

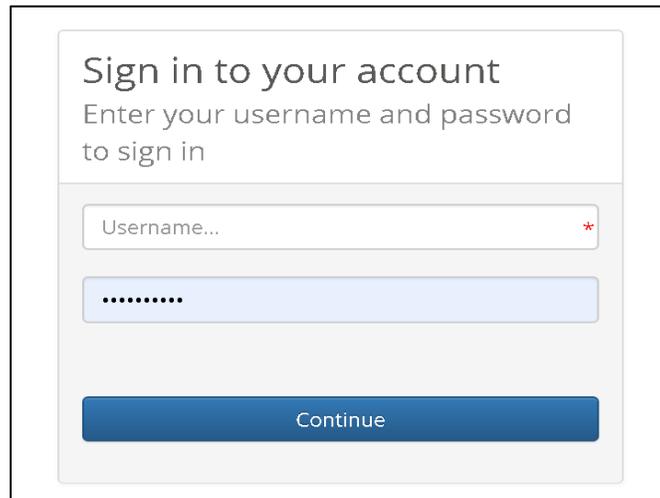
## How to Log an Absence

Follow this link:

<https://brsd.atriveerp.com>

### Step 1 – Log Into the Web Portal

Your user name and password will be the same as your Network Credentials



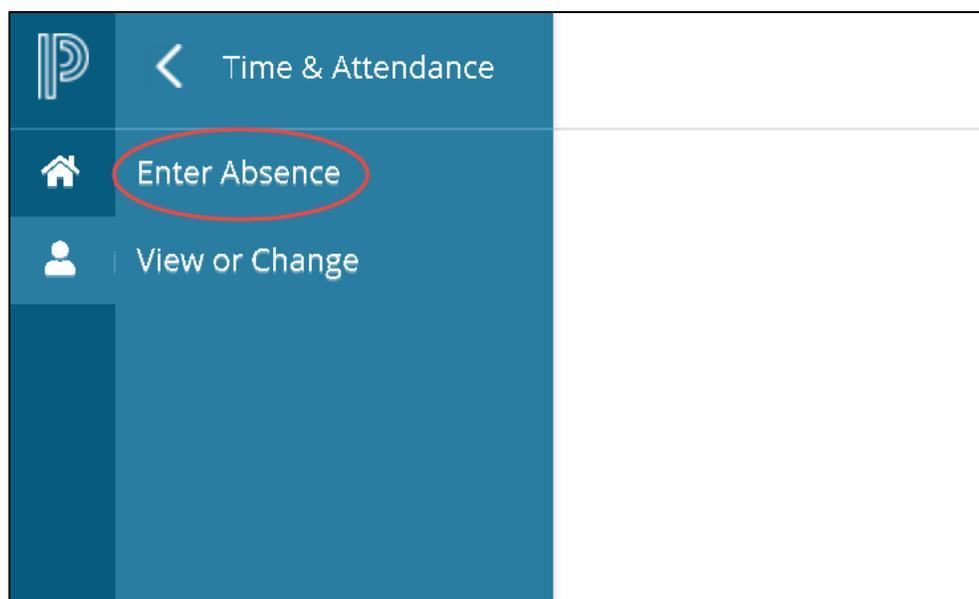
Sign in to your account  
Enter your username and password  
to sign in

Username... \*

.....

Continue

### Step 2 – Locate the 'My Info' Menu, select 'Time & Attendance' and select Enter Absence



### Step 3 – Complete the Absence Information Screen

**Absence Entry: Absence Information**

Select your absence reason and dates and then click the Next button.

**Choose the reason you are away:**

Sick Leave

**Select the type of absence:**

single day     range of days

**Enter the date of your absence:**

26-Mar-2019

1. Choose the reason you are away from the drop down menu. Some reasons require additional information.
2. Select single day or range of dates.
3. Complete date details.

### Step 4 – Absences Schedule Details

Choose a full day, AM or PM

**Absence for:** [Redacted]

This is your working schedule during your absence. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next button.

Include	Date	Day	Position	Location	Start Time	End Time	Location Times			
							AM	PM	Full	Reset
<input checked="" type="checkbox"/>	01-Dec-2021	Wed	Administrative Asst. School	[Redacted]	08:45	15:22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

\* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

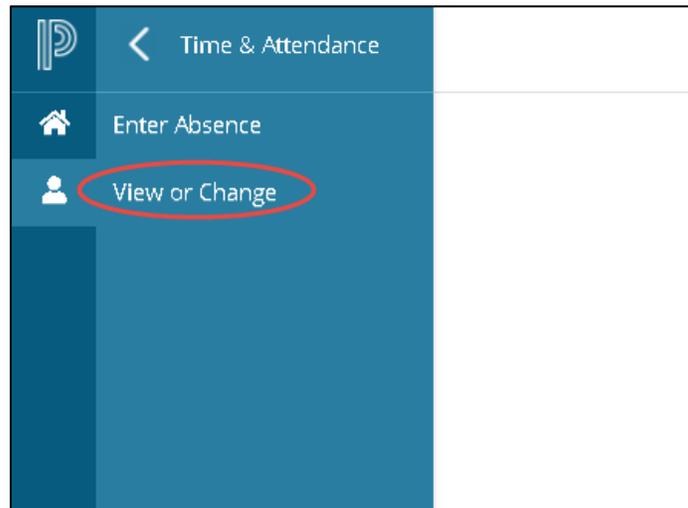
### Step 5 – Submit

### Step 6 – Confirmation Receipt

A confirmation number is received when the absence is successfully submitted. The confirmation number becomes the Absence ID number.

## Employee View of Submitted Absences/Leaves

Once submitted, employees are able to view the details of their leaves and absences. From the web portal and under the My Info >  menu, select 'Time & Attendance', then select 'View or Change'



This will bring you to the Absence Listing screen.

Here, employees can see any absences, long term leave requests and cancelled/denied leave requests.

To see the details of each entry, click on the ID number.

You are viewing an 

**View / Change: Absence and Dispatch Listing**

Instructions:  
Click on the ID Number To View, Close Or Cancel An Absence Or Dispatch.

Absences      Date Range:  To      

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)	Absence Units
76064	01-Dec-2021	01-Dec-2021	Sick Covid - Support	No Replacement Required	7.25

Long Term Leave Requests

ID No	Start Date	End Date	Absence Reason
Canceled / Denied Leave Requests - No Absence record			
ID No	Start Date	End Date	Absence Reason

**Absence Details**

ID Number: 76064  
 Dates: 01-Dec-2021 To 01-Dec-2021  
 Absence Reason: Sick Covid - Support  
 Replacing Employee(s): No Replacing Employee Required  
 Subjects/Levels:  
 Message:

Absent Employee	Date	Day	Position	Location	Start	End	Hours / FTE
██████████	01-Dec-2021	Wednesday	Administrative Asst. School	██████████	08:45	15:22	7.25

**Leave Details**

This leave application is currently being processed by: ██████████ - Supervisor.

▼ GENERAL APPLICATION

Task ID: 0000051620 - Created: 01-Dec-2021 02:49:08 PM - By: ██████████ - Processed: 01-Dec-2021 02:49:08 PM - By: ██████████

Leave Applicant: ██████████      Absence ID: 76064  
 Start Date: 01-Dec-2021      End Date: 01-Dec-2021  
 Absence Code: Sick Covid - Support      Status: Requested

**Schedule Details**

Date	Day	Position	Location	Start Time	End Time
01-Dec-2021	Wed	Administrative Asst. School	██████████	08:45	15:22

**Details**

Refer to Administrative Procedure 450 for further information.

Application Comment: