

PowerSchool

Web Portal User Guide

What is PowerSchool (SRB) Web Portal?

The PowerSchool Web Portal is a web-based program on the computer that allows school district employees to log leave requests and request a replacement. You can also view “real time” information, such as: demographic profile, current and past assignments, previous absence/dispatch information, schedule(s) and personal payroll information.

What is ADS?

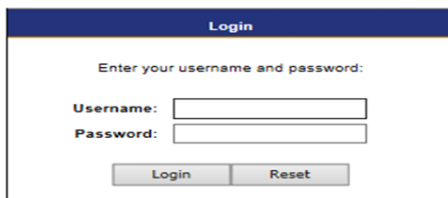
ADS stands for Automated Dispatch System, which is the telephone portion of the system. Employees have the ability to log their absences not only via the computer, but also over the phone via the Automated Dispatch System. If the absence requires a replacement, the request will go to the automated call-out system and dispatches an appropriate replacement.

**** ALL EMPLOYEES will need to phone in and register with ADS. Included in this handout is an instruction sheet on how to register yourself over the phone. Please contact your administrator or HR_ads@sd33.bc.ca if you have difficulties with registering. ****

How to Access the “Web Portal”:

- 1) Visit the Chilliwack School District’s Website at www.sd33.bc.ca Select “Staff Information”, select “Links” and “PowerSchool Web Portal” option, or,
- 2) In your Computer, open the internet and in the web bar type the URL <https://srb.sd33.bc.ca/live/login.aspx>
- 3) Enter your User Name and Password

Helpful Hint: Both fields will be the same as your School District Email and Password. If you have forgotten your user ID or password please contact helpdesk@sd33.bc.ca.



The screenshot shows a login form titled "Login" with a blue header. Below the title, it says "Enter your username and password:". There are two input fields: "Username:" and "Password:". Below the input fields are two buttons: "Login" and "Reset".

How to Access “My Info” on the “PowerSchool Web Portal”:

“My Info” is where an employee can view their personal contact information and a summary of their past and current assignments.

Step one: From the Web portal select the “My Info” Tab.



Step two: Review your contact information and click on “contact us” for any contact information updates.

District Information: Employee Detail

Click on the underlined links to view more detailed information.
If your personal information is incorrect you can use the 'Contact Us' link to inform us.

Contact Us

Name: Test, Sirb15 Address: 123 Main Street
Employee No: 14169 Langley, BC V1M2P3
Status: Active Phone: (778)317-9601
Seniority Date: 06-Jan-2015 ()

View My Attendance For This Year

Current And Future Assignments

View Assign History View Subject History

Assignment History

01-Sep-2014 To 30-Jun-2015			
Position	Status	Location	FTE
Teacher - Secondary	<u>Continuing Full Time</u>	Test Sirb Location	1.0000

How to access “My Dashboard” on the PowerSchool Web Portal:

“Employee Dashboard” is a tab that all permanent employees have access to and is where they can view their Storage Bank Totals such as, Sick, Vacation etc.

Click on the “Dashboard” under the “My Dashboard” link on the PowerSchool Web Portal.

How to Register for the Automated Dispatch System (ADS):

All employees must register for the Automated Dispatch System (ADS) via the telephone. To do so you will need your employee number which can be found on your pay statement.

To register for ADS, please follow the steps outlined below:

1. Call the ADS Phone Number (604) 703-1720.
2. Enter your Employee Number followed by the # key.

3. Enter your PIN Number followed by the # key. **ATTENTION: Your employee number acts as your default PIN number.**
4. Your name has to be recorded. Speak your name after the tone, followed by the # key.
5. Press 1 to accept, 2 to re-record, press 3 to listen to your recording.
6. Listen to the main menu options Press 5 for personal options.
7. Press 1 to change your PIN number.

