Welcome to EasyConnect, ApplyToEducation's automated dispatch system for offering and filling daily sub assignments. The following manual will assist you with navigating EasyConnect as an internal employee.

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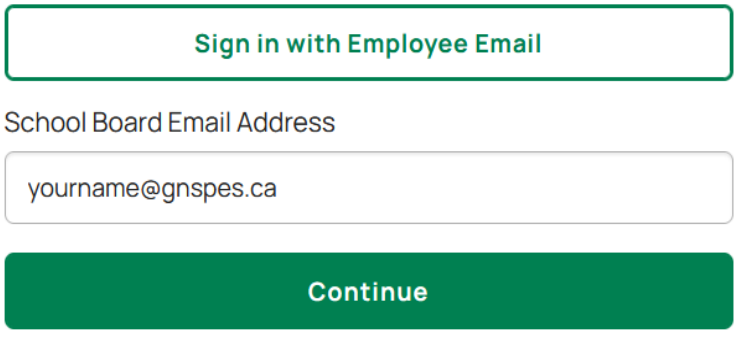
Login Page

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



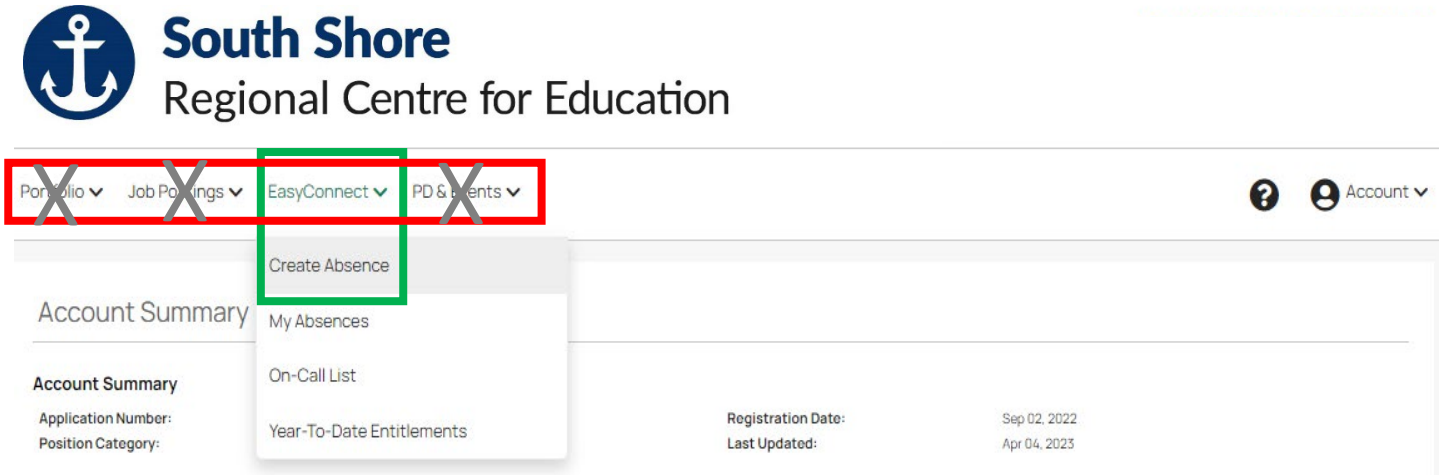
Enter your GNSPES email address and click continue.

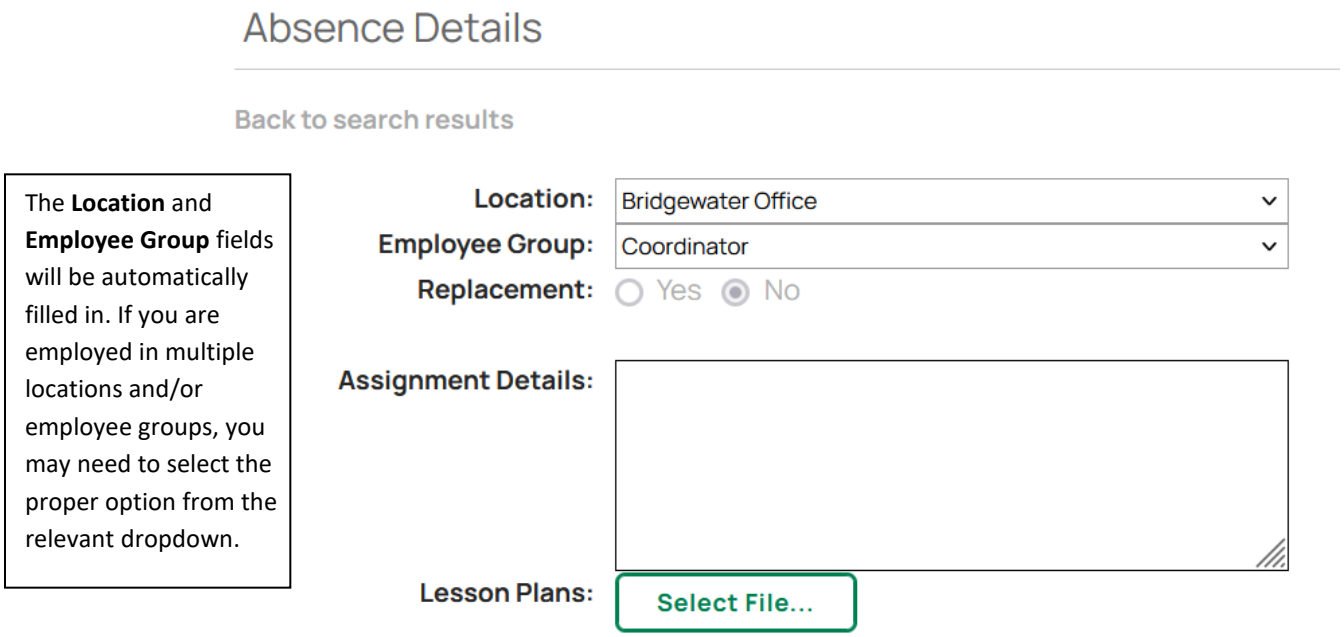
Please note, you may be required to multi-factor authenticate before you can finish the login process.

