**RSCCD WebAdvisor - Electronic Absence Form**
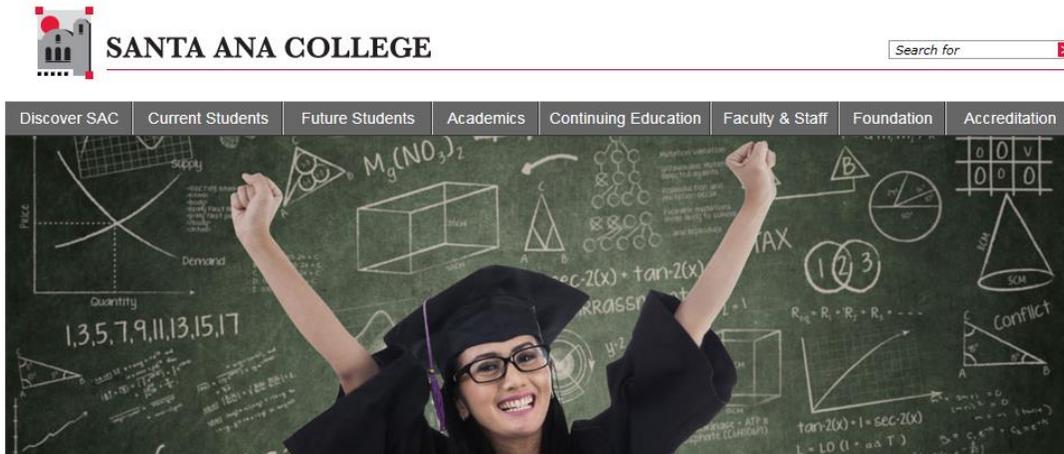
- Accessing the Electronic Absence Form
- Completing and Submitting the Electronic Absence Form

1. To access the Electronic Absence Form, go to WebAdvisor (https://sis.rsccd.edu).  WebAdvisor is accessible from both the SAC (www.sac.edu), SCC (www.sccollege.edu) and DO (www.rsccd.edu) websites.



Click here to access WebAdvisor.



Click here to access WebAdvisor.

2. On the WebAdvisor home page, click either "Log In" tab located at both the top and bottom of the screen.



3. Enter the WebAdvisor User ID in the "WebAdvisor Login" field, and password in the "Password" field. RSCCD WebAdvisor User ID's are a combination of two letters and five numbers (e.g. pq54321). Use lower case letters for the User ID. Click "Submit" to continue. The default password is the date of birth (mmddyy format – e.g. March 6, 1987 would be 030687).



4. Users who may be unsure of their RSCCD WebAdvisor User ID and/or password can click the "What's My User ID?" and/or "What's My Password?" links located at the bottom of the WebAdvisor home page.

Click link for help with the WebAdvisor User

What's My User ID?   What's My Password?

Click link for help with the WebAdvisor

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
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5. From the WebAdvisor home page click "Employees" to access the employee menu.
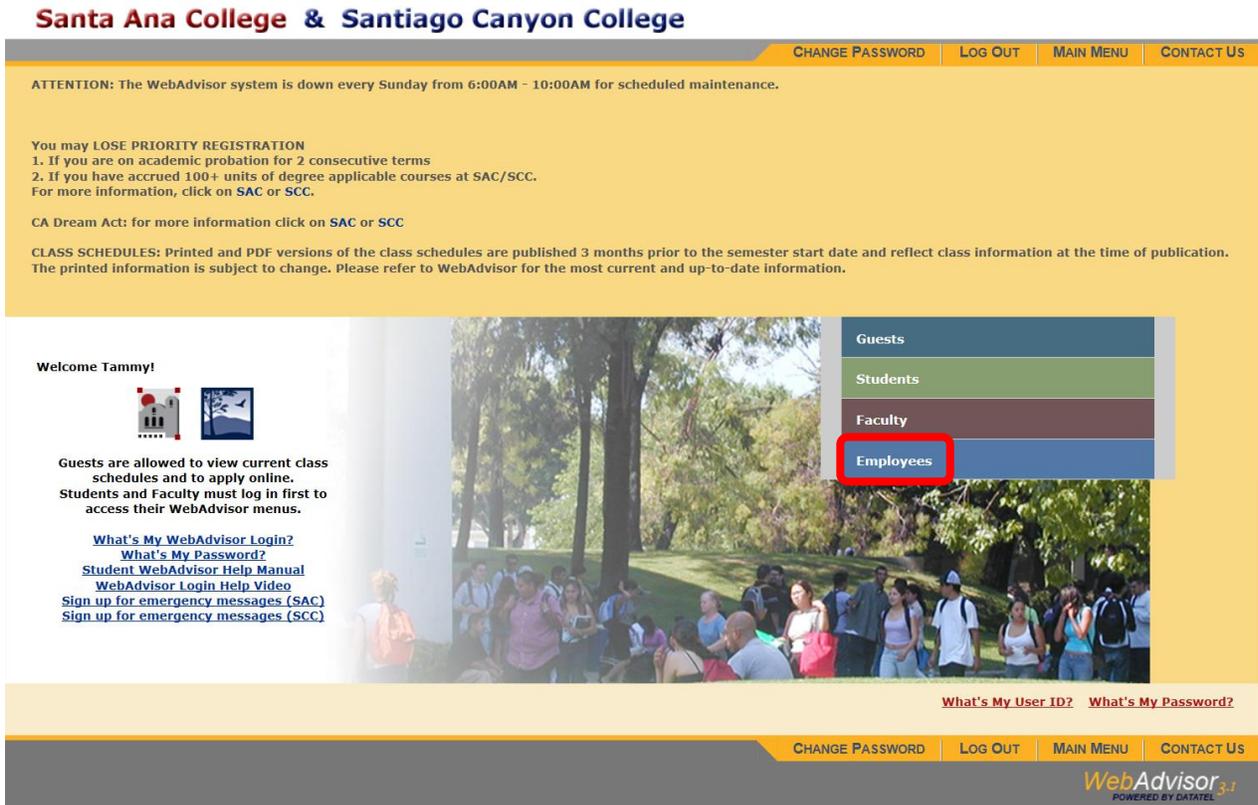


