

### Log into your Account on ApplyToEducation

1. Visit ApplyToEducation.com and enter your username and password.

Click 'Forgot Username/Password' if you need to generate a password reset email.

**Please Note:** If your Employer uses Single Sign On you can click the 'Login using employee email address' button and enter your School Board email address to login.

### Reviewing Absences

Use your Homepage to monitor your absences. Simply click on a # to view the absences.

**Absences On Hold:** These absences have been placed “on-hold” and are waiting to be reviewed

**Absences missing Replacement strategy:** No Fill Method selected (e.g. EasyConnect, Manual Fill, etc.)

**Replacements not contacted:** EasyConnect was selected but has not started contacting Replacements

**Replacements being contacted:** EasyConnect is contacting Replacements but the assignment is unfilled

**Unfilled – done contacting Replacements:** EasyConnect has completed its contact strategy

**Absent times with no Replacement:** No Replacement time entered for a portion of the absence

**Replacements not required:** The absence is set to “No Replacement required”

**Replacements times filled:** Replacements have filled all times where a Replacement was required.

**On Job Board:** Absences that remain unfilled and are visible Replacements

Absences	Today	After Today
Absences On Hold	5	1
Absences missing replacement strategy	1	15
Replacements not contacted	0	2
Replacements being contacted	0	0
Unfilled - done contacting replacements	10	6
Absent times with no replacement	1	20
Replacements not required	12	270
Replacement times filled	8	193
On Job Board	0	1

**Speed Tip:** Click Cancel in the lower right corner of your screen to stop loading the EasyConnect dashboard.

### Reviewing Absences Missing Information

EasyConnect only displays absences in this section that require you to enter data so they can be processed. Click on a # and then click on absences to enter the missing information.

Absences Missing Information	Absences
No Absent Percentage	...
No Charge Back Codes	
Invalid ASN	

### Creating an Absence

1. In the **EasyConnect** section click **Create Absence**, select Location, Employee Group (e.g. Elementary Teacher, ECE, etc.) and if the absence requires a Replacement (Y/N).
2. Enter the **Date** and **Time** of the absence. If the absence spans multiple days select **Add Days**, pick your end date and the days of the week the employee will be away.
3. From the drop down list select the **Absent** employee name, **Assignment**, **Reason** and the **Absence** percentage if it's not auto populated (e.g. 100%: full day, 50%: half day). You can also enter **Additional Info** and a **Release Code** that will be for your records and not visible to the Replacement.

*If your school board allows it, you can leave the assignment field in your absence blank for non-replaceable employees. You will not be required to select an assignment before saving your absence.*

4. Click **Add Replacement**. The **Date** and **Time** will default to match the absence.
5. Select the **Fill Method**, and the **Pay rate** if it's not auto populated (percentage or hours). If your school board uses Charge Back codes, enter it by number, name, or type "???" to list all options. If your School Board allows it, you can even free text enter Charge Back Codes. Add additional codes by selecting **Add Charge Back**.
6. When you have entered all the Replacement details click **OK**.

7. Finish by clicking **SAVE**. If the employee group is configured to automatically select Replacements you are done.

If you need to manually select Replacements, you will be directed to the **Add Contacts** page. Make your selection and click the **ADD** button to complete this absence.

### Multiple Employees, Dates, Times, and Subjects

1. Follow steps 1-7 from 'Creating an Absence.'
2. Additional **Absent Employees** or **Replacement Employees** can be added to your absence by clicking **Add Absent Employee**.
3. Verify that you filled all your Replacement times and then click **SAVE** to process the absence.

### Filling Absences

When entering an absence, you have multiple options for filling it. Pick the Replacement times and select your fill method.

- **EasyConnect** – Contacts Replacement for times selected
- **Manual Fill** – Pick a Replacement by typing in the first 3 letters of their name or Employee ID
- **On-Call** – Pick an employee to assign and they will be notified via email.
- **Long Term Occasional** – This is used to record what occurred.
- **Class Released** – This is used to record what occurred.
- **Emergency Replacement** – Used when a Replacement is not available.
- **Fail To Fill** – Track if you did not fill an absence and need to report on this in the future

### On-Call

1. When using **On-Call** as the fill method, start by typing in the first 3 letters of an Employee’s name or Employee ID. A list will be generated from the staff list for you to select.
2. The On-Call will be emailed the details included in the absence (e.g. room 5).

