

Updated: 8/27/2024

# *Absence Reporting for On-Call Employees*

*Applicable to PTOC, TTOC and spareboard*

# REPORT AN ABSENCE

**I don't have a job lined up, but I am unable to work.**

If you do not have a job lined up already, you do not need to report an absence.

Instead, please enter 'unavailability' on ESS to prevent calls.

## PTOC

PTOC need to report their absences on ESS as well as through the TTOC & Spareboard absence reporting form.

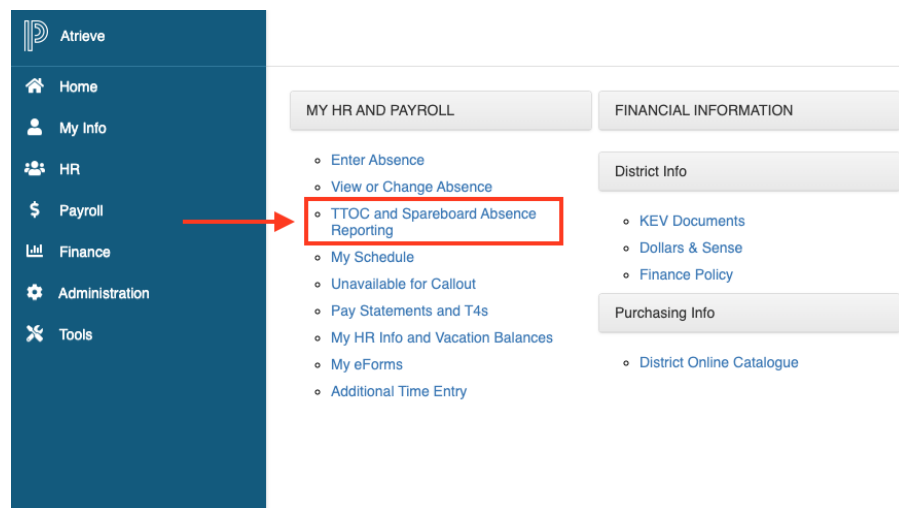
TTOC must report their absences **before 7:00 AM on the day of the absence** in order to qualify for paid sick leave

Please note that paid sick time is only available for:

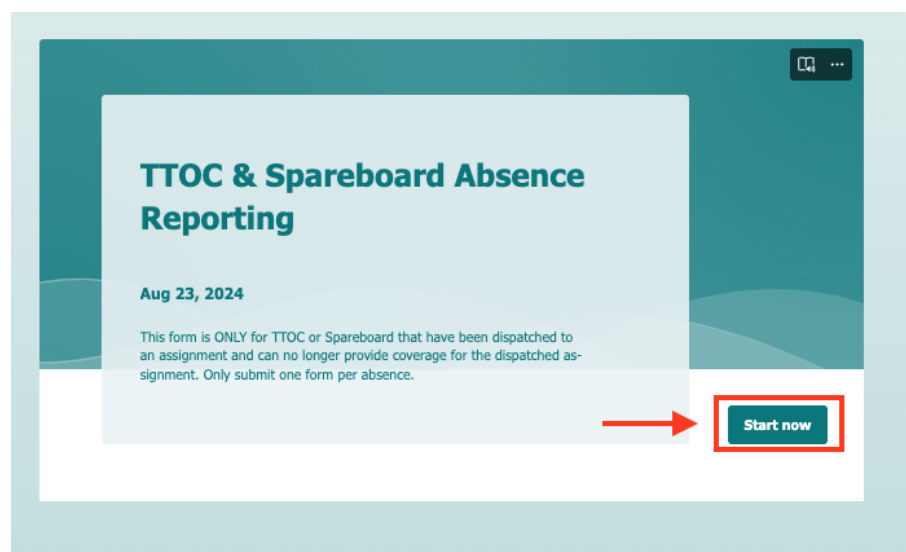
**TTOC** who have accepted the job with credible intent to work.

