

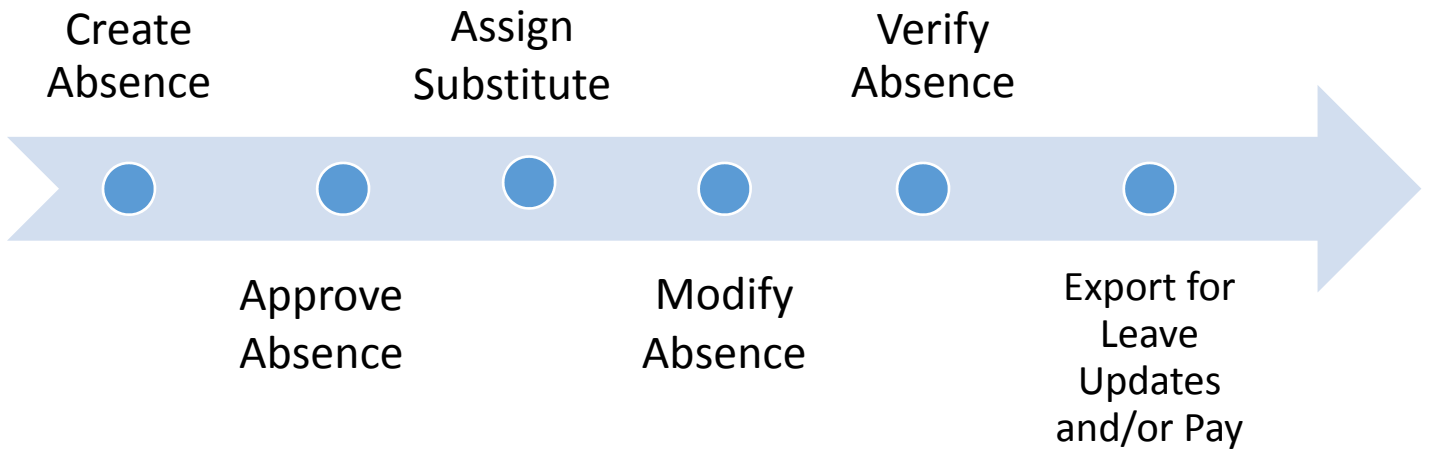
Absence Management Roles and HRIS

An **HRIS**, which is also known as a Human Resource Information System, is basically an intersection of human resources and information technology through HR software.

Roles

Employee Supervisor Substitute Human Resources Payroll I.T.

Absence Management



SmartFindExpress (SFE)

****IMPLEMENTED SEPTEMBER 2015 AND CURRENTLY IN POST IMPLEMENTATION PHASE****

- SmartFindExpress is an absence management and substitute assignment technology solution that integrates online and telephone Interactive Voice Response (IVR) services.
- This automated dispatch system is available 24/7 to employees, substitutes and administrators to automate absence reporting.
- Implementation of the SFE system is an important cornerstone in the development of an attendance support program that values the importance of applying a consistent and proactive approach to supporting employees and focuses on an ultimate goal of maximizing employee engagement at work.

Employees are the heart of the school system and their well-being and commitment is critical for student success.

Current:

SmartFindExpress (SFE) is basically in a maintenance position.

Perceived gap from a staffing point for our SFE dispatch system – the School District currently has no qualified call out personnel to replace our Dispatcher if she’s absent from work.

Resolution:

- A posting is going out on November 26, 2015 to advertise for casual Data Entry Clerk replacements.
- If there are no qualified replacements (we’ve had this happen in previous years), the School District has spoken to CUPE about the possibility of using “non-qualified” clerical staff to perform the data entry/clerical aspects of the position. This has been established past practice in the District when a qualified candidate cannot be found for replacement i.e. EA’s for YFW/ABYWL and Secretary for Library Resource Assistant.

Future:

SFE will be a platform for the collection of information and data to assist the School District as we move to the future development of an Attendance Support Wellness Initiative.

Perceived gap from a technological point of view and efficient use of employee time, is that the SFE system is not interfaced with the School District’s HRIS – SDS.

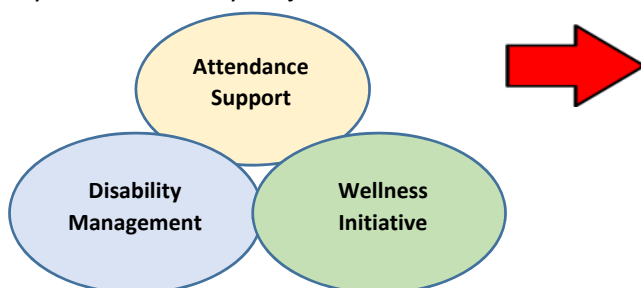
The SFE Interface with SDS is the vital link between SDS Software and the SmartFindExpress (SFE) auto-dispatch system. Specifically, it is a means to enable the automatic transfer of data to and from the SFE system and our current SDS modules [Human Resources (HR), Absence Tracking (ATD) and Payroll].

Resolution:

- The School District has made a commitment to purchase the SDS interface to SFE.
- HR Manager has arranged for interface planning to start in December 2015.
- Implementation target date is approximately January/February 2016.
- As a result of the interface, the Dispatcher will no longer need to enter the data from SFE into SDS and the District will now only have to keep and maintain one database of record.
- Dispatcher’s time will be more effectively used to support the SFE system, School District employees and the HR Department.

As we move into the future, the establishment of a comprehensive Wellness and Attendance Support program is an important goal of School District No. 8. The District is embarking on a readiness audit to assess the current state of wellness, disability management and attendance support initiatives within the School District.

On a technological front, a critical issue for HR is to ensure that the data used in SFE and SDS is accurate and that it can be used as a baseline for review to address gaps identified through the readiness audit. The District anticipates that this technology will be integral in the 2016-2018 school years to assist us in the completion of important groundwork that will support a more extensive Attendance Support and Wellness plan which is aligned with the outcomes of the related Ministry Service Delivery Project.



GOAL: To create a culture where attendance support is part of the regular operations of the District, employees feel supported, employee representatives are involved and feel their members are appropriately and fairly supported and **it is recognized throughout the system, that the work with and for our students is improved by employee wellness.**