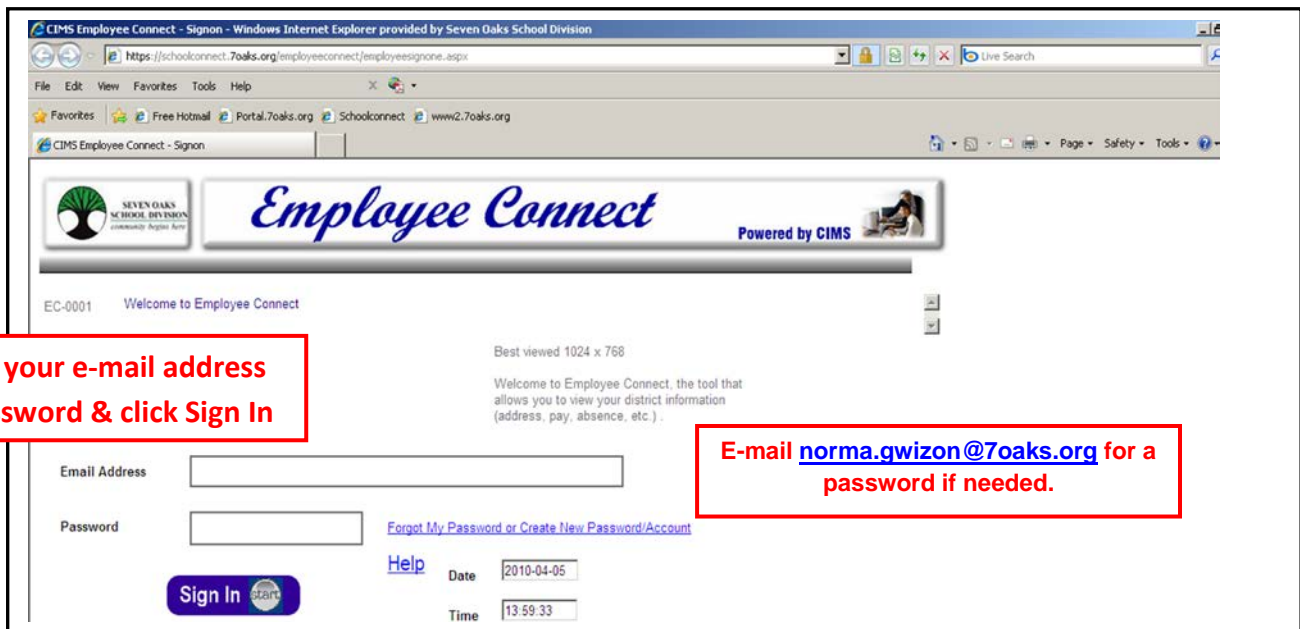
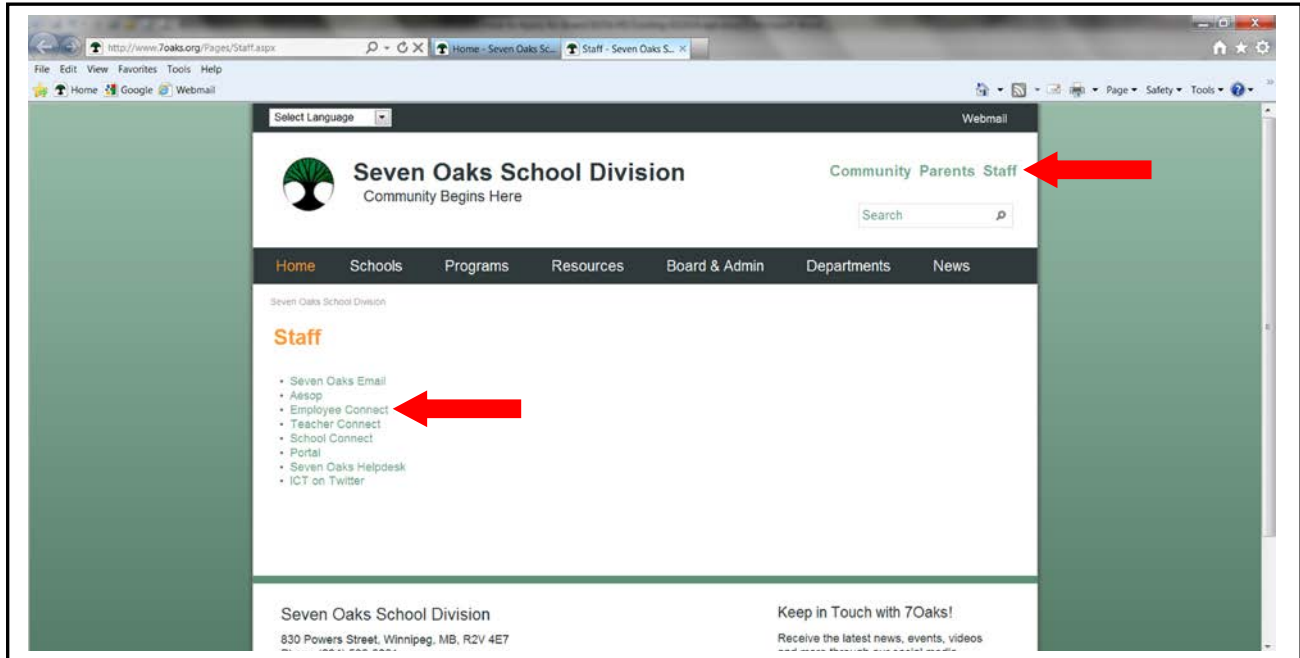