**Spareboard** who have at least attended the first day of a dispatch.

1. Log onto Employee Self-Serve (staff.surreyschools.ca)
2. On your dashboard, click on "TTOC and Spareboard Absence Reporting"

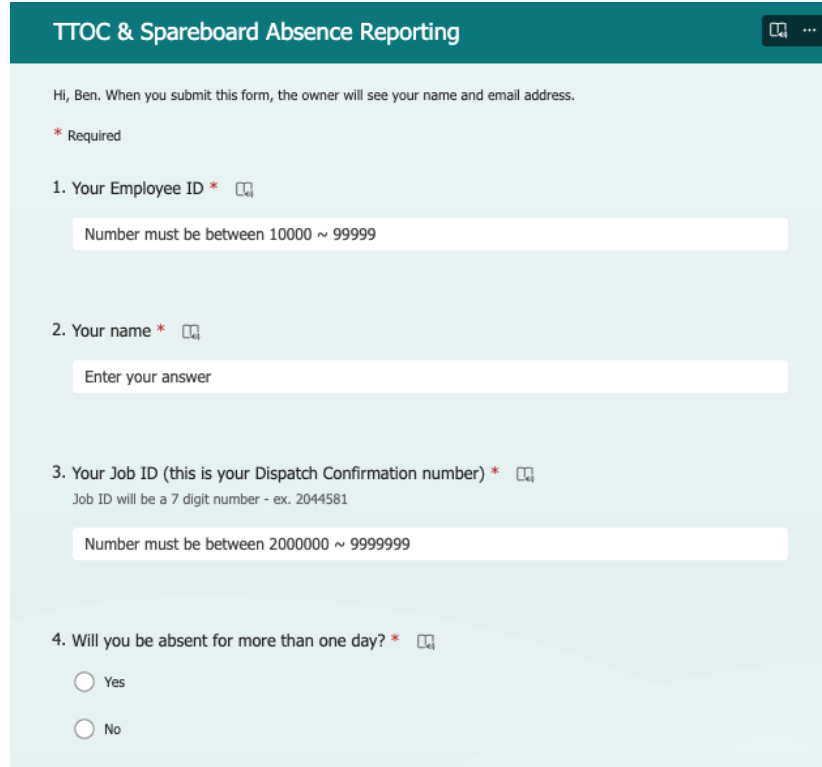


3. The Absence Reporting form will open. Select 'Start now'



4. Fill out the fields in the form as prompted. A red asterisk (\*) indicates that a question requires an answer before you can submit the form.

See section below for instructions on how to find the information requested in the form.



**TTOC & Spareboard Absence Reporting**

Hi, Ben. When you submit this form, the owner will see your name and email address.

\* Required

1. Your Employee ID \*

Number must be between 10000 ~ 99999

2. Your name \*

Enter your answer

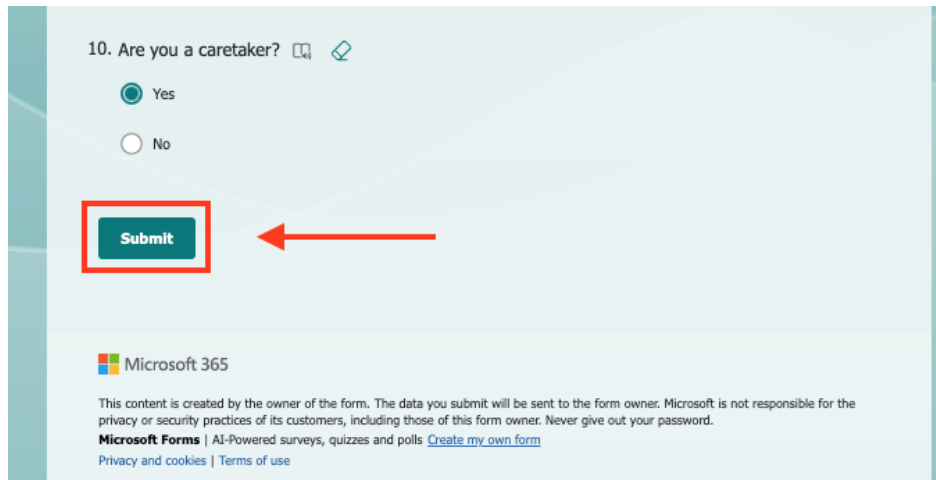
3. Your Job ID (this is your Dispatch Confirmation number) \*