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.

Creating Absences Online

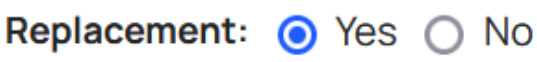
1. In the 'EasyConnect' dropdown menu, click 'Create Absence'.

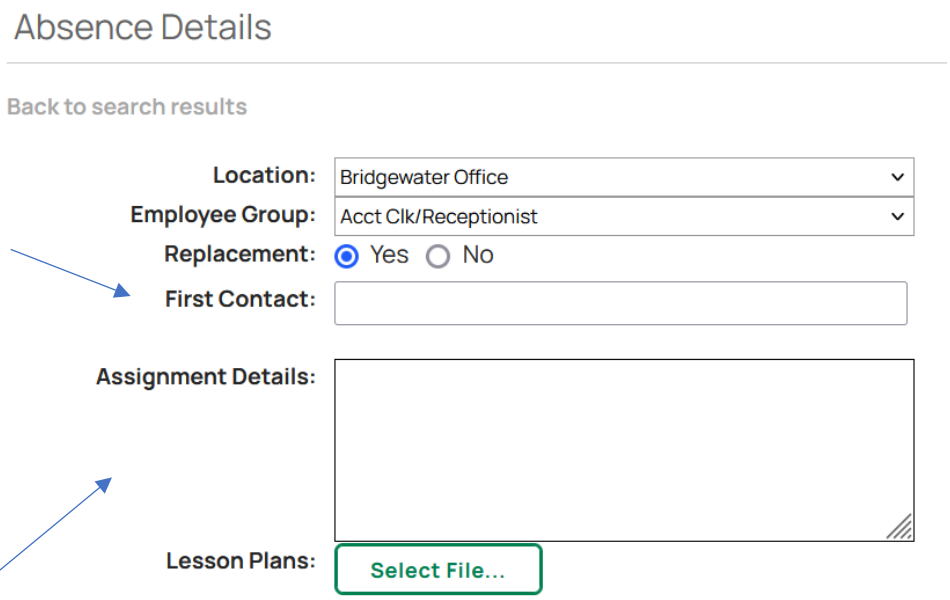




The **Location** and **Employee Group** fields will be automatically filled in. If you are employed in multiple locations and/or employee groups, you may need to select the proper option from the relevant dropdown.

If your position always requires a replacement, this field may be checked as Yes.