6. From the employee menu, click "Absence eForm Link" from the "eForms" menu.  (Do not use the "Blank Absence eForm Link" as this is for time keepers only.)
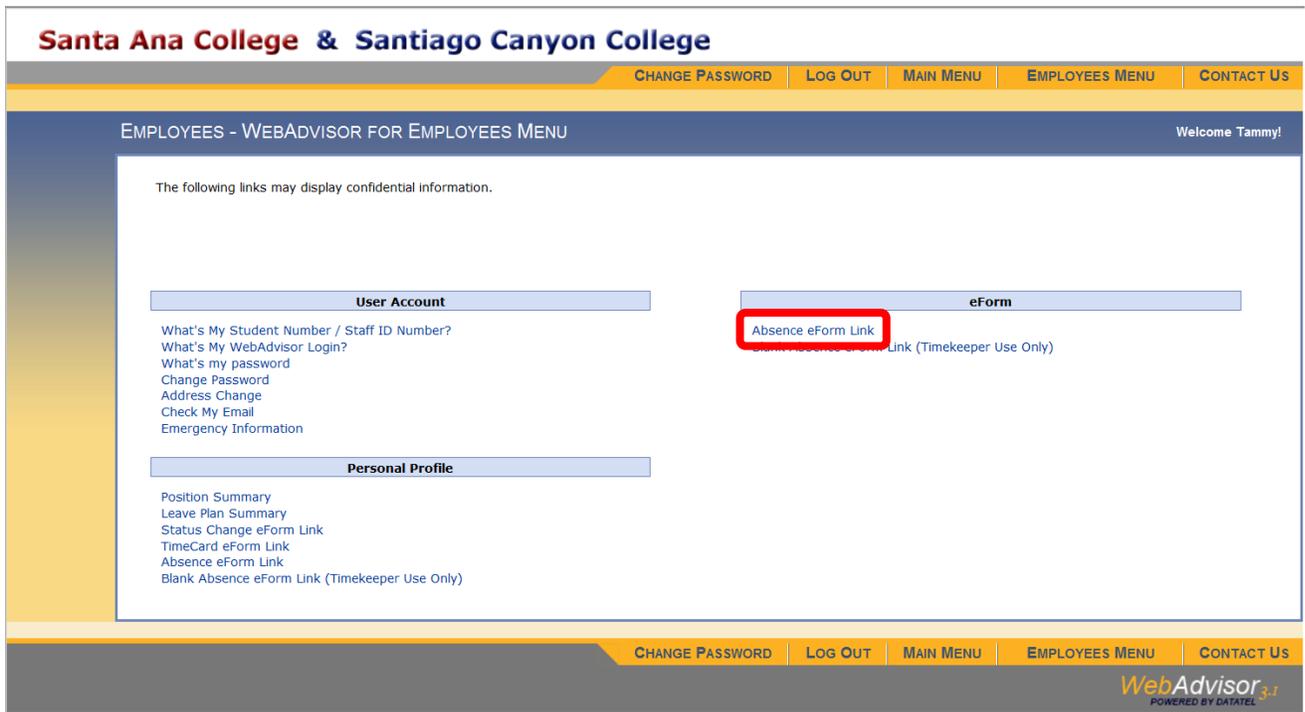
7. The Absence eForm home page provides information on the employee's position, start date, rate of pay, department code, department description, position location, and supervisor. To access the correct absence form, click the "eForm" link next to the position that the absence is being reported for.



Click the "**eForm**" link to open the Absence eForm.
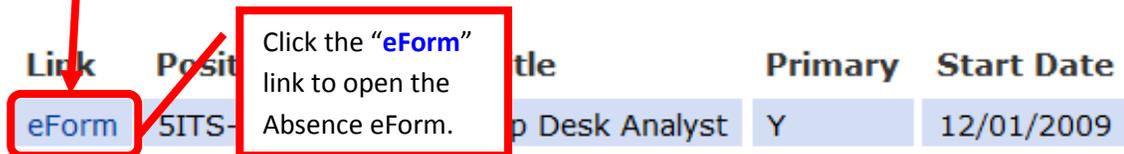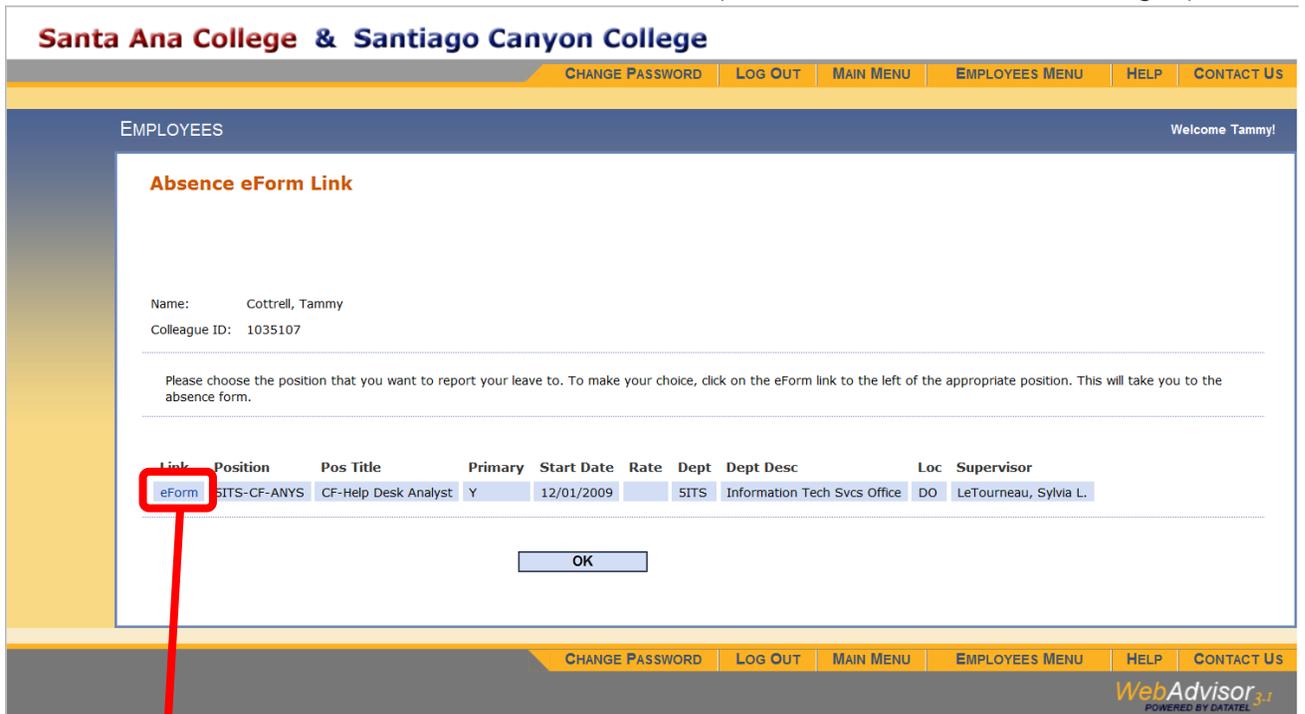
8. The first time, the computer may need to download Java. If a dialog box stating "A website wants to open web content using this program on your computer" appears, click "Allow." eForms require this in

order to work properly. Clicking the box for "Do not show me the warning for this program again" will allow users to avoid having the dialog box appear again and to skip this step in the future.