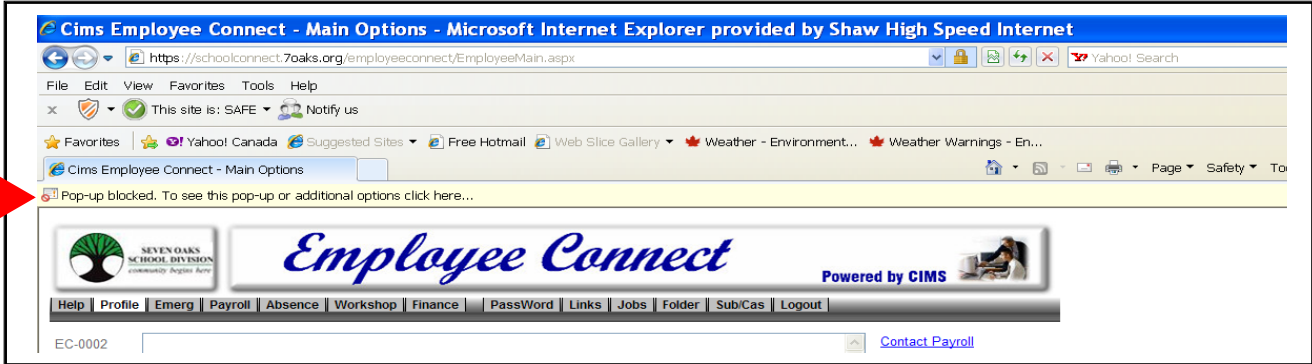


