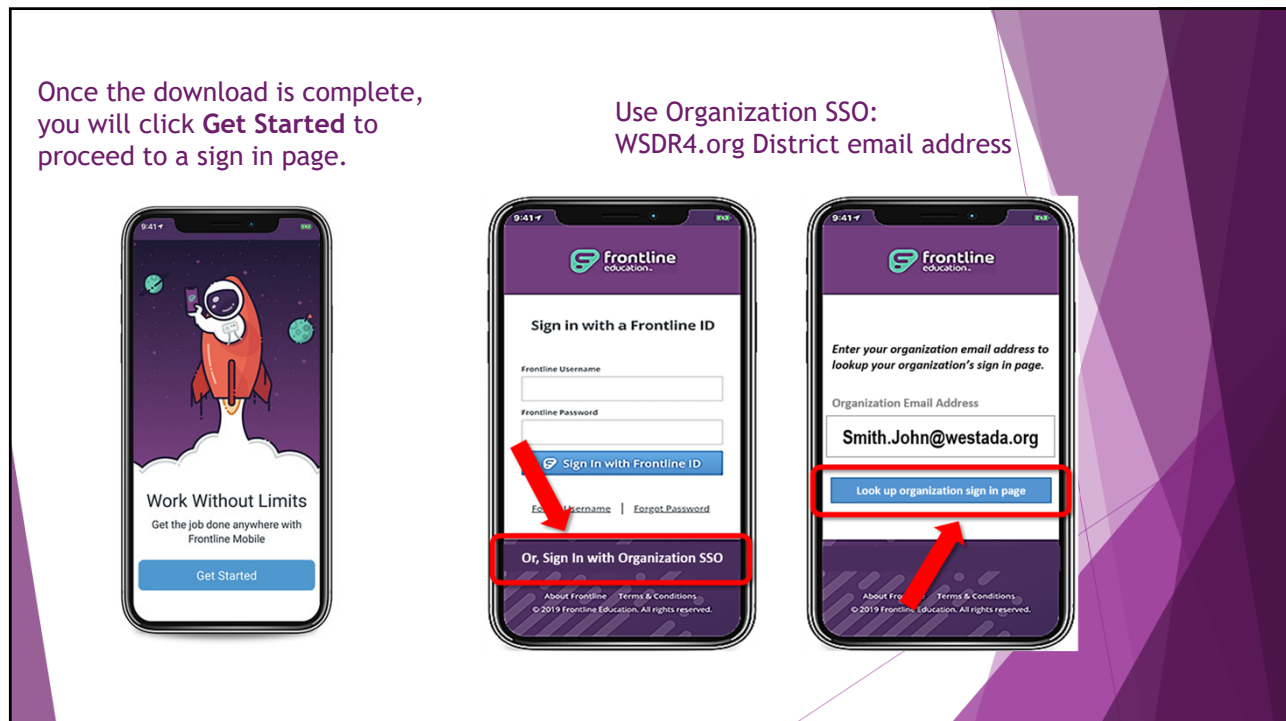
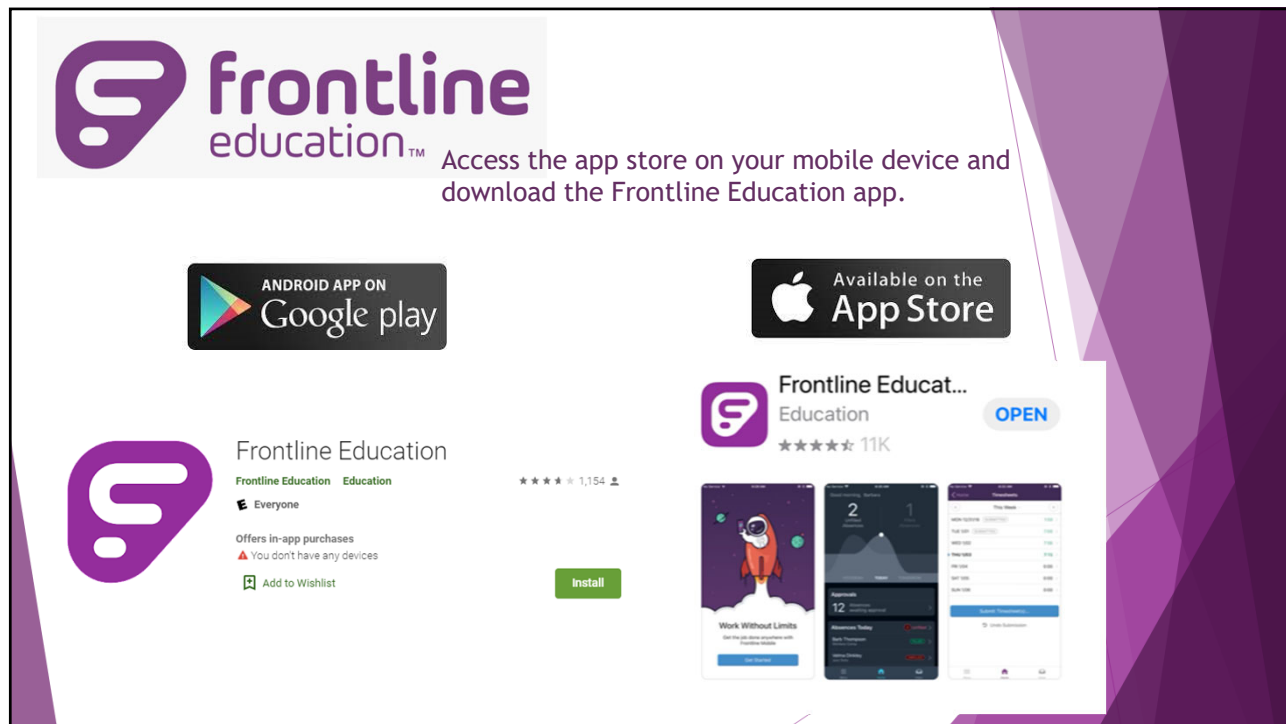


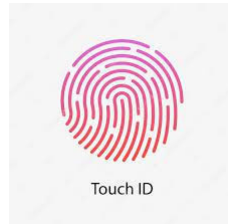
Please review and use the following instructions when entering absences.