Job ID will be a 7 digit number - ex. 2044581

Number must be between 2000000 ~ 9999999

4. Will you be absent for more than one day? \*  Yes  No

5. When you have answered all the required questions, you can hit 'submit' to submit the form.



10. Are you a caretaker?  Yes  No

**Submit**

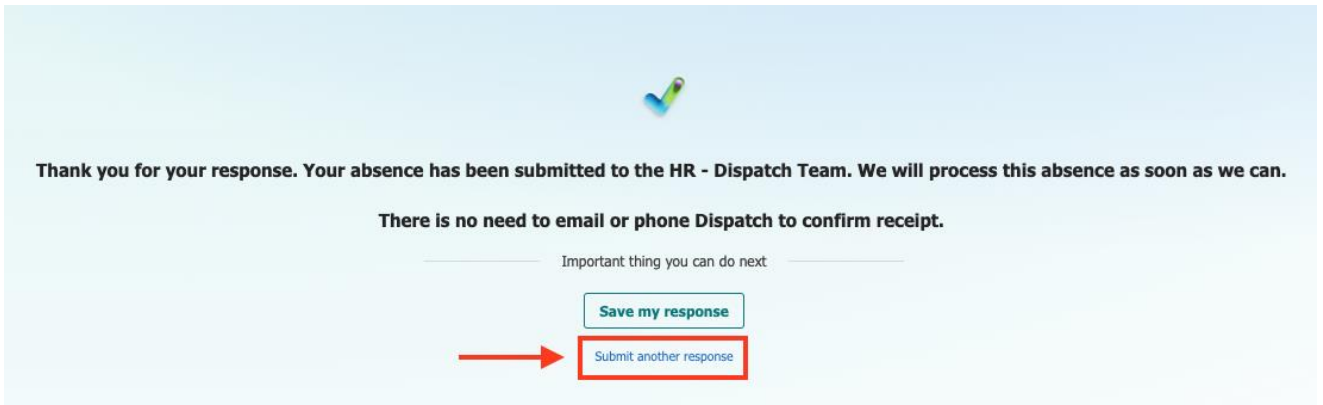
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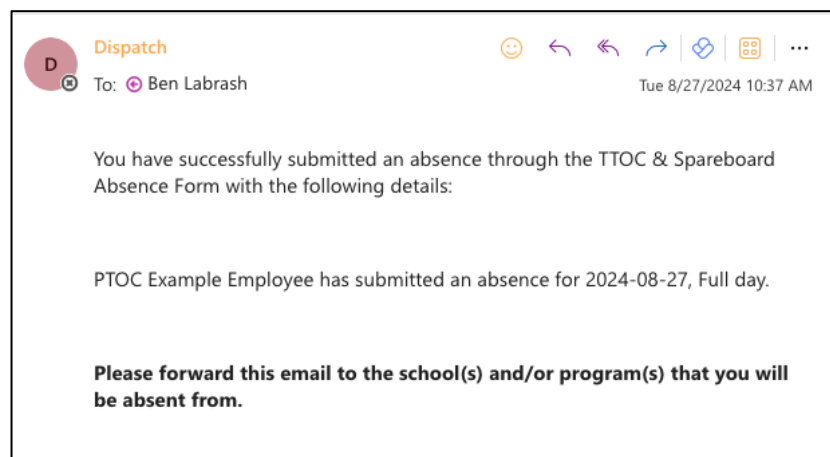
6. If the form has been submitted successfully, you will be navigated to this screen:



If you find that you are unable to submit the form, please contact Dispatch and your school by email immediately.