Click the check box to skip this step in the future.
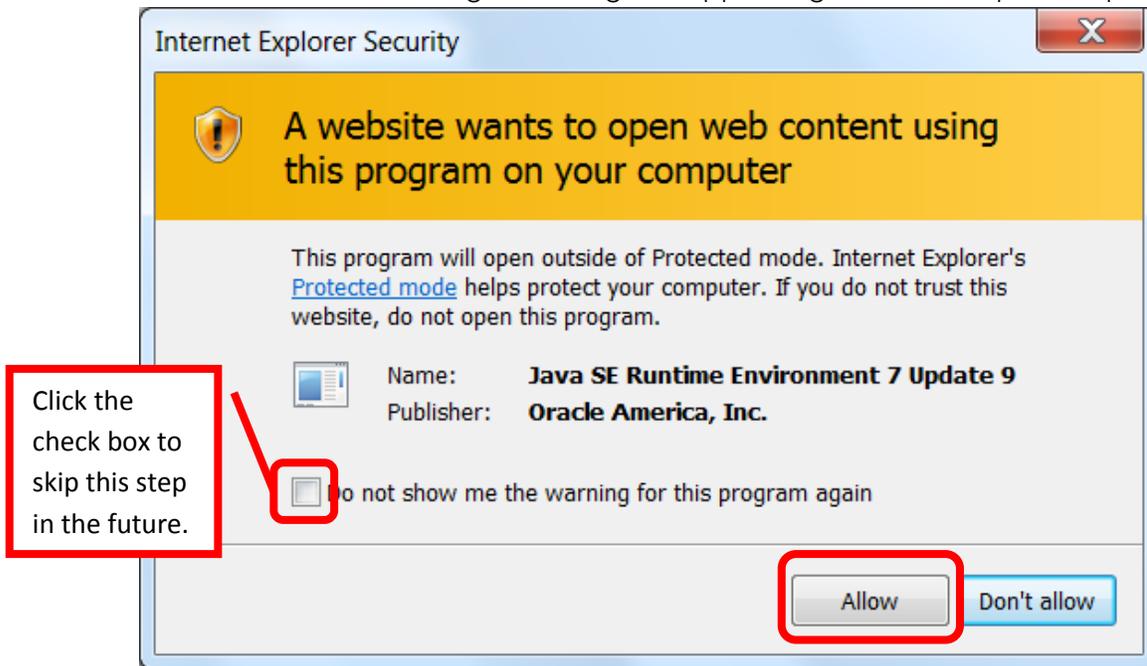


9. An application from Perceptive Software, Inc. is also necessary for the eForm. If a dialog box appears asking "Do you want to run this application? Name: com.imagenow.forms.applet.formviewer..." click "Run" to continue. Clicking the box to "Always trust content from this publisher" will allow users to avoid having the dialog box appear again, and to skip this step in the future.

Click the check box to skip this step in the future.
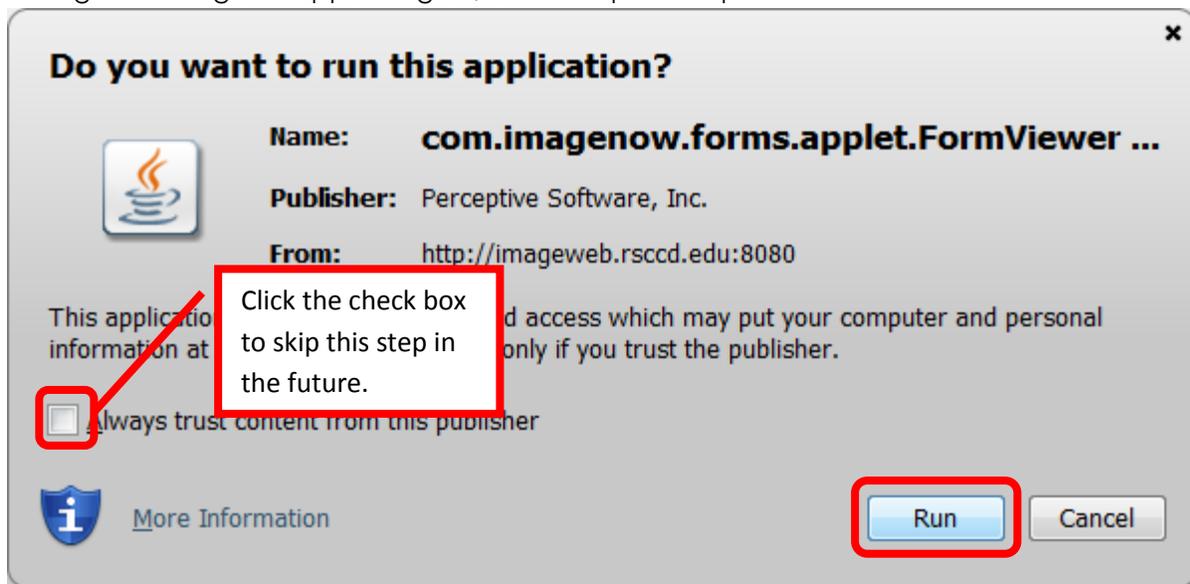


10. The Absence eForm should open in another web browsing window.

**Absence Form Category:** [dropdown]

**Employee Information**

| | | | |
|---|---|---|---|
| Name: | Cottrell, Tammy L. | ID: | 1035107 |
| Employee Position: | 5ITS-CF-ANYS  CF-Help Desk Analyst | Year: | 2013 |
| Supervisor Position: | 5ITS-LF-VCAS  LF-Asst VC, ITS | Pay Period: | |

**Code 1**

[dropdown]

| | Start Date | End Date | Hrs | |
|---|---|---|---|---|
| | 04/08/2013 | 04/08/2013 | 8:00 | Add |

M  T  W  TH  F  SA  SU
Include: ☑ ☑ ☑ ☑ ☑ ☐ ☐

| Row | Date | Day of Week | Hrs | |
|---|---|---|---|---|
| | | | | Delete |

**Code 1 Total Hours:** [    ]

Add Code    Delete Code

**Comments**

[text box]    Add Comment

[text box]

**Attachments**

*Clicking Submit will route your absence form for approval. No additional changes will be allowed.*

**Signatures**

Submit    Reset    Print    Attachments

---

**Completing and Submitting the Electronic Absence Form**

1.  The Employee Information at the top of the Absence eForm will automatically populate based on the position that was selected in the previous step. This includes the employee name, position, supervisor position, and Datatel employee ID number. These fields, as indicated by the gray boxes, cannot be changed. If the wrong position was selected, close the eForm and reselect the correct position.



**Absence Form Category:** [dropdown]

**Employee Information**

| | | | |
|---|---|---|---|
| Name: | Cottrell, Tammy L. | ID: | 1035107 |
| Employee Position: | 5ITS-CF-ANYS  CF-Help Desk Analyst | Year: | 2013 |
| Supervisor Position: | 5ITS-LF-VCAS  LF-Asst VC, ITS | Pay Period: | |

2.  The first step to complete the Absence eForm, is to select the "Absence Form Category." Click on the Absence Form Category pull down menu at the top of the page, and then on the appropriate

category for the position that the absence is being reported for. Categories include: Ongoing Hourly Part-Time Classified, Full-Time Classified / Administrator, Part-Time Academic Instructors, Full-Time Academic Instructors, Long-Term Substitute, and Child Development Instructors.



3. Next select the Year of the absence. The year will default to the current calendar year. To change the default selection click on the pull down menu, and then the desired calendar year. This allows absences from previous or future calendar years to be reported.