2017-09-11	08:15 AM to 11:15 AM	<b>Absent:</b> No Employee Absent <b>Assignment:</b> English <b>Additional Info:</b>	Edit Delete
2017-09-11	08:15 AM to 11:15 AM	<b>Fill Method:</b> On-Call <b>Replacement:</b> John Carlisle <b>Room &amp; Details:</b> Room 5	Edit Delete

### Reviewing & Editing Absences

1. In the **EasyConnect** section, click ‘**Absence List**’ or ‘**Search Absence**’ to find the absence. Click on the Absence code in **Green** to review the details.
2. To make a change to an Absent or Replacement employee record click the **Edit** link for the record you would like to revise and click **OK** and then **Save**.

### Bulk Editing Absences

1. Click on the Absence code in **Green** to review the details.
2. Scroll towards the bottom of the multi-day absence and click the **Bulk Edit** button.

The screenshot shows the details for an absence on 2017-10-31 from 08:30 AM to 03:30 PM. The fill method is EasyConnect, and the replacement is 1225T100000 - CCC - Daycare Infants and Toddlers. The payroll is 100%. At the bottom of the details, there are two buttons: 'BULK EDIT' (circled in red) and 'DEACTIVATE SELECTION'. Below this, there is a 'Contact Strategy' section with 'Selected: 0', 'Skipped: 0', 'Contacted: 0', and 'Pending: 0'. At the very bottom, there are buttons for 'REVIEW CONTACTS', 'ADD CONTACTS', 'SENDING PRIORITY: Normal', 'ADJUSTMENT LOG', 'DELETE ABSENCE', 'DEACTIVATE ABSENCE', 'COPY ABSENCE', and 'EDIT'.

- Enter your edits in the **Absent Employee** and **Replacement Employee** sections.

**Absent Employee Details**

**Time**

<input type="checkbox"/> to <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Absent: (cannot be bulk edited) Assignment: Junior Reason: Additional Info: Release Code:	Absence:
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**Replacement Employee Details**

**Time**

<input checked="" type="checkbox"/> 08:30 AM <input checked="" type="checkbox"/> 12:15 PM	<input type="checkbox"/> <input type="checkbox"/>	Fill Method: (cannot be bulk edited) Replacement: (cannot be bulk edited) Charge Back: Replace charge back information	Payroll: 50%
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- Select the dates you would like the edits applied to and click the **Refresh** button.  
**Note:** If you are applying to all records, skip to Step 5.
- Select the checkbox next to the **Date** and click **Save**. You will now see the updates

**Apply Edits to Selected Records**

From: 2017/10/30 To: 2017/10/31 REFRESH

<input checked="" type="checkbox"/>	Date	Time		
<input checked="" type="checkbox"/>	2017-10-30	08:30 AM to 03:30 PM	Absent: Dave Benk Assignment: Primary Reason: SICKEMP - Sick Employee Additional Info: Release Code:	Absence: 100%
<input checked="" type="checkbox"/>	2017-10-30	08:30 AM to 03:30 PM	Fill Method: EasyConnect Replacement: Charge Back: 122ST100000 - CCC - Daycare Infants and Toddlers	Payroll: 100%
<input checked="" type="checkbox"/>	2017-10-31	08:30 AM to 03:30 PM	Absent: Dave Benk Assignment: Primary Reason: SICKEMP - Sick Employee Additional Info: Release Code:	Absence: 100%
<input checked="" type="checkbox"/>	2017-10-31	08:30 AM to 03:30 PM	Fill Method: EasyConnect Replacement: Charge Back: 122ST100000 - CCC - Daycare Infants and Toddlers	Payroll: 100%

SAVE CANCEL

### How to Confirm an Absence is Filled

A confirmation email is sent to the Administrator, absent employee(s), and Replacement employee(s) when an absence has been filled. Additionally, the name of the Replacement employee is listed on the **Absence List** page.

