Entering Absences on the Absence Management System (AMS)

1) Access AMS on the right side of the portal main page as seen below:

MyFanshawe Home > Employees			<u>ن</u>
My Team Sites My Week & My To Do	⊠ You have no unread messages.		Links Directories Local News
Dither ^	You have no unread messages on FanshaweOnline		FanshaweOnline
			Fanshawe Website
	Name Halland Franks Franks Ostandar		IT Helpdesk
	Notices Events Events Calendar		LFACS
		^	Get Your Own MyFanshawe Site
	Nominations Open for Fanshawe's Distinguished Alumni Awards		WebAdvisor
	4/22/2016		VisionFM
	F1012 open with a new look, feel and tenant.		Colleague UI (formerly Datatel UI)
	4/21/2016		Fanshawelearns
	Next construction milestone begins at Fanshawe's downtown phase II building		Absence Management System
	4/21/2016		Business Intelligence Library
	Library & Media Services - Interterm Hours		Copyright Management System
	4/20/2016		lynda.com online training library
	Electrical Shutdowns in B, H and R2 buildings		Archibus
	4/20/2016		GL Transactions (RSD, ICB, GJE)
Accessibility at Fanshawe Stratenic Framework	College Out-of-Town Delivery Service – Summer Schedule		Add to my links
, cooodulary a. r.a. and a cooodulary a rank and c	4/20/2018		Pictures Archive Featured Video

2) Select the applicable "Absence Type" from the drop down menu and select the "From" and "To" date using the calendar then hit "Add"

≀eport an Absence	Leave History	Vacation Leave Option	n						
our weekly work sch	iedule is: 🕕		MON	TUE	WED	THU	FRI	SAT	SUN
			8.80	8.80	8.80	8.80	8.80	0.00	0.00
Absence Type:		From:		To:					
Sick	\sim							Add	
				-					
Edit /	Absence Date	△ Absence Type	HRS	Comments		Status		Status	Date
Edit /	Absence Date	△ Absence Type	HRS	Comments		Status		Status	Date
Edit /	Absence Date	△ Absence Type	HRS	Comments data to display		Status		Status	Date
Edit A	Absence Date	△ Absence Type	HRS 🛈 No	Comments data to display		Status		Status	Date
Edit /	Absence Date	△ Absence Type	HRS () No	Comments data to display ed as recorded. /	All sick	Status	Delete/Cancel	Status	Date
Edit /	Absence Date System, submitted to the requirement	△ Absence Type	HRS () No Imatically mark itent policy P202	Comments data to display ed as recorded. / 2. Sick absences	All sick that do	Status)elete/Cancel	Status	Date Submit

3) If you are required to edit the number of hours for your absence hit the pencil under the "Edit" column. **If you do not need to edit skip to step (5).** Note: one full day for full time faculty is 8.8 hours. If you miss ½ your total teaching time for the day you need to adjust the number of hours to 4.4, and so on.

	Edit	Absence Date 🛛 🛆	Absence Type	HRS	Comments	Status	Status Date
	Ø	Fri, Apr 22, 2016	Vacation	8.80		Saved, Not Submitted	Fri, Apr 22, 2016

4) To edit the number of hours enter in the correct number under the "HRS" column and enter a comment to explain. Then click the green check mark under the "Edit" column.

Edit	Absence Date 🛛 🛆	Absence Type	HRS	Comments	Status	Status Date
X	4/22/2016 🗸	Vacation 🖂	4.4	Absent for 2/4 of teaching time	Saved, Not Submitted	Fri, Apr 22, 2016

5) To submit the absence check the box in the far left column and hit "Submit" in the bottom right corner

Absence Type: From: To:								
Vacat	tion	~					Add	
	Edit	Absence Date 🛛 🛆	Absence Type	HRS	Comments	Status	Status Date	
	2	Fri, Apr 22, 2016	Vacation	4.40	Absent for 2/4 of teaching time ^{AH}	Saved, Not Submitted	Fri, Apr 22, 2016	
		Mon, Jun 27, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Tue, Jun 28, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Wed, Jun 29, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Thu, Jun 30, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Mon, Jul 04, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Tue, Jul 05, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Wed, Jul 06, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Thu, Jul 07, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
		Fri, Jul 08, 2016	Vacation	7.00		Approved	Fri, Mar 11, 2016	
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tote: within the AMS System, submitted Sick Absences are automatically marked as recorded. All sick Delete/Cancel Submit								

not meet these requirements will not be paid as sick leave.

6) If submitted correctly the "Status" will say "Waiting for Manager Approval"

Edit	Absence Date \triangle	Absence Type	HRS	Comments	Status	Status Date
	Fri, Apr 22, 2016	Vacation	4.40	Absent for 2/4 of teaching time ^{AH}	Waiting for Manager Approval	Fri, Apr 22, 2016

7) Once approved you will receive an email from the AMS system and the "Status" will change to "Approved"

This applies for all missed time: Sick, vacation, family day, bereavement, PD, jury duty, etc

If you have any questions regarding entering your hours please contact the School's Assistant 🙂