4. Now select the Pay Period of the absence. The pay period will default to the current pay period. To change the default selection click on the pull down menu, and then on the appropriate pay period to select it. This allows absences from previous or future pay periods to be reported.

| | |
|---|---|
| **Absence Form Category:** | Full-time Classified/Administrator ▾ |

### Employee Information

| | | | |
|---|---|---|---|
| Name: | Cottrell, Tammy L. | ID: | 1035107 |
| Employee Position: | 5ITS-CF-ANYS  CF-Help Desk Analyst | Year: | 2013 ▾ |
| Supervisor Position: | 5ITS-LF-VCAS  LF-Asst VC, ITS | Pay Period: | 4/1-4/30 ▾ |

**Pay Period:** 4/1-4/30 ▾

> Select the pay period of the absence being reported. *Contact Payroll with any pay period questions.*

| Pay Period options |
|---|
| 4/1-4/30 |
| 5/1-5/31 |
| 6/1-6/30 |
| 7/1-7/31 |
| 8/1-8/31 |
| 9/1-9/30 |
| 10/1-10/31 |
| 11/1-11/30 |

**End Date**

04/09/2013

**5.** Once the year and pay period have been selected, the absence(s) can be entered.  The absence code for the first absence should be selected.  To select an absence code, click the pull down menu under "Code 1," then select the appropriate absence type.  *Important: Some absences types may require additional information or supporting documentation to be provided.  When an Absence type that requires additional information is selected, a "Reason" box will appear directly under the code. Enter the reason in this box.  Supporting documentation must be attached to the Absence eForm (see step 13).*

    a. Absence types include:

        i. **Sick** (may require the attachment of a doctor's note)
        ii. Bereavement Leave (provide relationship to the deceased)
        iii. Bereavement Time Travel (include the miles traveled one way)
        iv. **Family Care Leave** (indicate the relationship)
        v. **Judicial Leave** (attach the jury summons, and the proof of service)
        vi. **Medical / Dental Appointment**
        vii. Military Time (attach military orders)
        viii. Professional Conference Leave
        ix. Association Time
        x. Negotiation Time
        xi. Unpaid Leave
        xii. Workers Compensation (60 days maximum)
        xiii. **Vacation**
        xiv. Compensation Time Taken
        xv. **Personal Necessity** (include the reason)

    *NOTE:  Contact Payroll with any questions about the type of absence or the required supporting information or documentation. Information can also be found in the appropriate Union Contract.*

6. The days of the week check boxes located under the start / end date boxes, indicate the standard work week of the employee reporting the absence. This will default to Monday through Friday. **Employees with traditional schedules <u>do not</u> need to adjust these fields.** Employees who work a non-traditional work week (e.g. Saturday – Wednesday) can check the day of the week boxes for the days that they work. Clicking an already checked box will deselect it. This feature allows a date range for the absence to be reported, while only recording the absence on the days that the employee normally is scheduled to work. For example if an employee works Thursday through Saturday, check the boxes for Saturday and Sunday. Uncheck the boxes for Monday through Wednesday. When a date range is entered for an absence, the eForm will only record the absence on Thursday, Friday, Saturday, and Sunday – the days that the employee would normally work.

| Start Date | End Date | | Start Date | End Date |
|---|---|---|---|---|
| 05/24/2013 | 05/24/2013 | | 05/24/2013 | 05/24/2013 |

| | M | T | W | TH | F | SA | SU | | M | T | W | TH | F | SA | SU |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Include: | ✓ | ✓ | ✓ | ✓ | ✓ | ☐ | ☐ | Include: | ☐ | ☐ | ☐ | ✓ | ✓ | ✓ | ✓ |

7.  Next, select the "Start Date" of the absence from the calendar. The start date will default to the current day. Click the calendar Icon next to the date, to open the calendar. Click the forward or back buttons on the calendar to access the next or previous month respectively. When the correct month is displayed, click on the date of the absence from the calendar to select it. Repeat the process for the "End Date" of the absence. This allows a range of dates to be entered (e.g. 3 days, 1 week, 1 month, etc.). The completed start and end dates should appear in the respective boxes. *The top section of the Code box is for entry purposes only and does not reflect any edits done in the code section.*

> **NOTE: As with the paper absence forms, absences from only one pay period can be reported on the form. Any absences from previous or future pay periods must be reported on a separate absence form. However, multiple absences of any type from the same pay period may be reported on the same form.**

Start Date: 04/09/2013    End: 04/0...    Hrs: 8:00    **Add**

*Click to open the calendar.*

Start Date: 04/09/2013    End Date: 04/09/2013    Hrs: 8:00    **Add**

*Click to go back one month.*    **May 2013**    *Click to go forward one month.*

| Su | Mo | Tu | We | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

*Click the date of the absence to select.*

**Hours:**

Start Date: 05/24/2013    End Date: 05/24/2013    Hrs: 8:00    **Add**

8.  The number of hours per day of the absence needs to be entered in the "Hrs" field. Enter using the format Hours:Minutes (e.g. 4:30 for 4 hours, 30 minutes). Once the date and hour information for the absence has been entered, click "Add" to add the absence to the form.

**Start Date**

05/24/2013

**End Date**

05/24/2013

**Hrs**

8:00

Add

**Start Date**

05/24/2013

Enter the total as hours:minutes per day for the absence being reported.

**Hrs**

4:30

Add

Click to add the absence to the form.

M ... GU

Include: ☑ ☑ ☑ ☑ ☑ ☐ ☐

9. The absence should appear on the card. To add an additional absence event, click "Add Code." Repeat steps 5-9 for each additional absence to be reported. To delete an absence that has been entered, click "Delete Code." *The "Code Total Hours" box above the add/delete code buttons reflects the total number of hours that will be reported for that event, any edits to that event will be reflected in this total.*

**Code 1**

PRN – Personal Necessity

Reason Plumbing work at house

| Row | Date | Day of Week | Hrs | |
|-----|------|-------------|-----|---|
| 1 | 5/24 ▼ | Friday | 4:30 | Delete |

Start Date  05/24/2013   End Date  05/24/2013   Hrs  4:30   Add

M  T  W  TH  F  SA  SU
Include: ☑ ☑ ☑ ☑ ☑ ☐ ☐

Click to add additional absences.

**Code 1 Total Hours:** 4:30

Add Code     Delete Code

Click to delete the absence.

10. Entered absence codes can be edited. The date and hours can be changed, and one day of a multi-day event can be deleted without having to delete the whole absence event.
   a. To change the date of an absence, click the pull down menu for that day under the "date" column. Select the corrected date. The day of the week field will automatically update to the correct day.

**Code 1**

PRN – Personal Necessity

Reason Plumbing work at house

| Row | Date | Day of Week | Hrs | |
|-----|------|-------------|-----|---|
| 1 | 5/24 ▼ | Friday | 4:30 | Delete |

Click the correct date to make the change.

The day of the week will update automatically.

b. To change the numbers of hours of an absence, click on the "Hrs" field and enter the corrected time. Use the Hours:Minutes format (e.g. 2:15 for 2 hours, 15 minutes).



Enter the correct time using a Hours:Minutes format.

c. To delete one day of a multi-day event, click the delete button to the right of the day to be removed.



Click to delete this one day from the event.