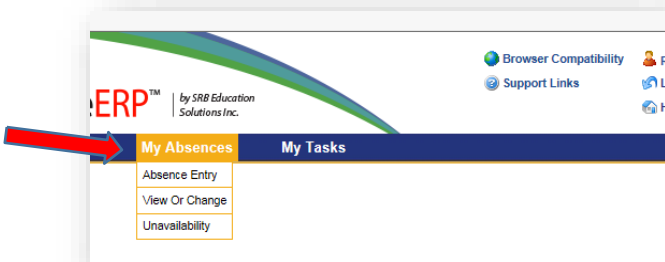
****Please note your PIN number must be a maximum of 4 digits. Write this number down, it will now be your permanent PIN number.***

8. Enter your new PIN number, followed by the # key, press 1 to accept, 2 to re-enter, or 3 to hear your number.
9. Press * then 1 to exit the system.

How to log an absence or leave request on the PowerSchool Web Portal:

Please follow the steps below to log either an absence or a leave request online, via the PowerSchool Web Portal. If required, a replacement will be dispatched via ADS (Automated Dispatch System) when you log the absence. Please discuss your leave request with your supervisor before submitting the online request.

1. On the PowerSchool Web Portal, hover over “My Absences” on the blue menu bar, and click on Absence Entry.



2. Fill in absence/leave and date information for your request.
 - a. Click on the drop down box to choose your absence reason.
 - b. Select either a single day or range of days for your absence.
 - c. Enter the date(s) of your absence.
 - d. Click Next button.

Absence Entry: Absence Information

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

Choose the reason you are away:

Select the type of absence:

single day range of days

Enter the date of your absence:



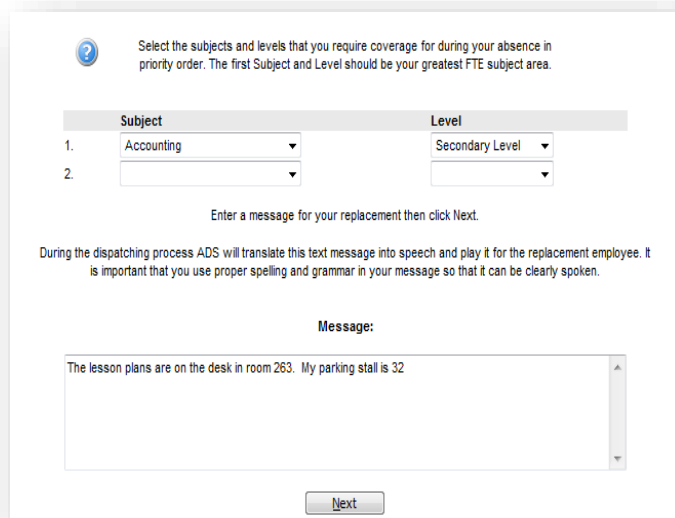
3. Confirm your schedule details. You may be prompted to select your position code or school site from drop down boxes.

- a. If your absence will not be for the entire day (or your start and end times are incorrect), you can edit the Start/End times to reflect the hours you will be absent. You can also tick the AM or PM button if your absence is a half day morning or afternoon.
- b. Click Next button.

NOTE: If your absence is for your entire shift, **DO NOT** edit the start/end times. Please leave the location default times in place.

4. If you require a replacement for your absence, select “Yes” when asked “Do you require someone to replace you?”
 - a. DO NOT select “Yes” if you are part of Facilities/Transportation (as your replacement will not be dispatched via ADS).
 - b. DO NOT select “Yes” if you are submitting a long-term leave request that will require a posting to replace your position.
 - Examples include pregnancy/parental leave; G.30 extensive leave of absence; pre-booked sick leave (19+ days for teachers; 6 months + for support staff); etc.
 - c. Please contact HR if you are unsure whether your leave request should be excluded from ADS replacements.

5. If you selected “Yes” for a replacement, provide any necessary shift details.
 - a. select the Subject and Level you require for your replacement. PLEASE NOTE: The subjects and level codes are generic. Please indicate specific course details in the Message box.
 - b. In the Message box, type any specific instructions your replacement will need to know in regards to the assignment (including your shift start time.)
 - c. Click the Next button



Enter the leave information below and press the next button.

CRITICAL ILLNESS OR DEATH

Start Date: 29-Jan-2015 End Date: 29-Jan-2015
Absence Code: Critical Illness Or Death Status: Requested

Absence And Dispatch Status Info
Not yet submitted.

