EasyConnect

Login Page

Here is your login page for EasyConnect:
https://ssrce.simplication.com

Enter your GNSPES email address and click continue.

Please note, you may be required to multi-factor authenticate before you can finish the login process.

Sign in with Employee Email

School Board Email Address

yourname@gnspes.ca

Continue

There are modules that ApplytoEducation offer that don't apply to employees in the SSRCE. In the top banner, you will see Portfolio, Job Postings and PD Events – these do not apply to you. Click on the arrow beside EasyConnect to drop down the list of options.

Reviewing Absences

Use your Homepage to monitor your absences. Simply click on a **blue #** 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 missing replacement strategy	0	0
Replacements not contacted	0	1
Replacements being contacted	0	0
Unfilled - done contacting replacements	2	0
Absent times with no replacement	0	0
Replacements not required	0	0
Replacement times filled	0	1
Fail to Fill	0	0
Emergency Replacement	0	0
On Job Board	0	0

Speed Tip: Click <u>Cancel</u> in the lower right corner of your screen to stop loading the EasyConnect dashboard.

Absences Requiring Approval Before Export to Payroll

<mark>All absences and/or timesheets <u>must</u> be approved/validated before being exported to SAP</mark>. Unapproved absences will not flow through to payroll, resulting in the substitute not being paid. Please ensure all absences and timesheets are approved on a daily basis. Time flows through to payroll <u>nightly</u> via interface.

Approving Records for Export to Payroll

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 workflow step.

The Export Workflows page displays all records for the approval step you are responsible for. You have 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.

DATE	TIME		▼

	2023-09-05	09:00 AM to 03:15 PM		▲ Edit
		Absent:	Dave Benk	
			EIN: 8642	
			Job: Teacher	
			FTE: 1	
		Assignment:	Kindergarten	
		Reason:	01 - Illness	
			YTD	
		Additional Info:		
		Release Code:		
		Absence:	100% Auto-populated	
		Sent to HR:	No	
A		**Status:**	Active	
		Workflow Status:	LOA Approvals	

(Approve Leave)

	2023-09-05	09:00 AM to 03:15 PM		▼ Edit
		Fill Method:	Manual Fill	
		Replacement:	Mark Laurie	

DATE	TIME		▼

	2023-09-05	09:00 AM to 03:15 PM		▼ Edit
		Absent:	Dave Benk	
		Assignment:	Kindergarten	
		Reason:	01 - Illness	
			YTD	
A		**Absence:**	100% Auto-populated	
		Workflow Status:	Ready to Export	

	2023-09-05	09:00 AM to 03:15 PM		▼ Edit
		Fill Method:	Manual Fill	
		Replacement:	Mark Laurie	

How to Confirm an Absence is Filled

A confirmation email is sent to the Supervisor, 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.

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

Change Requests After an Absence Has Been Sent to HR

Once an absence has been to **"Sent to HR"**, (easyconnect@ssrce.ca) 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.**

For support, please email EasyConnect at info@applytoeducation.com or phone 1-877-900-5627