11. Comments can be added to the Absence eForm in the provided "Comments" field.  Once all the comments have been entered, click "Add Comment" to add to the eForm.  The comments will be added with a name, time and date stamp.  Comments will be listed from newest to oldest.

**Comments**

Add Comment

**Comments**

Cancel previously scheduled vacation on 5/9/13.

Add Comment

Click to add comments to eForm.

Tammy L. Cottrell, 04/09/2013 13:41
Cancel previously scheduled vacation on 5/9/13.

Comments added with name, time / date stamp.
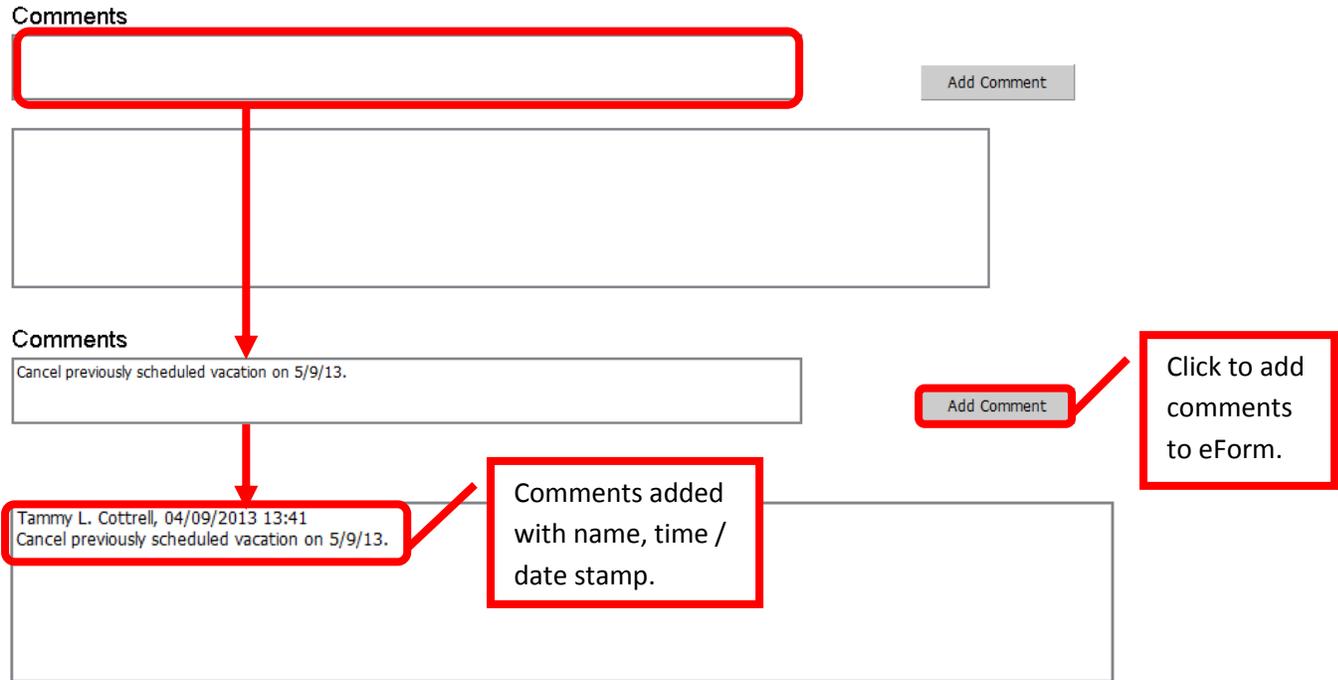
12. Some absence codes such as Judicial Leave, may require additional documents to be attached to the absence form.  In these cases, a check box will appear under the comments box.  Checking the check box confirms that the appropriate documents have been attached to the absence form.

**Attachments**

☐ I certify that I have attached a valid Jury Summons to this absence form
☐ I certify that I have attached the proper Jury Service Certification to this absence form

**Attach**

☑ I certif...    ...a valid Jury Summons to this absence form
☑ I certif...    ...the proper Jury Service Certification to this absence form

Check to confirm that the appropriate documents have been attached.
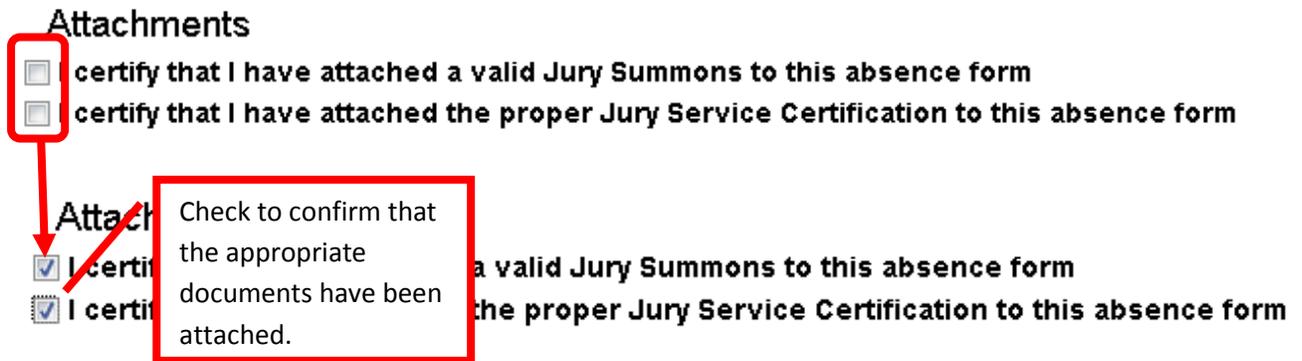
13. To attach documents to the Absence eForm, click the "Attachments" button on bottom of the form.

Submit    Reset    Print    Attachments

Click to attach documents to the Absence eForm.
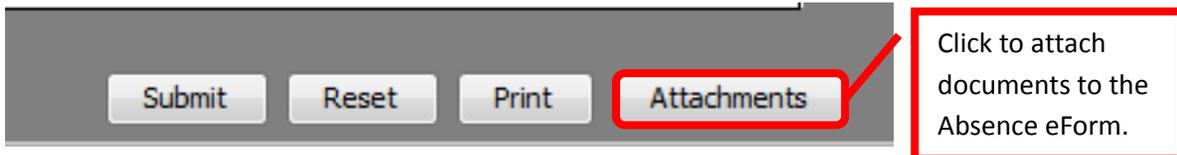
14. In the "Attachments" dialog box, click "Add" to add a document.  Click once on the document to be added to select it, then click "Attach."  The document will appear in the Attachments box.  Repeat this process for all documents that need to be attached.  Once all the documents are listed in the Attachments box, click "Ok" to complete the process.  The total number attachments will appear in parenthesis in the attachment button.