### Deactivating an Absence or Selected Entries

- Individual selections for the Absent or Replacement employee can be deactivated by selecting the entry and clicking the **Deactivate Selection** button (A cancellation email will be sent to the Replacement if a Replacement employee selection is deactivated).

<input type="checkbox"/>	2017-08-16	08:30 AM to 03:30 PM	<b>Absent:</b> Dave Benk <b>Assignment:</b> Junior <b>Reason:</b> SICKEMP - Sick Employee YTD	<b>Absence:</b> 100%	▼ Edit
<input checked="" type="checkbox"/>	2017-08-16	08:30 AM to 03:30 PM	<b>Fill Method:</b> EasyConnect <b>Replacement:</b> <b>Charge Back:</b> 122ST100000 - CCC - Daycare Infants and Toddlers	<b>Payroll:</b> 100%	▼ Edit

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**DEACTIVATE SELECTION**

- Deactivate the entire absence by clicking the **Deactivate Absence** button at the bottom of the **Absence Details** page (The Administrator(s), absent employee(s) and Replacement employee(s) will all receive a cancellation email if the entire absence has been deactivated).

### Bulk Deactivating Absences

- In the **EasyConnect** section, click '**Absence List**' or '**Search Absence**' to find the absence. Click on the Absence code in **Green** to review the details
- Scroll towards the bottom of the multi-day absence and click the **Bulk Deactivate** button.

<input type="checkbox"/>	2019-08-15	08:30 AM to 03:30 PM	<b>Absent:</b> Dave Benk <b>Assignment:</b> Junior <b>Reason:</b> BEREAV - Bereavement Leave YTD	<b>Absence:</b> 100% <b>Auto-populated</b>	▼ Edit
<input type="checkbox"/>	2019-08-15	08:30 AM to 03:30 PM	<b>Fill Method:</b> Manual Fill <b>Replacement:</b> Ann Kenny <b>Charge Back:</b> 122ST100000 - CCC - Daycare Infants and Toddlers	<b>Payroll:</b> 100% <b>Auto-populated</b>	▼ Edit
<input type="checkbox"/>	2019-08-16	08:30 AM to 03:30 PM	<b>Absent:</b> Dave Benk <b>Assignment:</b> Junior <b>Reason:</b> BEREAV - Bereavement Leave YTD	<b>Absence:</b> 100% <b>Auto-populated</b>	▼ Edit
<input type="checkbox"/>	2019-08-16	08:30 AM to 03:30 PM	<b>Fill Method:</b> Manual Fill <b>Replacement:</b> Ann Kenny <b>Charge Back:</b> 122ST100000 - CCC - Daycare Infants and Toddlers	<b>Payroll:</b> 100% <b>Auto-populated</b>	▼ Edit

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3. Select the records for deactivation on the **Deactivate Absence** page, enter a reason for deactivation and click SAVE. All deactivated records will generate a cancellation email and will appear as “greyed-out” on the Absence Details page.

<input checked="" type="checkbox"/>	2019-08-22 A	08:30 AM to 03:30 PM	<b>Absent:</b> Dave Benk <b>Assignment:</b> Junior <b>Reason:</b> BEREAV - Bereavement Leave <b>Additional Info:</b> <b>Release Code:</b>	<b>Absence:</b> 100%
<input checked="" type="checkbox"/>	2019-08-22 R	08:30 AM to 03:30 PM	<b>Fill Method:</b> Manual Fill <b>Replacement:</b> Ann Kenny <b>Charge Back:</b> 122ST100000 - CCC - Daycare Infants and Toddlers	<b>Payroll:</b> 100%
<input checked="" type="checkbox"/>	2019-08-23 A	08:30 AM to 03:30 PM	<b>Absent:</b> Dave Benk <b>Assignment:</b> Junior <b>Reason:</b> BEREAV - Bereavement Leave <b>Additional Info:</b> <b>Release Code:</b>	<b>Absence:</b> 100%
<input checked="" type="checkbox"/>	2019-08-23 R	08:30 AM to 03:30 PM	<b>Fill Method:</b> Manual Fill <b>Replacement:</b> Ann Kenny <b>Charge Back:</b> 122ST100000 - CCC - Daycare Infants and Toddlers	<b>Payroll:</b> 100%

\* This action is irreversible

Absent Employee/Replacement OT will be notified of this cancellation via email.