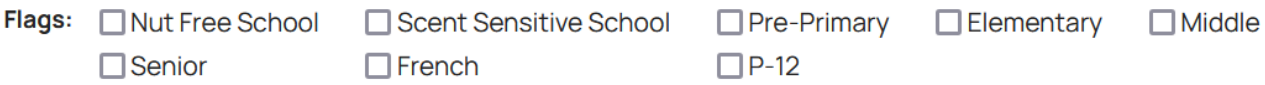




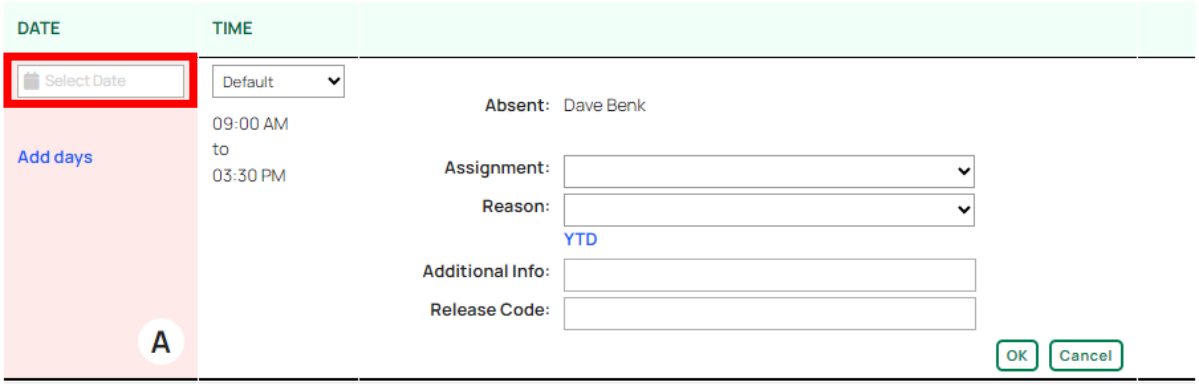
First Contact indicates the first replacement that the system will contact to offer the assignment. If you have a replacement in mind, you can enter their name in this field. See Selecting the First Contact for your absence for more details on how to do so.

If there are any details or instructions you wish to relay to your replacement, you can enter notes in the field **Assignment Details**. You can also choose to upload a lesson plan for your replacement.

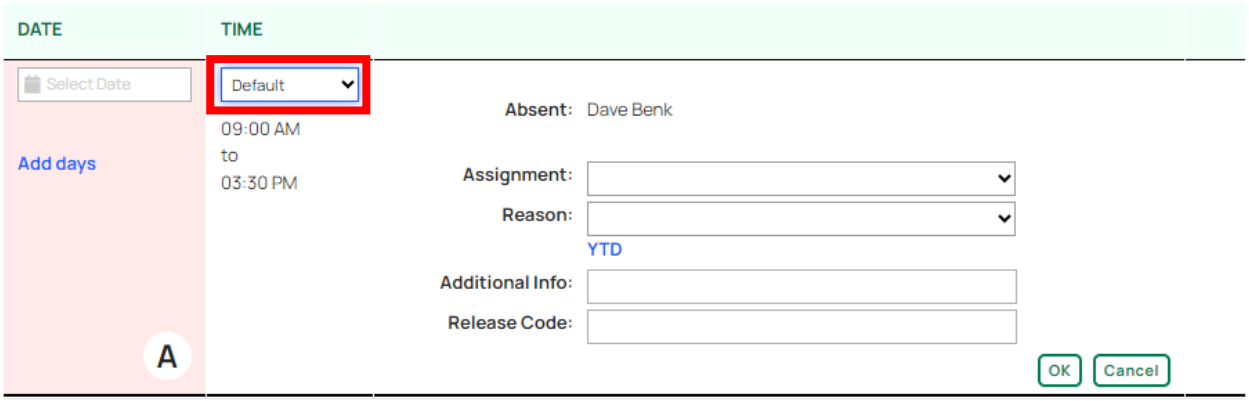
You can select certain **Flags**, if applicable. Some flags may be pre-selected by your school/location.



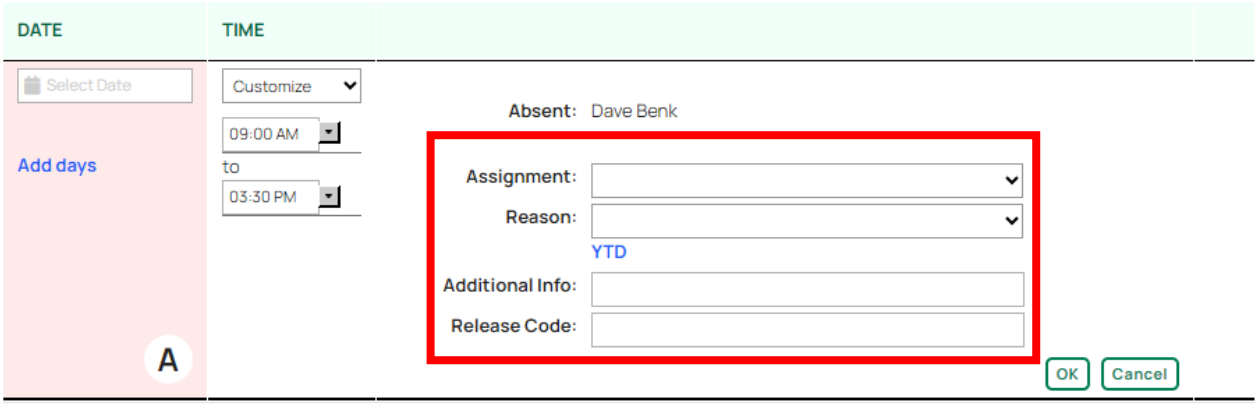
2. Add the **Date** of the absence, by clicking the box and selecting a date from the calendar. If necessary, click **'Add days'** to create a multi-day absence.