## Attachments

| Name | Size | Path | |
|------|------|------|--|
| Tammy_Vacation_021... | 55593 | H:\Private User Direct... | Add |
| TEST.docx | 9892 | C:\Users\Cottrell_Tam... | Remove |
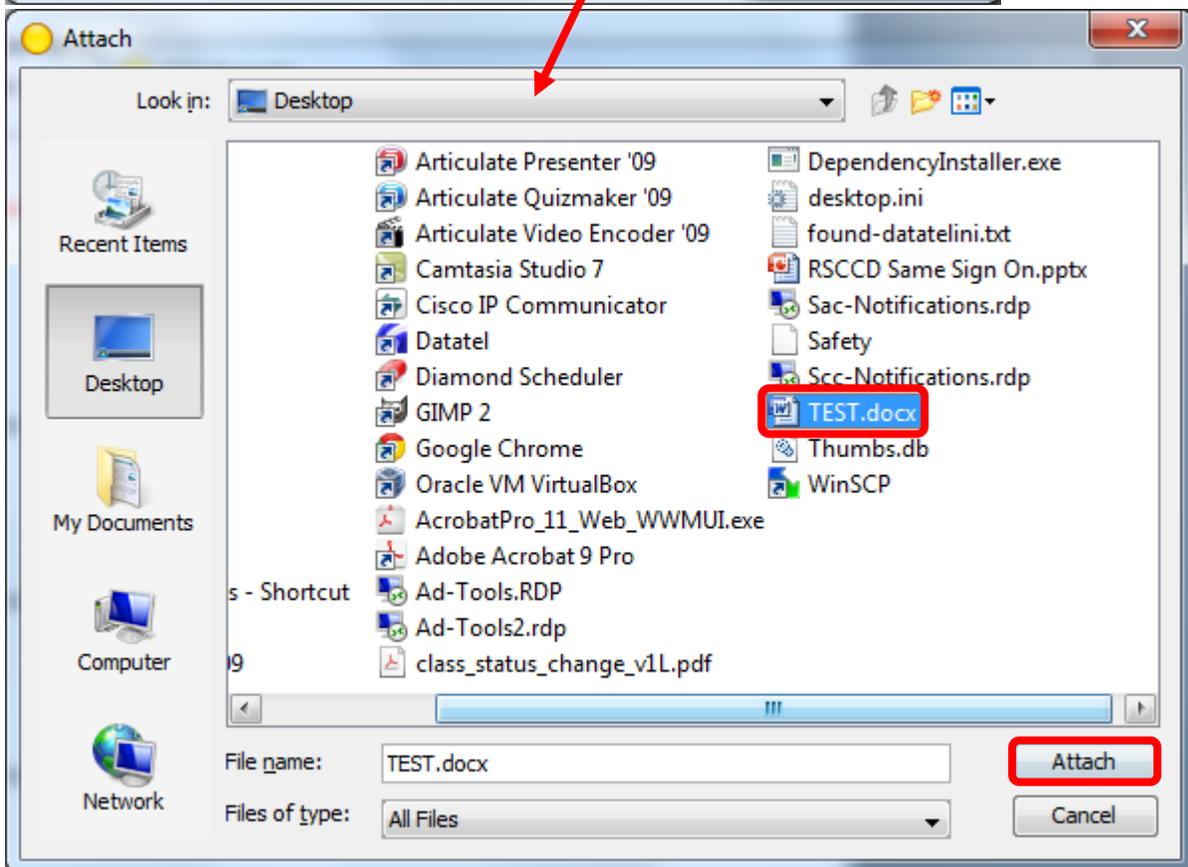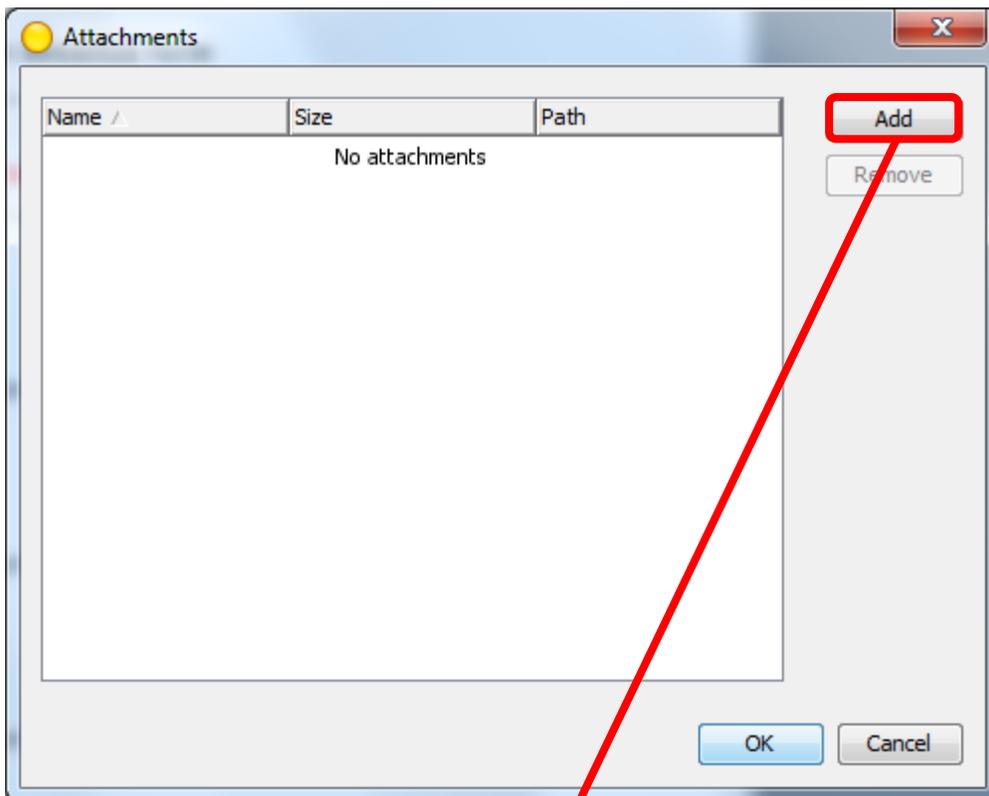
Click to add additional documents.

Click to delete the selected document.

Click to add the documents to the eForm.

OK   Cancel

Sign

Submit   Reset   Print   Attachments (1)

Total number of attachments is shown in ( )

15. Once all the information has been completed and appropriate documents attached, the form needs to be electronically signed by the employee.  To sign the form, scroll down to the "Signatures" box.  Click the "Sign" button under "Employee / Preparer."  The employee name and current date will appear in the signature box.

## Signatures

**Employee/Preparer**
I hereby certify that this report correctly reflects all absence time for me for the p

| Tammy L. Cottrell | 04/09/2013 | Sign |

Click to add electronic signature to the eForm. The employee name and current date will appear in the signature box.

**Timekeeper 1**
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.

|  |  | Sign |

**Approver 1**
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.

|  |  | Sign |

16.  Optional:  When the absence form is complete, a copy can be printed by clicking the "Print" button at the bottom of the form.  A page set up box will appear, click "Ok" to continue.  Select the appropriate printer from Print dialog box, then click "Ok" to print a copy of the completed absence form.

**Click to print Absence form.**

Submit    Reset    **Print**    Atta

**Page Setup**

Media

Size:    Letter

Source:    Automatically Select

Orientation

- ◉ Portrait
- ○ Landscape
- ○ Reverse Portrait
- ○ Reverse Landscape

Margins

left (in)    right (in)
1.0    1.0

top (in)    bottom (in)
1.0    1.0

OK    Cancel

**Print**

Printer

Name:    HP Officejet Pro K5400 Series    ▼    Properties...