Please provide the reason for deactivation:

SAVE
CANCEL

## Search Absences and Generate Reports

1. Select **Search Absence** from the EasyConnect section.
2. Enter the Absence Details, Employee Details or Replacement Details (e.g. Fill Method: On-Call) for the desired results.
3. Click **Search** at the bottom of the page to generate a list of absences.
4. Select your desired Report and click **Export**. The Search Results will open in an Excel file.

## Reviewing Adjustment Logs

The Adjustment Logs capture any changes that occurred to an absence.

1. Individual adjustment logs can be viewed on the **Employee Adjustment Summary** page when you expand a specific entry and click **YES/NO** for “Sent to HR”.
2. The complete Adjustment Log history can be viewed by clicking **Adjustment Log** at the bottom of the **Absence Details** page

### Customizing Schools

1. From the **Administration** section click on **Schools** to view the list of schools in your District.
2. Click on the **Name** of a school to edit the details. You can give P/VPs permission to manage their own location.
3. Set-up a location's **Default Absence Times**, **Employee Groups** (only add an employee group that is not already included on your staff list), **Location Information**, **Absences On-Hold**, for each employee group at your school.
4. Select the **Default Absence Flags** that will be visible in every absence made for your school (in order to remove auto-selection of a flag simply deselect it).
5. Click **SAVE** when you are finished performing your updates.

**Employee Groups**

Select the Employee Groups to always include when creating absences, even if there are no staff at this location for that group.

- Elementary Teacher
- Secondary Teacher
- Elementary LTO
- Secondary LTO
- Principals/Vice-Principals
- P/VP LTO

**Default Absence Times**

Employee Group	From	To	Location Information	Absences On-Hold	Include Multi-Day Absences	Never Automatically Release
Elementary Teacher	09:15 AM	03:45 PM	Please arrive at least 15 minutes before a morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elementary LTO	09:15 AM	03:45 PM	Please arrive at least 15 minutes before a morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principals/Vice-Principals	08:00 AM	04:00 PM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Assistants	08:00 AM	04:00 PM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Default Absence Flags**

- Behaviour Management
- Field Trip
- First Duty
- French
- French Preferred
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Kindergarten
- Lifting
- Outdoor Duty
- Phys. Ed.
- Presence of Fifth Disease
- Second Floor No Elevator
- Special Needs Support
- Swimming
- Toileting
- Wheelchair Not Accessible
- Yard Duty

REMOVE SAVE

### Filtering Emails in Your School Board Outlook or Gmail

EasyConnect will email you when an absence has been created, filled, edited, deactivated and if the absence remains unfilled after contacting all available Replacements.

All emails regarding EasyConnect are sent from [info@applytoeducation.com](mailto:info@applytoeducation.com). Here are some tips on how to adjust your email filters in order to better regulate the influx.

1. Filter on the **From:** [info@applytoeducation.com](mailto:info@applytoeducation.com)
2. Filter on key words included in the **Subject Heading:**
  - a. Assignment Offered
  - b. Filled
  - c. Absence Created
  - d. Still Contacting
  - e. Unfilled
  - f. Cancellation

3. Filter on the **Contents if you want to filter on specifics:**
  - a. School
  - b. Assignment (for example if you only want to see custodian absences)

### Turn Off Receiving EasyConnect Emails

If your privileges allow you to, in the User Profile section of your account you can uncheck the option for receiving emails from EasyConnect.

### Pop-Up Blockers

If you click on a button (like 'Calendar' at the top of an Absence List) and the screen flashes without displaying what you want to see its likely you have pop-up blockers turned on.

The Google Chrome web browser has recently changed how they display a blocked pop-up. Now, there is a little square inside the address bar with a red X in it. If you click on it, you can select to 'Always allow pop-ups from [www.applytoeducation.com](http://www.applytoeducation.com).