SEVEN OAKS SCHOOL DIVISION
Board/SOTA Professional Development Fund
Online Leave Request Procedures
(using Employee Connect)

1. Go to Seven Oaks School Division website at: <http://www.7oaks.org> and click on the "staff" tab on the top right corner of the website.
2. Under the **Staff** Column, click on Employee Connect and logon using Seven Oaks user name and password.



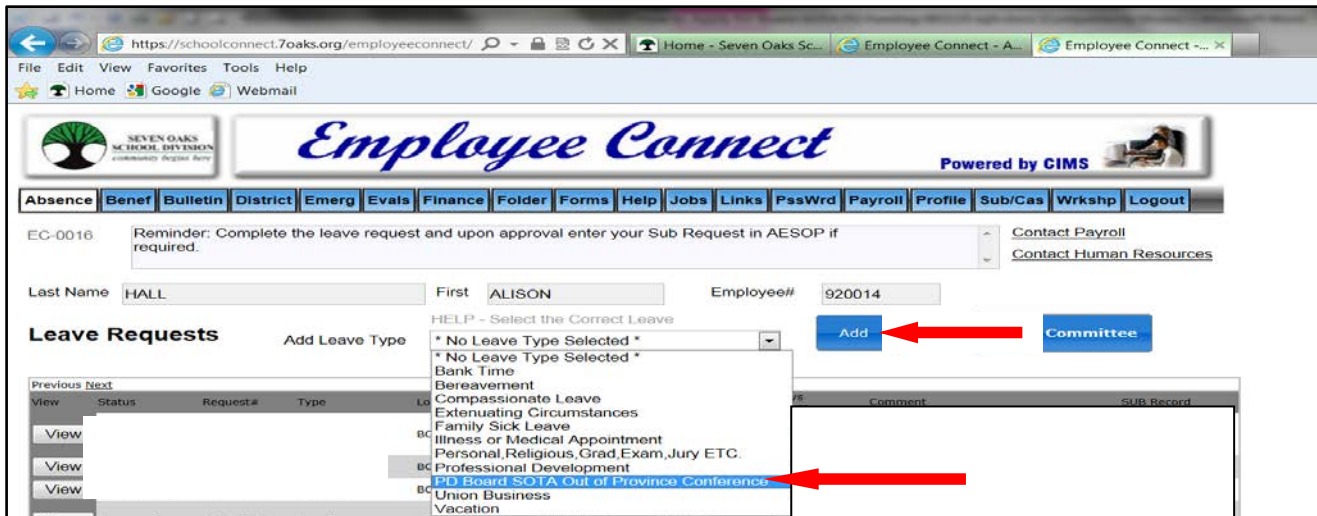
IMPORTANT NOTICE
 You may need allow pop ups.
 This is a safe and secure web site.
 For instructions click on:
Browser must allow popups to view.



3. On your **Profile** click on **Absence**, then from the drop-down menu click on **Leave Request**.



4. Select from the **Add Leave Type** menu (choices are PD Board/SOTA Out of Province Conference, PD Board/SOTA In Province Conference, or PD Board/SOTA In Province Workshop) and click on the **Add** button.



5. On the next screen:

- Please note that all fields with an **asterisk*** are mandatory fields that must be completed. If you have not completed all necessary fields a message will appear in the **message box** near the top of the screen indicating the fields not completed.
- Enter the **dates** that you will be absent for the conference/workshop. Click on the first date of leave field and a calendar will pop up – you should then select the dates on the calendar and they will automatically fill in the date field. Do the same for the last date of leave field. This should also be done for the **actual** Conference start and end date fields.
- Also, please enter the total number of days you will be absent.
- **Rationale** – provide details of the conference/workshop and reason for your request.

The screenshot shows a web browser window with the URL <https://schoolconnect.7oaks.org/employeeconnect/>. The page displays a leave request form for Alison Hall (Employee # 920014). The form includes the following fields and elements:

- Message Box:** A yellow box at the top right contains the text: "Reminder: Complete the leave request and upon approval enter your Sub Request in AESOP if required." Below this are links for "Contact Payroll" and "Contact Human Resources".
- Employee Information:** Last Name: HALL, First: ALISON, Employee#: 920014.
- Leave Details:** Leave#: 0, Type: PDOUTP, PD Board SOTA Out of Province Conference, 05/14/2014.
- Job Information:** Job: Administrator - BD Office, Location: BOARD OFFICE.
- Absence Reason:** SOTA/BRD OUT OF PROVINCE PD.
- Dates:** First Date of Leave: 09/21/2014, Last Date of Leave: 09/25/2014.
- Total Number of Days:** 5.
- Rationale/Reason:** I am interested in the area of Art teaching. I will integrate art into my classroom.
- Conference Information:** Conference: Art Education Conference, City: Chicago, Prov/State: IL, Country: US, WebSite: www.arteducation.com.
- Conference Dates:** Conference Start Date: 09/22/2014, Conference End Date: 09/25/2014.
- Buttons:** A blue "Save" button is located on the left side of the form.