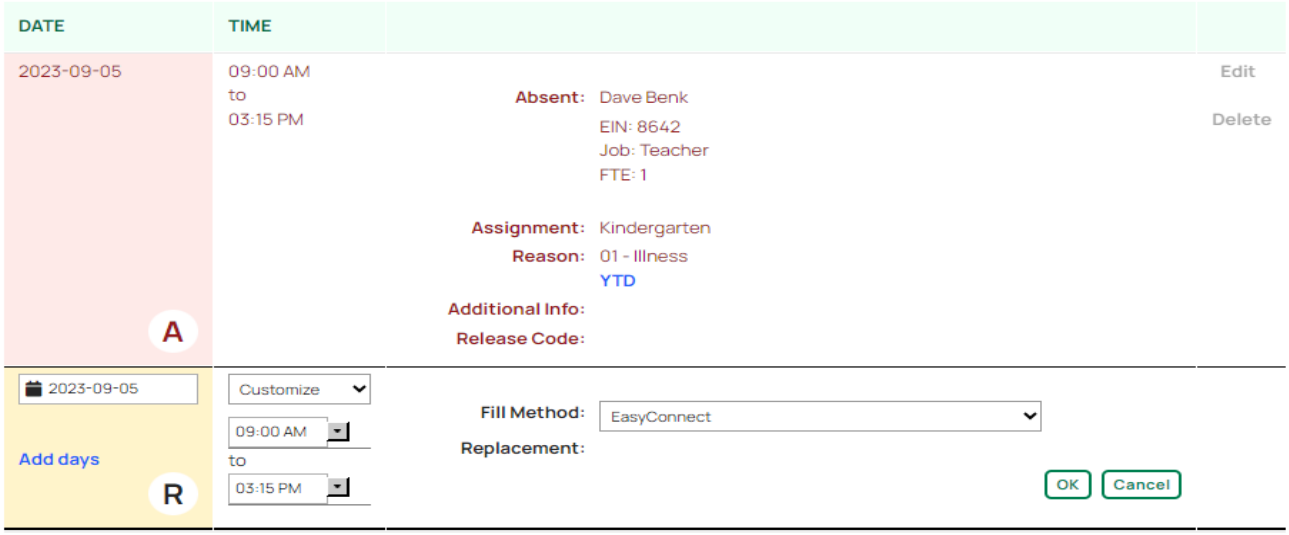
3. Your default start and end time will automatically appear. These times reflect when you arrive at work and when you. The system will automatically deduct your unpaid meal break. If you are absent for less than the full day, please enter the times of your absence.



4. Select the **Assignment** and **Reason** for absence using the dropdown menus. If necessary, enter **Additional Info** and/or a **Release Code.**



5. Click **'OK'**.



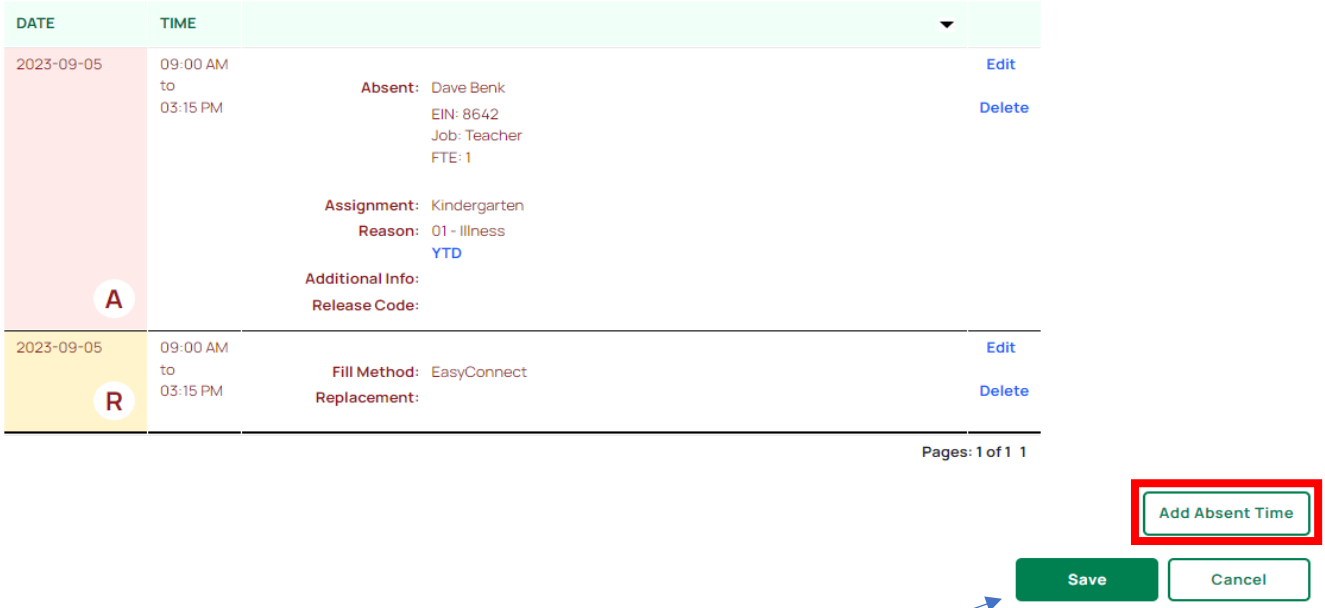
6. Review the absence information. If a replacement is required, a replacement record will be created.

