Date: 13-Jan-2017 06:41

S.D. 36 (Surrey)

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Absence Report with Dispatches TODAY

Location Code Selection: 0009, Date Range: 20170113 To 20170113

Date	Absent Employee	Absence Reason	Absence Position	St Tm	En Tm	Units	Dis Employee Name	Units	St Tm	En Tm	TTOC Absent
13-Jan-2017	Ginther, Cindy Lou A	Illness	Ea I (Autism) - School Based	08:10	14:37	5.9600	Lam, Tram Tran Tu	5.9600	08:10	14:37	
13-Jan-2017	King, Suzanne Linda	Illness	Educ. Vis. Lang. Interpreter	08:30	14:37	5.6200	No Replacement Found				
13-Jan-2017	Warren, Marie	Illness	Child/Youth Care Worker	08:00	15:03	6.5600	No Replacement Required				
Total For Category CUPE 18.1400								5.9600			
13-Jan-2017	Doll, Marjorie Lorra	Illness	Learner Support Team	08:30	14:23	1.0000	No Replacement Required				
13-Jan-2017	Jackson, Lianne	Illness	Librarian (EI)	08:30	14:23	1.0000	Campbell, Elizabeth	1.0000	08:30	14:23	
13-Jan-2017	Leblanc, Karen E	Personal Discretionary	Regular Class (EI)	08:30	14:23	1.0000	Kang, Mandeep	1.0000	08:30	14:23	
13-Jan-2017	Vacancy, Teach 009	Vacant Position	Regular Class (EI)	08:30	14:23	1.0000	Bencze, Ron Laszlo	1.0000	08:30	14:23	
13-Jan-2017	Vacancy, Teach 009	Vacant Position	Kindergarten (Reg)	08:30	14:23	1.0000	Drozdzik, Cassia Lee	1.0000	08:30	14:23	
13-Jan-2017	Woods, Linda	Illness	Preparation Time (EI)	08:30	10:00	0.3500	Assaly, Sandra Mavis	0.6000	08:30	10:00	
13-Jan-2017	Woods, Linda	Illness	Core Music (EI)	10:01	14:23	0.6500	Assaly, Sandra Mavis	1.0000	10:01	14:23	
Total For Category TEAC 6.0000								5.6000			

**This report contains personal and confidential information.
It should only be run if necessary for your role within the school.**