Details
Description of Leave Type: NON-CUPE Article 15.03 - CUPE Article 14.09:
Please refer to your Terms of Employment or Collective Agreement for more information.

Notes

Relationship of Deceased: **Choose Relationship--** * required

- Spouse
- Child
- Parent
- Brother
- Sister
- Grandparent
- Parent Of Spouse
- Son
- Daughter
- Son-in-Law
- Daughter-in-Law
- Brother-in-Law
- Sister-in-Law
- Grandparent Of Spouse
- Relative in Same Household
- Grandchild

Application Comment

6. If the selected absence reason code requires a leave form, a Leave Application Entry page will appear.
 - a. Fill any fields requesting specific leave information.
 - b. If you are required to provide documentation for the leave request, please send to Human Resources Manager via email, inter district mail, or in person to the School District Office.
 - c. Click the Next button.

7. Verify your absence/leave request details on the Absence Entry Summary screen.

- a. If any changes are required, use the back arrow on your internet browser to modify.
- b. If the details are correct, click the Submit Absence button. Your request will be routed to your supervisor for approval.
- c. If your absence requires a replacement, the absence details will be routed to ADS and will be added to the dispatch queue for the date required.

File Edit View Favorites Tools Help

Absence Entry: Summary Page

My Absences BAS PRM Security Management OPS Payroll RW MAR Menu Security Management

Absence Entry: Summary Page

Confirm that these absence details are correct and then click the Submit Absence button.

Absence Reason: Education Leave

Absence Schedule						
Date	Day	Position	Location	St.Time	En.Time	
07-Oct-2009	Wed	Teacher	Edwardson Secondary	08:00	12:00	
09-Oct-2009	Fri	Teacher	Edwardson Secondary	13:00	16:00	
13-Oct-2009	Tue	Teacher	Edwardson Secondary	08:00	16:00	

8. Monitor the status of your leave request via the Web Portal, by hovering over “My Absences” on the blue menu bar and clicking “View Or Change”.

- a. This screen displays all absences you have submitted, based on the specified date range.
- b. Click on the Job ID of the leave request you would like to review. The status of the request, details if a replacement has been assigned, and any comments your supervisor has made will be shown.
- c. You may either shorten the dates on your request by clicking the “Close (shorten)” button, or cancel the request by clicking the “Cancel” button. You cannot change any other details of the request once it has been submitted.

NOTE: If you are booking a non-emergency leave request, your replacement will not be dispatched until your administrator/supervisor approves the request. Ensure you submit your request as far in advance as you are able, and speak with your administrator/supervisor prior to sending the request.

PRM Security Management OPS Payroll RW MAR Menu Security Management

View / Change: Absence Details for ID 28636

Absence Details

ID Number: 28636
Dates: 07-Oct-2009 To 14-Oct-2009
Absence Reason: Education Leave
Replacing Employee(s): No Replacing Employee
Subjects/Levels: Accounting / Secondary Level

Outstanding Transactions: Phone A Replacing Employee About Working
Message: The lesson plans are on the desk in room 283. My parking stall is 32

Absent Employee	Date	Day	Position	Location	Start	End
Linda Baisley	07-Oct-2009	Wednesday	Teacher	Edwardson Secondary	08:00	12:00
Linda Baisley	09-Oct-2009	Friday	Teacher	Edwardson Secondary	13:00	16:00
Linda Baisley	13-Oct-2009	Tuesday	Teacher	Edwardson Secondary	08:00	16:00
Linda Baisley	14-Oct-2009	Wednesday	Teacher	Edwardson Secondary	08:00	16:00

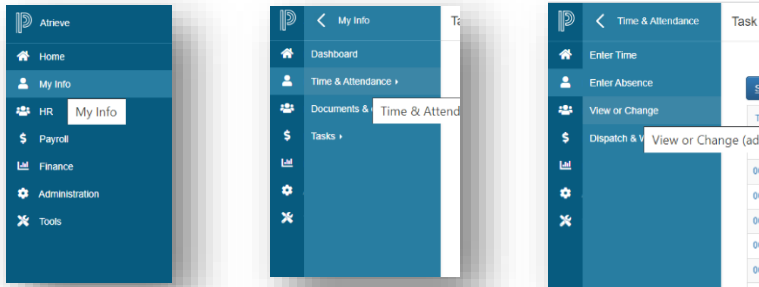
Dispatch Details

Replacing Employee	Date	Day	Position	Location	Start	End
--------------------	------	-----	----------	----------	-------	-----

