



# Windsor-Essex Catholic District School Board

## EasyConnect – Creating an Absence Instructions for Permanent CUPE 1 & 2 Employees

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Welcome to EasyConnect’s automated dispatch system. EasyConnect can be used to create absences, contact available replacements and fill openings. The following manual will assist you with getting set-up and answer questions you may have.

### Log Into Your Account on ApplyToEducation

1. Visit [ApplyToEducation.com](http://ApplyToEducation.com) and enter your username and password.

**Click ‘Forgot Your Login’ and enter the email associated with your account. An email with your username and link to reset your password will be sent.**

### Creating Absences Online

1. From the **Internal Employees** section, select **‘Create Absence’**.
2. Select if a **Replacement** is required (Yes/No).
3. Enter the **Absence Date** and **Time**. To enter a multiday absence for the same reason and the same start and end times, select **Add Days**.
4. Select the **Assignment** and **Reason** for absence from the drop down and enter **Additional Info**. Leave Release Code blank.



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Click **OK** and a replacement record will be created that can be edited.

2017-08-14	08:30 AM to 11:45 AM	<b>Absent:</b> Ryan Kirsh EIN: 2839 Job: Teacher FTE: 1 <b>Assignment:</b> Junior <b>Reason:</b> SICKEMP - Sick Employee YTD <b>Additional Info:</b> <b>Release Code:</b>	Edit Delete
2017-08-14	08:30 AM to 11:45 AM	<b>Fill Method:</b> EasyConnect <b>Replacement:</b>	Edit Delete
2017/08/14	12:00 PM to 03:30 PM	<b>Absent:</b> Ryan Kirsh <b>Assignment:</b> French <b>Reason:</b> SICKEMP - Sick Employee YTD <b>Additional Info:</b> <b>Release Code:</b>	OK CANCEL

5. When you are done, click **Save** to complete the absence and have it listed on your '**Absence List**'. You will also receive a confirmation email that your absence has been successfully created.

### Creating Absences over the Phone

1. Call **1-855-279-3279** and enter your School Board's **Access Code** followed by pound (#)
2. Enter your **Employee ID (EIN)** followed by # and press 1 to confirm the ID when prompted
3. Press 3 to create an absence and follow the prompts

### Viewing your Absences

1. From the **Internal Employees** section, select '**Absence List**'
2. To view the details of any absence, click on the absence **Code**



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### Canceling your Absences

1. From the **Internal Employees** section, select **'Absence List'**
2. Click on the **Code** of the absence you wish to cancel and click **Deactivate**. You must provide a reason for deactivation.

**Note: You can only cancel unfilled absences that have not contacted replacements.**

You can only cancel unfilled absences. Please contact your school administration or the Human Resources Department (519-253-2481 ext. 1238 or 1285) if you need to make adjustments to your absence once it has been filled by a replacement.

Date	Time		
2018-08-30	08:30 AM to 03:30 PM	<b>Absent:</b> Ryan Kirsh (ATE Test Account) <b>Assignment:</b> Junior <b>Reason:</b> SICKEMP - Sick Employee YTD	▼ Edit
2018-08-30	08:30 AM to 03:30 PM	<b>Fill Method:</b> Manual Fill <b>Replacement:</b> Dave Benk	▼ Edit

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**DEACTIVATE ABSENCE** COPY ABSENCE EDIT

### How do you know your Absence has been filled?

1. Under the **Internal Employees** section, select **'Absence List'**
2. Under the **Filled By** column you will see the name of the Replacement who accepted the assignment
3. A confirmation email advising who accepted your assignment will be sent to you

Absence List

Year: 2016 Month: June CALENDAR

Code	Absence Date	School	Employee Group	Absent	Reason	Filled By	Created By
1424475	2016/06/27 8:30AM - 3:30PM	St. Anne's Elementary School	Academic_Elementary	100%	SICK - Sick	Mark Laurie	Mark Laurie
1424459	2016/06/28 8:30AM - 3:30PM	St. Anne's Elementary School	Academic_Elementary	100	MED - Medical		Dave Benk



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### Contact Information

#### EasyConnect Customer Service

1-877-900-5627 Monday – Friday 7:30AM - 7:00PM

Email: [info@applytoeducation.com](mailto:info@applytoeducation.com)

#### WECDSB

*Kate Jefford* 519-253-2481 ext. 1238

*Nina Farrugia* 519-253-2481 ext. 1284

*Tammy Azzopardi* 519-253-2481 ext. 1270

*Lis Sorensen* 519-253-2481 ext. 1221



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### FAQ

#### **What time will occasional employees be contacted for daily supply openings?**

Any temporary employee offered an assignment can accept it until it is filled. Offers are made two days in advance of the assignment.

*For future day assignments:* Sunday – Thursday 6:00PM - 10:00PM

Calls for an assignment are made every 15 minutes

*Recurring assignments (within the past 5 days):* held from 6:00PM until 6:00AM.

*For same day:* Monday – Friday 6:00AM – 12:00PM (Stat holidays are treated as Sunday)

Calls for an assignment are made every 3 minutes

#### **What happens if occasional employees don't accept my assignment?**

If you see that your assignment has not been accepted, EasyConnect continues to contact other occasional employees. If the assignment is still not filled on the day of your absence, the principal will fill the assignment internally or contact emergency replacement employees.

#### **Why am I receiving an email from an Occasional employee who wishes to cancel my assignment?**

After cancelling the assignment online, a cancellation email will be sent to the absent employee and School Administrators. EasyConnect will automatically start contacting available replacements to fill the now vacant assignment. You do not need to create your assignment again.