By default, the replacement record will be for the same dates and times as the absence. This can be edited as required (e.g. if you have a full-day absence, but only need a replacement for half of the day).

The default **Fill Method** is usually set to **'EasyConnect'**. This means the system will work to find you a replacement. There may be other fill method options available to you, depending on certain settings. See Manual Fill: Pre-Arranging A Replacement for your Absence for an example of another fill method.

7. Click **'OK'** on the replacement record (if you have one).

8. You have the option to add additional absence times. Each new absence time can differ from the others in terms of the **Date(s)**, **Time(s)**, **Assignment**, and **Reason**. To do so, click **'Add Absent Time'**, and then follow steps **3** to **8**, above.



9. Review the information you have entered, then click **'Save'**.

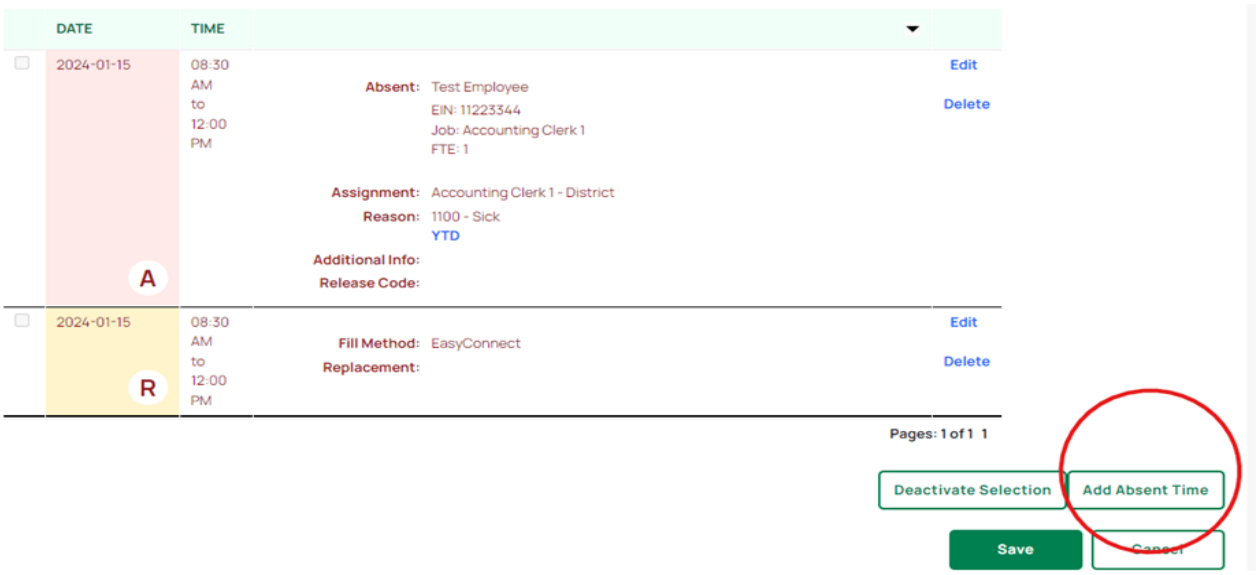
You will receive a pop-up notification that your absence was created successfully, as well as a confirmation email. The site will automatically redirect you to the 'Absence Details' page for the absence.

Creating an Absence with More Than One Entry

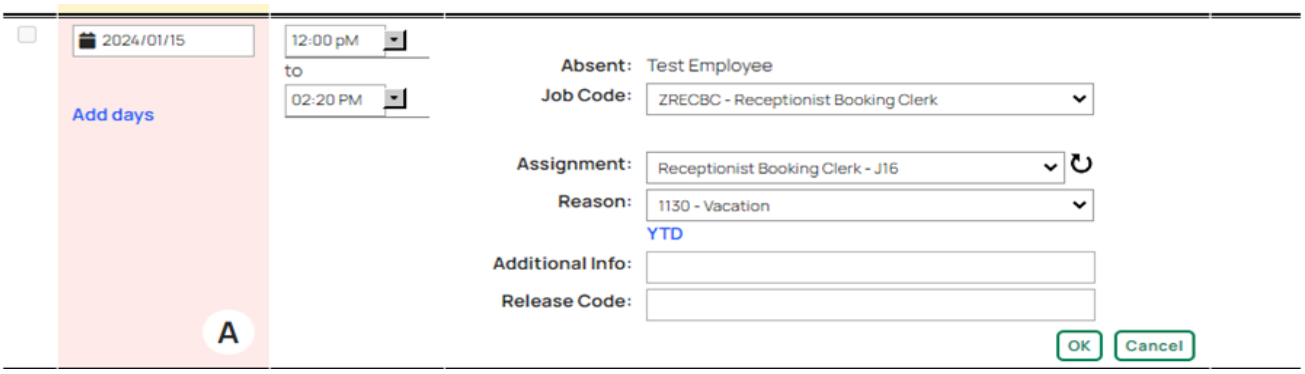
You can create absences with different Assignments, Job Codes, Dates, Reasons, Additional Info or Release Codes. Creating a single absence with more than one absence entry ensures that your assignment can be filled by one casual/sub.