### 5 Minute Rule: We Value Your Time

If you spend more than 5 minutes trying to figure out a feature, visit our help and training section for tips. Additionally, give us a call toll free at 1-877-900-5627 or email [info@applytoeducation.com](mailto:info@applytoeducation.com).

We value your time and are here to ensure you get great service.



### Additional Features Based On Your Configuration

Depending on how your School District configures EasyConnect, there are additional options available. Below outlines the steps for the following EasyConnect customizations.

Please note, some of these options are only available if the User has been assigned the associated privilege.

### Change Requests After an Absence Has Been Sent to HR

Once an absence has been to “Sent to HR”, any edits require approval in order for the absence to be processed. Your Human Resources department can review Change Requests for the update that was made and will either ‘Accept’ or ‘Reject’ the change. All information regarding edits to absences can be viewed through the **Adjustment Log**.

### Approving Records for Export

Use your Homepage to monitor your absences or use the Export Workflows page from the EasyConnect section. From the Homepage, simply click on a # to view the absences for the indicated work flow step.

The Export Workflows page displays all records for the approval step you are responsible for. Your School District can choose to permit the ability to bulk approve or reject the records displayed.

If the bulk approval is not turned on, please click the Absence Code that requires approval, review the details and click the appropriate button (e.g. approved, reject, reviewed, submit, etc.). The ‘Workflow Status’ will be updated.

2018-02-27 08:30 AM to 03:30 PM **A**

**Absent:** Dave Benk  
 EIN: 8642  
 Job: Teacher  
 FTE: 1  
**Assignment:** Primary  
**Reason:** BEREAV - Bereavement Leave  
 YTD  
**Additional Info:**  
**Release Code:**  
**Workflow Status:** Ready To Approve

**Buttons:** APPROVE (circled in red)

**Summary:** Absence: 100%, Auto-populated, Sent to HR: No, Status: Active

2018-02-27 08:30 AM to 03:30 PM **A**

**Absent:** Dave Benk  
**Assignment:** Primary  
**Reason:** BEREAV - Bereavement Leave  
 YTD  
**Workflow Status:** Ready to Export

**Summary:** Absence: 100%, Auto-populated

### Absences On-Hold

The **Absences On-Hold** feature must be turned on for a specific employee groups in order for to be used. The number of absences you wish to place on hold to prevents EasyConnect from automatically filling the absence with a Replacement.

**Absences On-Hold** are easily identified through your EasyConnect dashboard from your employer Homepage.

Absences	Today	After Today
<b>Absences On Hold</b>	0	57
<b>Absences missing replacement strategy</b>	5	10

**Absences On-Hold** can be filled with an on-call, manually filled or filled by EasyConnect at any time. To release absences from being on-hold click **RELEASE TO EASYCONNECT** from the **Absence List** (bulk release) or **Absence Details** (individual absences) page.

The screenshot shows the 'Absence Details' page for an absence on 2017/01/16 from 09:00 AM to 03:30 PM. The absence is filled by EasyConnect. The 'RELEASE TO EASYCONNECT' button is circled in red. Other buttons include 'DEACTIVATE SELECTION', 'REVIEW CONTACTS', 'ADD CONTACTS', 'SENDING PRIORITY: Turbo', 'JOB BOARD: This absence is posted to the job board', 'POST TO JOB BOARD: 2017/01/15 08:00 PM', 'REMOVE FROM JOB BOARD: 2017/01/16 09:10 AM', 'ADJUSTMENT LOG', 'DELETE ABSENCE', 'DEACTIVATE ABSENCE', 'COPY ABSENCE', and 'EDIT'.

## Replacement Cancelling Accepted Assignments

If a Replacement cancels an accepted assignment within a pre-determined timeframe set by your HR department the following will occur:

- A cancellation email is sent to the Administrator and includes the reason for cancellation and the fill method used to fill the absence.
- EasyConnect will resume contacting Replacements during your contact times if the 'EasyConnect' fill method was used to fill the Absence and Replacements are still available.
- If the Fill Method was not 'EasyConnect' you can configure the system to either automatically contact replacements or require the Administrator to manually put the absence back into the system.
- The Replacement is blocked from accepting other assignments for that day from the EasyConnect Job Board. They can still receive offers through the phone/text and can be filled manually for assignments.