- **Expense details** are also required to be completed. Under the **Expense Type**, select the type of expense by using the *drop down menu* beside the “No Expense Type” default line. Then enter in the quantity, cost and currency (using the drop down menu). If your school is contributing a dollar amount to your PD request, there is an expense type for this also and should be entered in as a negative amount by **entering -1** in the Quantity field.
- The system will automatically calculate your total after you have entered in all of your expense types but you must click the **“Calculate”** button found beside “Quantity.” Any **currency conversions** will have to be calculated manually and then entered as a separate expense line called **US Exchange Estimate**.
- **IF YOU REQUIRE A SUBSTITUTE:**
 - For an **Out of Province** conference request, please select the expense type **SUBS PAID BY FUND**. The sub rate will default into the cost box you just need to enter the quantity of days that you will require a sub, in the quantity box.
 - For an **In Province** conference/workshop request, subs should be entered the same way.
- After you have entered all of your conference expenses select the **Calculate** button and your total will be updated to reflect your total expenses.

Rationale/Reason: I am interested in further educating myself in the area of Art Education so that I can effectively integrate art into my classroom teachings...

Conference: Art Education Conference
 City: Chicago
 Website: www.arteducation.com
 Conference Start Date: 09/22/2014
 Conference End Date: 09/25/2014

Expense Type	Description	Total Expense Estimate	Quantity	Cost	Currency
REGISTRATION FEE	REGISTRATION FEE	300	1	300	US
TRANSPORTATION COSTS (Flight)	TRANSPORTATION COSTS (Flight)	500	1	500	CAN
ACCOMMODATIONS	ACCOMMODATIONS	100	4	100	US
PERDIEM \$75/DAY *DO NOT CHA	PERDIEM \$75/DAY *DO NOT CHANGE RATE*	75.00	5	75.00	US
US EXCHANGE ESTIMATE	US EXCHANGE ESTIMATE \$775.00 at 1.05	38.75	1	38.75	CAN
SUBS PAID BY Fund *DO NOT CH	SUBS PAID BY Fund *DO NOT CHANGE RATE*-4 sub days requested	197.00	4	197.00	CAN
SCHL CONTRIBUTION *INPUT NE	SCHL CONTRIBUTION *INPUT NEGATIVE NUMBER	100	-1	100	CAN
No Expense Type					CAN
No Expense Type					CAN

6. When you have completed all mandatory fields, click on the **Save** button (located near the top left). The message box will advise you that your **“Leave Request Add Successful – Attach Document if applicable.”** You can now proceed to attach a document. If you choose not to include an attachment then you must include a website address in the “Website” field. After this information has been added click **SAVE**. If you do not click on the **SAVE** button when you have completed these steps, you will lose all of your data when you exit this screen.

Employee Connect
 Powered by CIMS

EC-0016 Reminder: Complete the leave request and upon approval enter your Sub Request in AESOP if required.

Last Name: HALL, First: ALISON, Employee#: 920014
 Leave#: 201402379, Type: PDUOTPD, PD Board SOTA Out of Province Conference, 05/14/2014

Save Print Exit **** Leave Request Update Successful** Duplicate Leave for New Date(s)

7. Your leave is now Pending Recommendation & can be viewed by your Administrator/Supervisor. When the leave has been reviewed by your Administrator/Supervisor and the Board/SOTA PD Fund Committee, you will receive an e-mail at your Seven Oaks e-mail address indicating your “leave request has been reviewed and for details please refer to Employee Connect, etc.” You should then sign in to Employee Connect to review the details of your request and if it has been approved or denied. If approved, an advance of 80% (for Out-of-Province requests only) will also be processed within approximately two weeks after you receive your PD approval notice.

8. If, at any time, you would like to check the status of your Leave Requests, click on the **Absence** tab (near the top of the screen), using the drop down menu select “Leave Request” and a screen will appear displaying all of your Leave Requests along with the status of your request, etc.

If you have any questions regarding this procedure, please contact Alison Hall at the School Board Office.