1. In the **EasyConnect** section, click **'Create Absence'**. Select if a **Replacement** is required (Yes/No).

2. Enter the **Absence Date** and **Time** for the first part of your absence**,** then click Add Absent Time to add an additional absence entry:



3. Enter the **Absence Date** and **Time** for the next part of your absence and click OK:

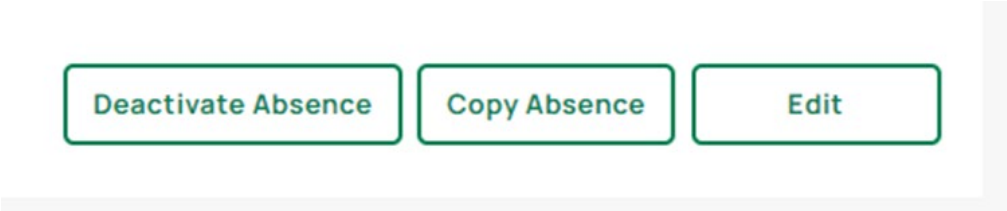


4. Click SAVE once you have entered all of your absence information

Copying an Absence

You can copy an existing active or deactivated absence to use for a new absence entry.

1. Click **EasyConnect**, then **My Absence**
2. Click the **Job Code** you wish to Copy
3. On the the **Absence Details** page, click **Copy Absence** at the bottom of the page:



Creating Absences Over the Phone

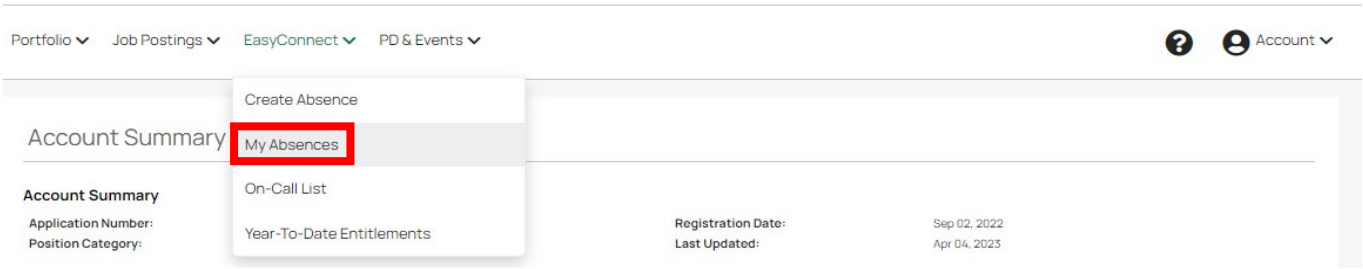
1. Call **1-855-279-3279** and enter SSRCE's Access Code **66** followed by pound key (#).
2. Enter your **Employee ID Number (EIN)** followed by pound key (#).
3. The system will read out your name. Press 1 to confirm your ID when prompted.
4. Press 3 to create an absence, following the prompts given by the Interactive Voice Response (IVR).

You will receive a confirmation email containing absence information, once you have created the absence.