Status:    Ready
Type:    HP Officejet Pro K5400 Series
Where:    USB001
Comment:    ☐ Print to file

**Select the appropriate printer.**

Print range
- ◉ All
- ○ Pages    from: 1    to: 3
- ○ Selection

Copies
Number of copies:    1

1  2  3    ☐ Collate

OK    Cancel

17.  To submit the completed absence form, click the "Submit" button on the bottom of the form.
    *NOTE:  Once the eForm is submitted, any changes will need to be submitted on a new form.*

**Absence Form Category:** Full-time Classified/Administrator

### Employee Information

| | | | |
|---|---|---|---|
| Name: | Cottrell, Tammy L. | ID: | 1035107 |
| Employee Position: | 5ITS-CF-ANYS  CF-Help Desk Analyst | Year: | 2013 |
| Supervisor Position: | 5ITS-LF-VCAS  LF-Asst VC, ITS | Pay Period: | 5/1-5/31 |

**Code 1**

PRN – Personal Necessity

Start Date: 05/24/2013  End Date: 05/24/2013  Hrs: 4:30  Add

M  T  W  TH  F  SA  SU
Include: ☑ ☑ ☑ ☑ ☑ ☐ ☑

Reason: Plumbing work at house

| Row | Date | Day of Week | Hrs | |
|---|---|---|---|---|
| 1 | 5/26 | Sunday | 2:15 | Delete |

**Code 1 Total Hours:** 2:15

Add Code    Delete Code

**Code 2**

JDL – Judicial Leave

Start Date: 05/30/2013  End Date: 05/30/2013  Hrs: 8:00  Add

M  T  W  TH  F  SA  SU
Include: ☑ ☑ ☑ ☑ ☑ ☐ ☐

| Row | Date | Day of Week | Hrs | |
|---|---|---|---|---|
| 1 | 5/30 | Thursday | 8:00 | Delete |

**Code 2 Total Hours:** 8:00

Add Code    Delete Code

### Comments

Add Comment

Tammy L. Cottrell, 04/09/2013 13:45
Sending Jury Service confirmation paperwork via inter-office mail on 5/31.

Tammy L. Cottrell, 04/09/2013 13:41
Cancel previously scheduled vacation on 5/9/13.

### Attachments

☑ I certify that I have attached a valid Jury Summons to this absence form
☑ I certify that I have attached the proper Jury Service Certification to this absence form

**Clicking Submit will route your absence form for approval. No additional changes will be allowed.**

### Signatures

**Employee/Preparer**
I hereby certify that this report correctly reflects all absence time for me for the period indicated.
Tammy L. Cottrell    04/09/2013    Sign

**Timekeeper 1**
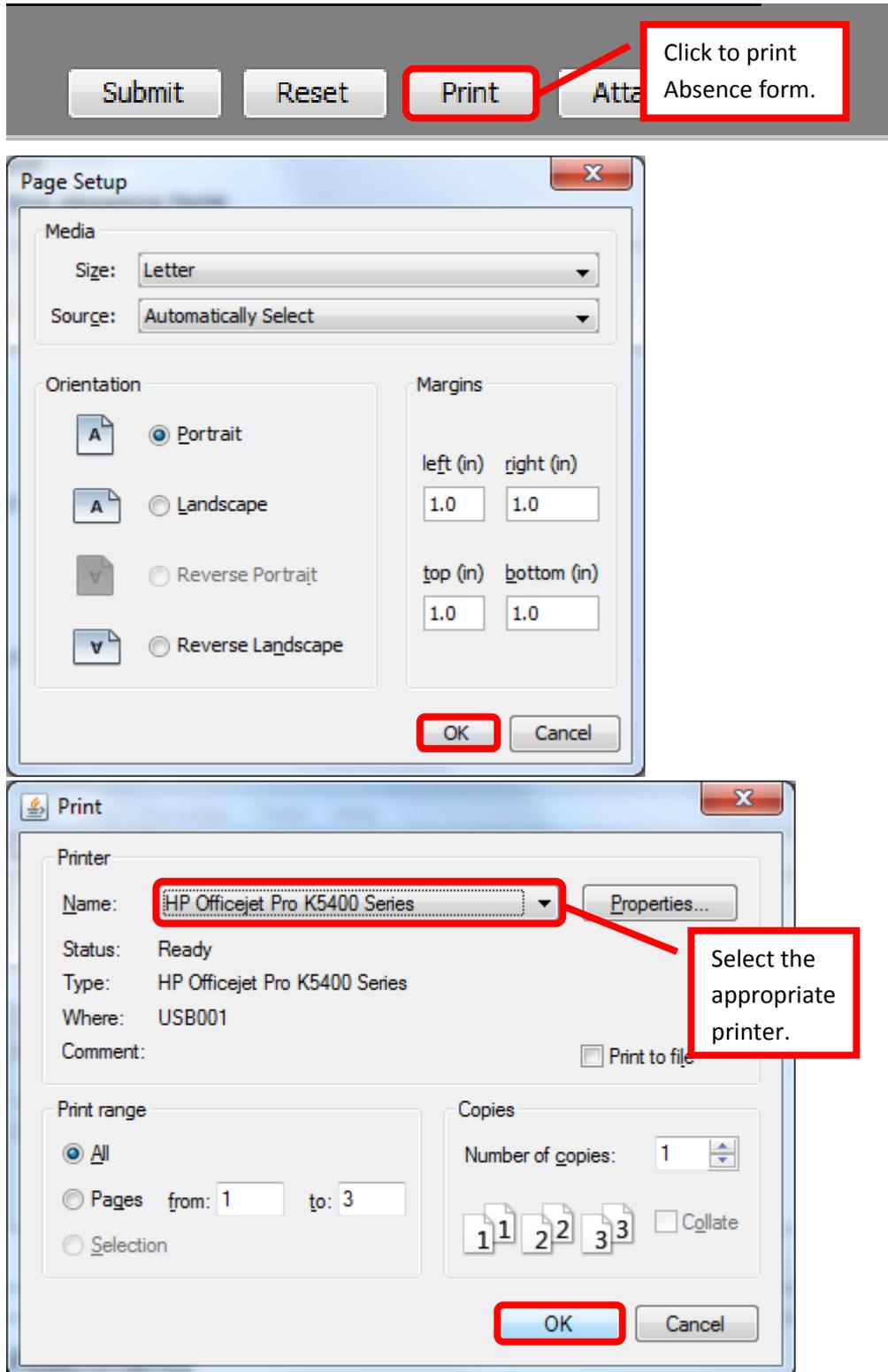I hereby certify that the employee named on this form has provided accurate information in regards to their absences.
Sign

