

To create a CUPE absence in Easy Connect:

1. Go to Easy Connect - Create an Absence
2. Replacement - select Yes or No depending on your position.
3. Assignment Details - enter any notes you would like your replacement to view, leave blank if there are not any.
4. Date - select your date of absence.
5. Times - these are the times YOU are away not the times you need a replacement. If you are away a full day your full hours as being away. Note - you can override the times and enter them manually to get the proper times based on the actual times, but you must include AM or PM after the time. If you are away for a morning or afternoon only enter those start & end times. Please ensure you put the exact times that you are away.
6. Reason - please ensure you put the correct reason from the drop-down menu for why you are absent.
7. Additional Info - here you can add in again why you are away, for example Illness, Medical Appointment, Discretionary Day, etc. This is a required field.
8. Release Code - you do not need to enter anything here.
9. Then click Add Replacement and a box below will appear when you can enter the times you need a replacement for
10. Date for Replacement - this should match the date that you are away.
11. Times for Replacement - Enter the actual times you need a replacement for, this can be different than the times YOU are away if you do not require a replacement. If you need a replacement for the full day enter your hours for a full day. If only require a replacement for part of the day enter those times only. Please ensure you put the exact times that you need a replacement only.
12. Then click save and if there are no errors you have done it all correctly!