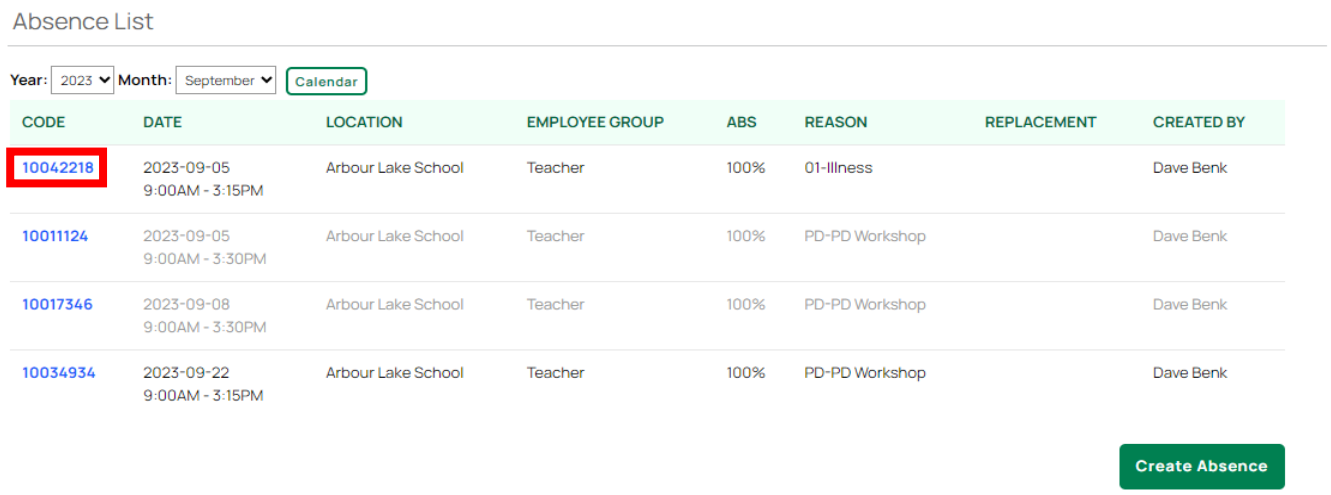
Reviewing Your Absences

1. In the 'EasyConnect' menu, click 'My Absences'.

South Shore
Regional Centre for Education



2. Click on the absence **Code**.



This will bring you to that absence's 'Absence Details' page, allowing you to review the information relating to the absence.

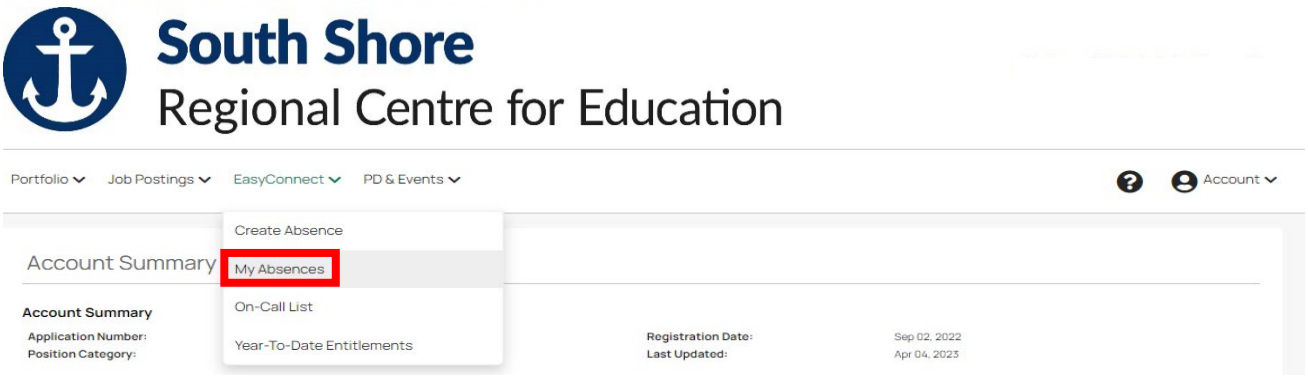
Editing an Absence, Copying an Absence, and Deactivating an Absence can all be done from this page.

Note: Absences which have been deactivated will still appear on the 'My Absences' page, but they will be greyed out.

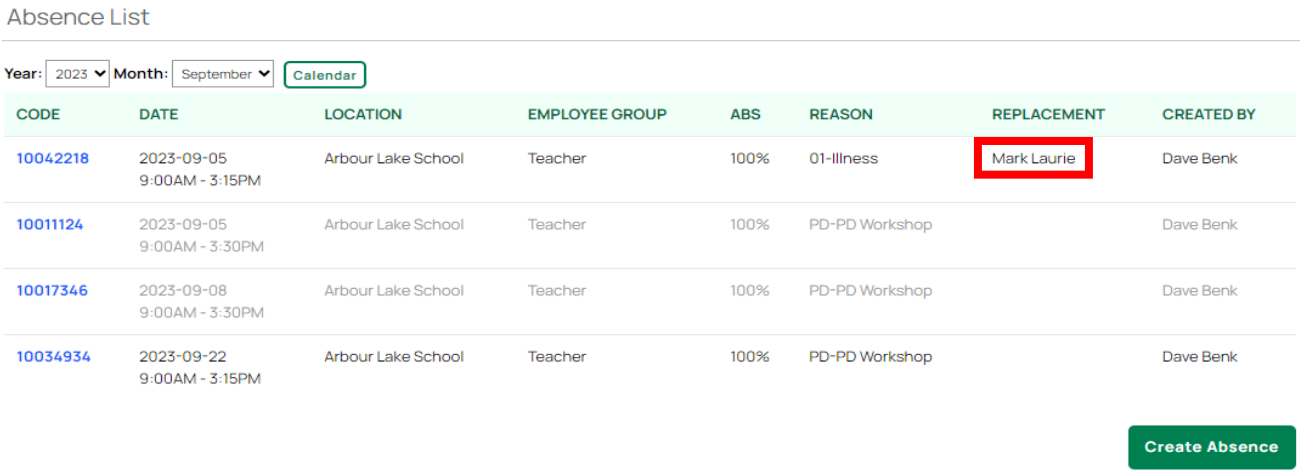
How Do You Know Your Absence Has Been Filled?