**Approver 1**
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.
Sign

**Timekeeper 2**
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.
Sign

**Approver 2**
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.
Sign

**Cabinet Member**
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.
Sign

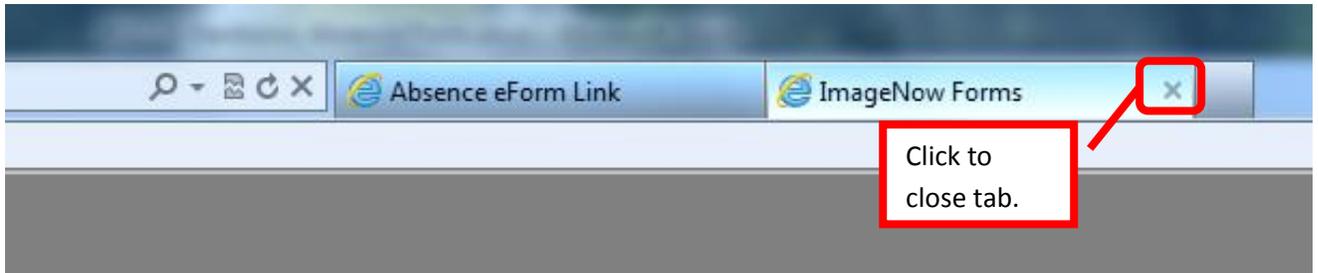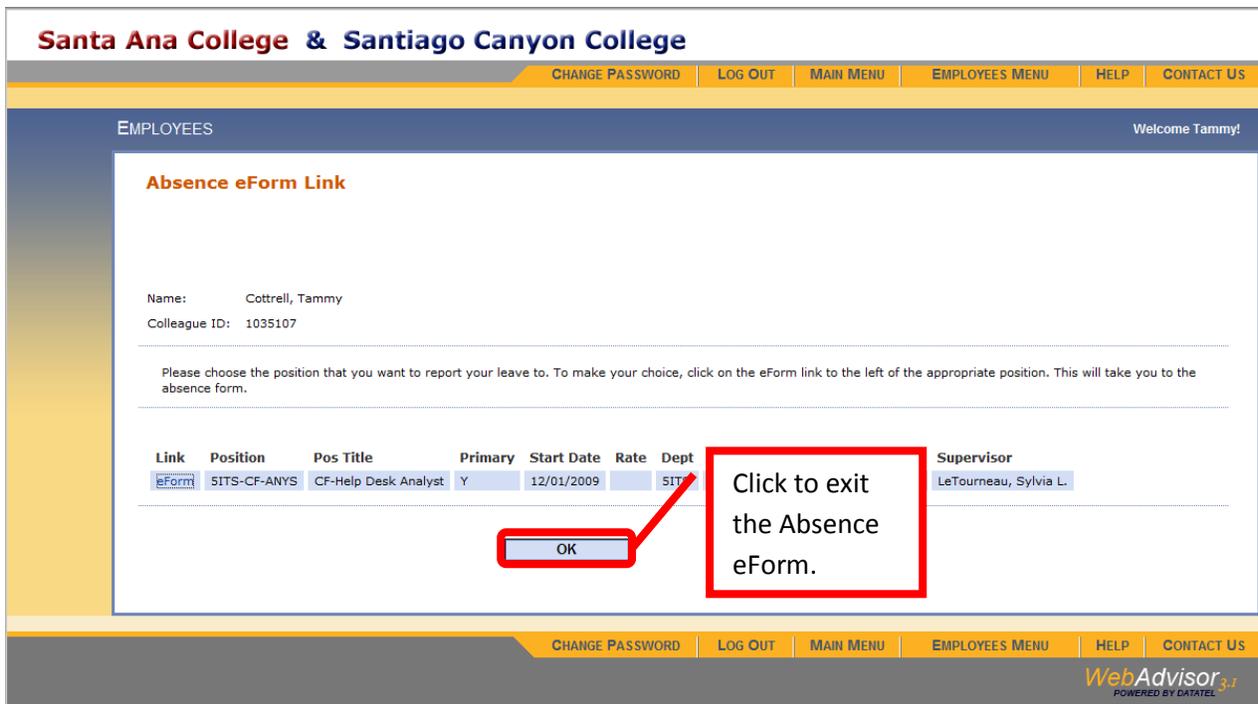Submit    Reset    Print    Attachments (1)

18. A confirmation that the form was successfully saved will appear. This message indicates that the Absence eForm was successfully saved and submitted to the time keeper.

Form saved successfully.
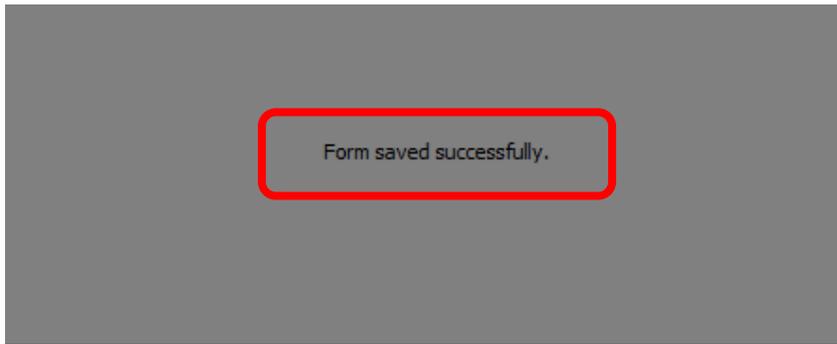
19. To exit the eForm, click the "X" in the upper right corner of the of the ImageNow Forms tab.

Absence eForm Link    ImageNow Forms

Click to
close tab.

20. To exit the Absence eForm link screen in WebAdvisor, click "Ok."

**Santa Ana College & Santiago Canyon College**

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES                                                           Welcome Tammy!

**Absence eForm Link**

Name:          Cottrell, Tammy
Colleague ID:  1035107

Please choose the position that you want to report your leave to. To make your choice, click on the eForm link to the left of the appropriate position. This will take you to the absence form.

| Link | Position | Pos Title | Primary | Start Date | Rate | Dept | Supervisor |
|------|----------|-----------|---------|------------|------|------|------------|
| eForm | 5ITS-CF-ANYS | CF-Help Desk Analyst | Y | 12/01/2009 | | 5IT | LeTourneau, Sylvia L. |

OK

Click to exit
the Absence
eForm.

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor₃.₁
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21. To exit WebAdvisor, click the "Log Out" tab on either the top or bottom menu. Click "Ok" on the webpage message pop up box to close the browser window.

# Santa Ana College & Santiago Canyon College

## EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

Welcome Tammy!

The following links may display confidential information.

### User Account

What's My Student Number / Staff ID Number?
What's My WebAdvisor Login?
What's my password
Change Password
Address Change
Check My Email
Emergency Information

### Personal Profile

Position Summary
Leave Plan Summary
Status Change eForm Link
TimeCard eForm Link
Absence eForm Link
Blank Absence eForm Link (Timekeeper Use Only)

### eForm

Absence eForm Link
Blank Absence eForm Link (Timekeeper Use

> Click either button to log out of WebAdvisor.

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**Message from webpage**

? You are now logged out of WebAdvisor.

To ensure the security of data, you should now close your browser window. To close your browser now, click OK

[ OK ]   [ Cancel ]

> Click to close the browser window.