## Employees Cancelling Accepted Assignments

If an Employee cancels an accepted assignment within a pre-determined timeframe set by your HR department the following will occur:

- A cancellation email is sent to the Administrator and includes the reason for cancellation
- The Replacement will receive a notification email and they are made available to accept other assignments.

### Adding Replacements to a Location/School Preferred List

When Replacements are added to a Preferred List, EasyConnect will contact the listed Replacements first. Qualifications are not respected when a Preferred List is enabled for a specific employee group. Further, the Preferred List is for the School/Location and is not tied to a specific employee.

1. From the **EasyConnect** section click on **Contact Lists**
2. In the box labelled '**Preferred Replacement**' begin entering the name of the replacement employee who should be added to the list and click **ADD**.

**Contact Lists**

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**Location**      Select Location: Adamsdale Public School

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**Preferred Replacement:**   
 ADD

**Teachers, Principals & Superintendents**

<input type="checkbox"/>	Approved Occasional	EIN	Phone	Text Message	Contactable	Email
<input type="checkbox"/>	Dave Benk	8642	(647) 784-6634		Yes	ekhelifa@applytoeducation.com
<input type="checkbox"/>	Ryan Kirsh (ATE Test Account)	2839	(111) 111-1112		Yes	rkirsh@applytoeducation.com
<input type="checkbox"/>	Mark Laurie	2255	(416) 625-8032		Yes	mlaurie@applytoeducation.com
<input type="checkbox"/>	Rui Lourenco	431	(647) 928-4607		Yes	hahouran@passioninc.ca

**Preferred List** REMOVE

**ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodians, etc.**  
 There are no occasional employees in this list. REMOVE

### Adding Replacements to a Preferred List By Employee

1. Under the **EasyConnect** section, select **Staff List**.

**Staff List**

School Name: Cundles Heights Pages: 1 of 1 1

EIN	First Name	Last Name	Email	Employee Group	FTE	Preferred List
8642	Dave	Benk	ekhelifa@applytoeducation.com	Teacher Elementary	1.00000	<a href="#">Details</a>
4321	Dave	Benk	ekhelifa@applytoeducation.com	Teacher Elementary	1.00000	<a href="#">Details</a>
4561	Anne	Blondin	mlaurie@applytoeducation.com	Teacher Elementary	1.00000	<a href="#">Details</a>
45678	Samantha	Collard	dean@dean.com	Educational Assistants	1.00000	<a href="#">Details</a>
2839	Ryan	Kirsh	ryankirsh@hotmail.com	Teacher Elementary	1.00000	<a href="#">Details</a>
6789	Latoya	Morgan	lmorgan@applytoeducation.com	Teacher Elementary	1.00000	<a href="#">Details</a>
3355	Rita	Port	mpboardem@pass.ca	Teacher Elementary	1.00000	<a href="#">Details</a>

2. Click details to the right of the Employee's name.
3. Select your **Preferred Replacement** by typing their name or Employee ID. Select the correct person from the drop-down list and click **Add**.

**Preferred List**

**Employee (EIN):** Dave Benk (8642)

**Preferred Replacement:**

ADD CANCEL

**Note:** If a Replacement is removed from the casual list they are automatically removed from being contacted.

### First Contact

1. From the **EasyConnect** section, select **Create Absence**. Select Location, Employee Group (e.g. Elementary Teacher, ECE, etc.) and if the absence requires a Replacement (Y/N).
2. Select your **First Contact** by typing the Replacement name or Employee ID. Select the correct person from the drop-down list.

#### Absence Details

[Back to search results](#)

**Location:** Cundles Heights

**Employee Group:** Teacher Elementary

**Replacement:**  Yes  No

**First Contact:** benk  
8642 - Dave Benk

3. Create the absence and click **Save**.