Close (Shorten) Cancel Return to View/Change

9. **Canceling a previously booked Leave.** Please note: Cancelling a previously logged leave **must be done 90 minutes prior to the start of your shift.** You must do this in the PowerSchool Employee Web Portal through the following steps:

a. From the “My Info” Menu, navigate to “view change”. Here is the path to view / change:



b. Click the blue ID number of the absence you want to cancel:

Click the ID number of the record that you want to view, close or cancel.

Absences

Date Range To

ID No	Start Date	End Date	Absence Reason
157322	01-Dec-2021	01-Dec-2021	SICK - DAILY/APPOINTMENT
155775	12-Nov-2021	12-Nov-2021	DISCRETIONARY

c. It will take you to a screen with the leave details. At the bottom of the screen click the button labelled “Cancel Absence”. This will cancel the absence and take you to a confirmation screen.

Absence Code: Sick - Daily/Appointment Status: Approved

Schedule Details						
Date	Day	Position	Location	Start Time	End Time	
01-Dec-2021	Wed	District Principal	Human Resources Department	08:00	16:00	

Details

Sick - Daily Illness/Medical Appointment:
Absences entered as "Sick - Daily Illness/Medical Appointment" are intended for daily non-consecutive illnesses or pre-scheduled medical appointments.
If you are medically unable to report to work for more than 5 consecutive days or adding additional time to an existing daily absences, please select "Sick - 5 or More Days/Leave" to book your continued absence.
Please attach supporting medical documentation if applicable.

Comment:
just for test purposes - will be cancelled

AUTO APPROVE SICK

Task ID: 0000142528 - Created: 30-Nov-2021 09:06:24 AM - By: Diego Testa - Processed: 30-Nov-2021 09:06:24 AM - By: Diego Testa

Action Taken: Sick - Daily/Appointment Confirmation

- d. If you are unable to cancel your leave through this process, please contact the replacement desk by phone or email to cancel your leave request. **This must be done at least 90 minutes before the start of your shift.**

Cancellations within the 90 minutes of an employee's scheduled start time will only be considered where extreme circumstances prevented the employee from communicating their absence in advance. Leaves will not be changed after the fact except where extreme circumstances prevented the employee from communicating the change in advance.

HR Contact Information:

Tamara Ilersich – Director of Human Resources

Nadine Clattenburg – District Principal of Human Resources
Inquiries regarding staffing, post & fill, contract questions for CUPE and Teaching Staff

Diego Testa – District Principal of Human Resources
Inquiries regarding TTOC staff, and post & fill of TTOC staff

Rachael Green – Human Resources Manager – Exempt Staff
Inquiries regarding leaves, medical accommodations, return to work, and attendance

Kelly Murphy – Human Resources Manager – Teaching Staff, CUPE Support Staff
Inquiries regarding leaves, medical accommodations, return to work, and attendance.

Anamika Singh – Human Resources Manager – Teaching Staff, CUPE Support Staff
Inquiries regarding leaves, medical accommodations, return to work, and attendance

Donna Dove – Human Resources Assistant – Executive Assistant to Tamara Ilersich
Inquiries for staffing for excluded groups, general department inquiries

[TBD] – HR Administrative Assistant for CUPE Support Staff

Kari McCandless – HR Administrative Assistant for Teaching Staff

Harpreet Sandhu – Replacement Staff Facilitator for CUPE Support Staff

Stephen Clarke – Replacement Staff Facilitator for Teaching Staff

Questions regarding the use of the PowerSchool Web Portal or the Automated Dispatch System (ADS) please email: HR_ADS@sd33.bc.ca

In the event of a System Failure or Power Outage please contact the Emergency Line at: 604-793-4888