Do not enter: 'DOCK' time for any absence

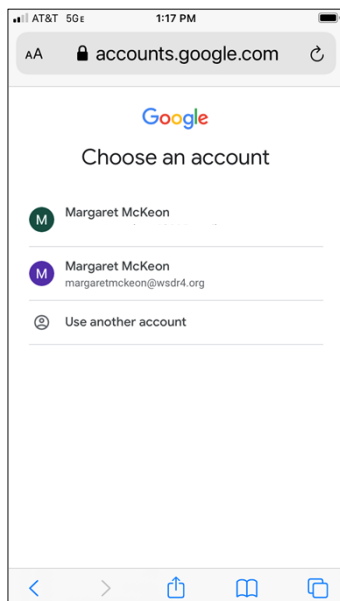
Only choose - Full Day/Half Day AM or Half Day PM. NEVER use CUSTOM.



If given the option; be sure to enable
“Touch ID” during set up



This will ensure you will not have to
enter user/password to log in



The app may ask you to verify your google
account.

If you have two Google accounts (personal and
WSDR4) Google will ask you to choose which
account. Choose WSDR4.org

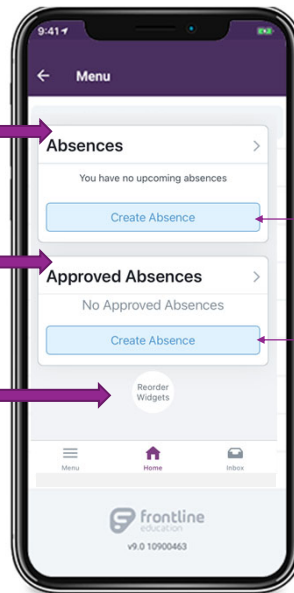
Next screen may ask you to enter your email
password.

Home Page

Shows upcoming Absences that have been requested

Shows all approved Absences

You can put the two boxes in any order you want by clicking the "Reorder Widgets" button



You can "Create Absence" from either section.

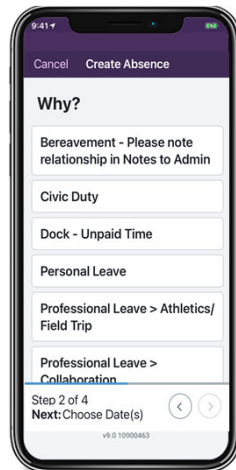
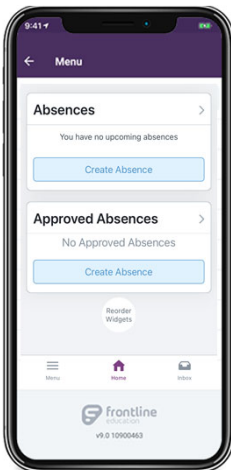
You do not need to determine what needs to be approved and what does not

Entering Absences

You can "Create Absence" from either section.

Select reason for absence
Note: This area scrolls up for more options

Driver/Aide Options
Listed Below are the options that are used the most



Why?

Bereavement - Please Note Relationship in Notes to Admin

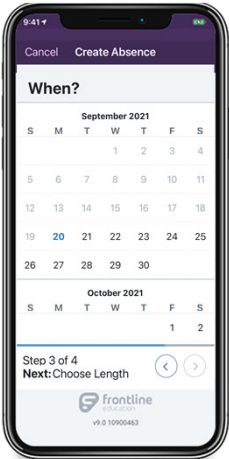
Partial / Midday (Use this to report to Dispatch that you will miss a partial shift or a Midday. This does not take leave from your balance - This is a notification only)

Personal Leave

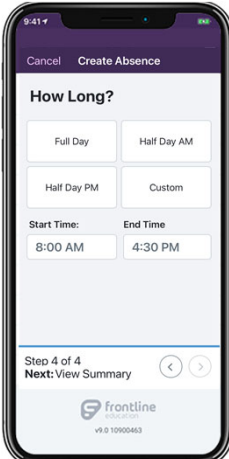
Sick Leave> Illness

Civic Duty (Jury Duty)

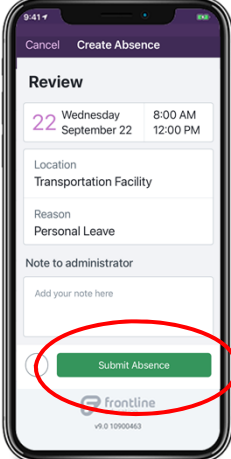
Select the Date(s)

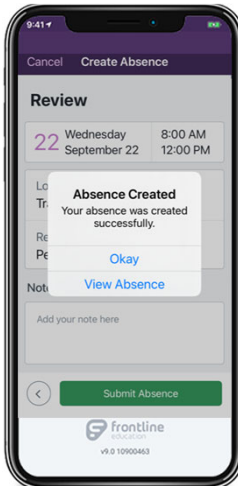


Select the Duration
Use only Full Day, Half Day AM or Half Day PM the system knows you are a 5.0 hr employee.
DO NOT USE CUSTOM



Review the Request
and Add Notes
Required for Bereavement
(Relationship)





Make sure that you see the message that your absence was created. You may “view” it again or simply click okay

You are done!