

ENTERING AN ABSENCE INTO ESS

Any time during the absence entry you can click on the information (?) button at the top right corner of the screen for further instructions.

- You must discuss the absence with your Principal/Supervisor before continuing:
- Log into the [ESS Portal](#)
 - My Info
 - Time & Attendance
 - Enter Absence
- **Absence Reason** select from drop down menu
- **Absence Type** select single day or a range of days; enter day(s)
 - If away for all morning, or all afternoon, or all day – select appropriate - **Next**
 - If away for a portion of morning or afternoon – click on date
 - Start Time = start of absence
 - End Time = end of absence **Accept Schedule**
 - Review schedule of absence. If correct, choose the check box that will “include” the correct schedule. (if not correct re-enter the time) - **Next**
- **Replacement Details** - answer the questions - **Next**
 - If you selected “Yes” to “do you want to request employee(s) to replace you” click on the binoculars to select a replacement employee (*this employee must be from your current school cohort*). You can put in partial names or a full name. Select 3 replacement names, if possible - **Next**
 - For a Teacher - Select the subject and grade level that you teach
 - For an EA - select Educational Assistant as subject and then select the grade level.
- **Message:** Enter notes for the replacement employee to see - **Next**
- Review entry and add a comment if applicable - **Next**
- To change anything press the back arrow back button at the top of your screen
- If everything is correct - **Submit Absence**
- Record the confirmation number for your records