7. An email will be sent to your Surrey Schools email account confirming the date(s) and time(s) of your absence.

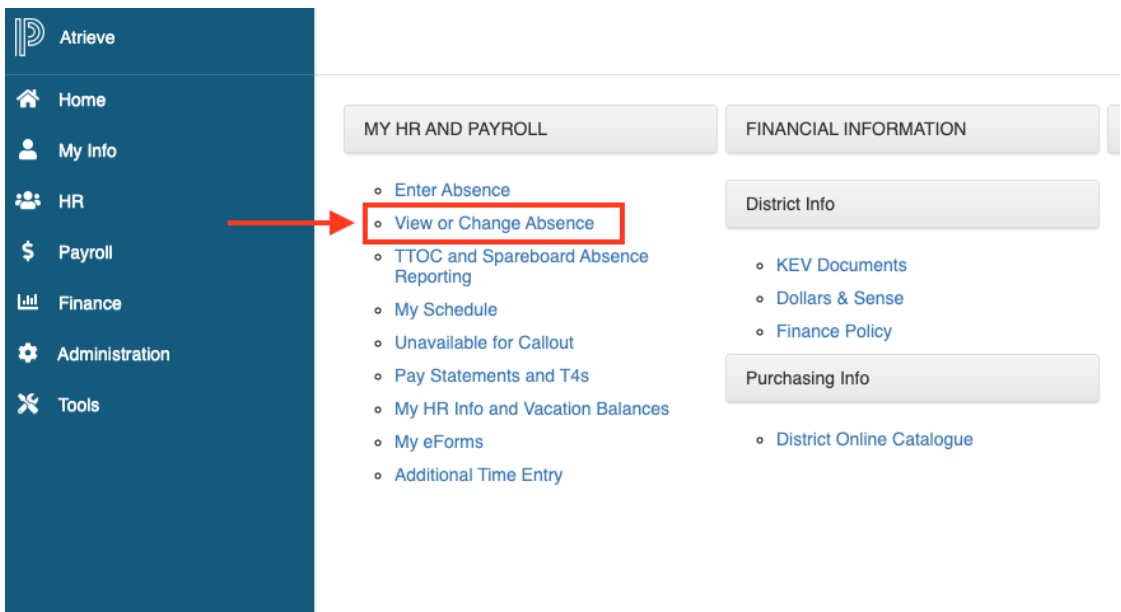
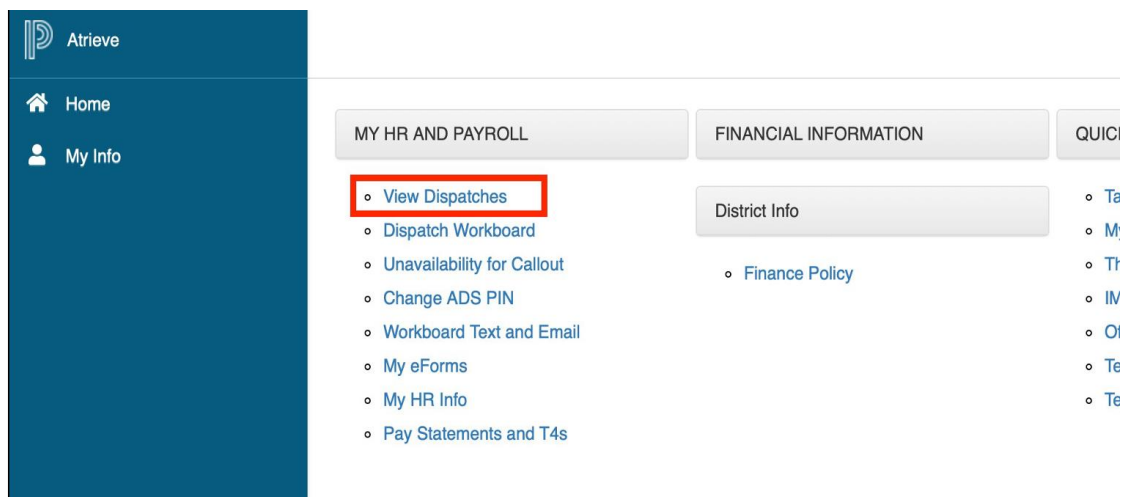
If you will be **absent from multiple schools and/or a specialized program** (ex. ADST), you must **forward the email to those school(s)/program(s)**. They will not be informed otherwise.



8. If you are a **PTOC**, you must *also* **enter an absence on ESS**.

# FINDING YOUR JOB ID NUMBER

1. Log onto Employee Self-Serve (staff.surreyschools.ca)
2. On your dashboard, click on “View Dispatches” or, if you are in a part-time non-spareboard assignment, select “View or Change Absences”



3. Scroll down past Absences to see your Dispatches. Select the relevant date range.

View/Change - Absence Dispatch Listing S.D. 36 (SURREY) [Info] [Search] [Refresh]

Click the ID number of the record that you want to view, close or cancel.

**Absences**

Date Range: 25-Oct-2022 To 25-Nov-2023 [Go]

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)	Absence Units
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**Dispatches**

Date Range: 01-Sep-2022 To 25-Nov-2023 [Go]

ID No	Start Date	End Date	Extra Time Type	Absent Employee	Absence Units
1675841	29-Sep-2022	29-Sep-2022		[Redacted]	1.0
1669029	22-Sep-2022	22-Sep-2022		[Redacted]	1.0
1669016	08-Sep-2022	08-Sep-2022		[Redacted]	1.0
1669014	06-Sep-2022	06-Sep-2022		[Redacted]	1.0

**Long Term Leave Requests**

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4. Your job ID number will be in the left-most column.

View/Change - Absence Dispatch Listing S.D. 36 (SURREY) [Info] [Search] [Refresh]

Click the ID number of the record that you want to view, close or cancel.

**Absences**

Date Range: 25-Oct-2022 To 25-Nov-2023 [Go]

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)	Absence Units
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**Long Term Leave Requests**

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5. If you do not have a job ID for today, you do not need to submit an absence through the TTOC and Spareboard Absence Reporting form.

Please enter 'unavailability' on ESS instead.