When a replacement is filled in for your absence, you are sent a notification email with this information. You can also view this information on the 'My Absences' page.

1. In the 'EasyConnect' menu, click 'My Absences'.



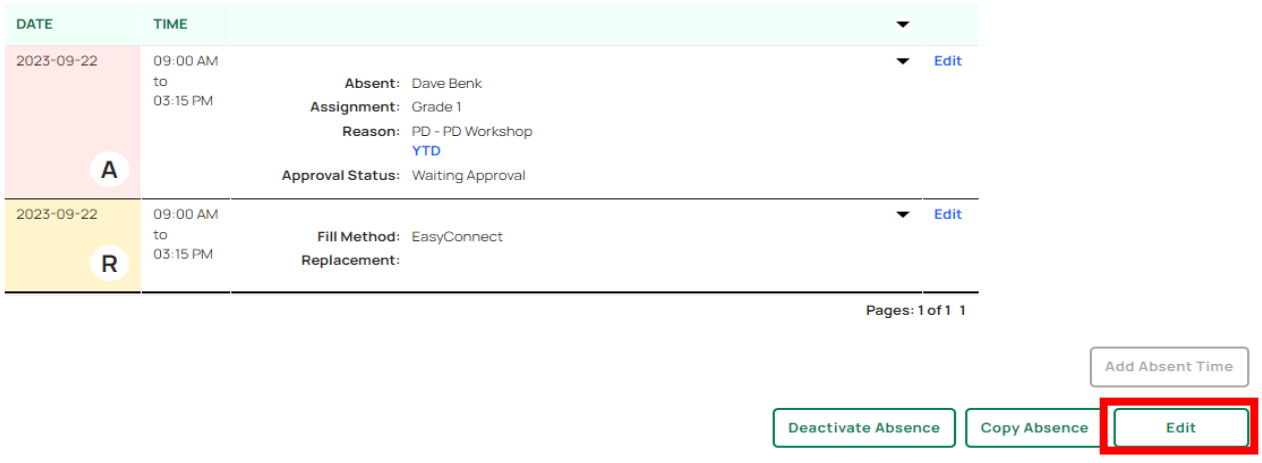
2. The **Replacement** column will list anyone who has been filled in for any of your absences.



Editing an Absence

1. Follow steps **1** and **2** of Reviewing your Absences to get to the absence's 'Absence Details' page.

2. Click the **'Edit'** button on the bottom right of the page.



3. Make the necessary edits, then click **'Save'** at the bottom of the page to update your changes.

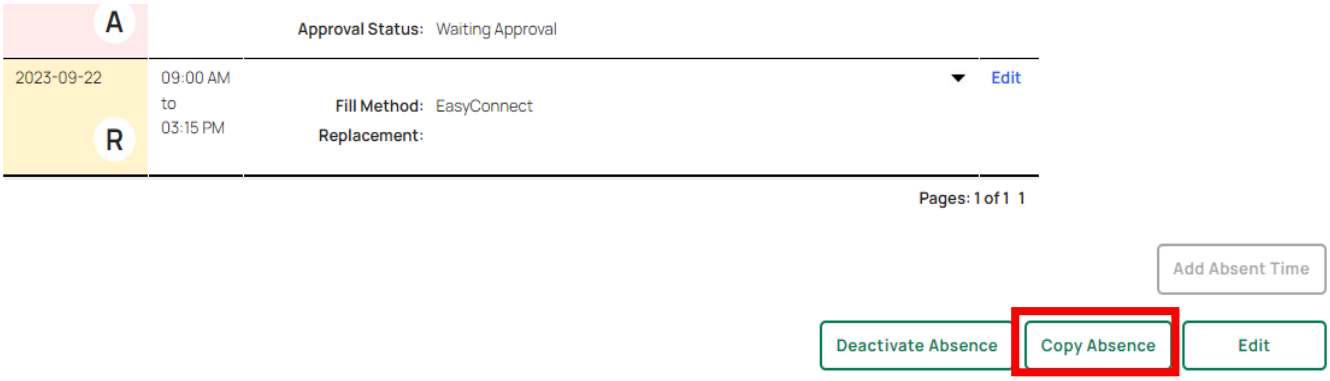
It is not always possible to edit your absences yourself. The circumstances under which you can or cannot make edits will vary according to regional settings. For example, you may not be able to edit the absence once a replacement has accepted it, or if it's too close to the absence start time.
*If the **'Edit'** button is greyed out, you cannot edit the absence yourself. Please reach out to the relevant school board administrator(s) for assistance.*

Copying an Absence

It can be helpful to copy an existing absence, to use as a template for a new absence you are creating. This will save time when creating several similar absences.

1. Follow steps **1** and **2** of Reviewing your Absences to get to an 'Absence Details' page.

2. Click the **'Copy Absence'** button on the bottom right of the page.



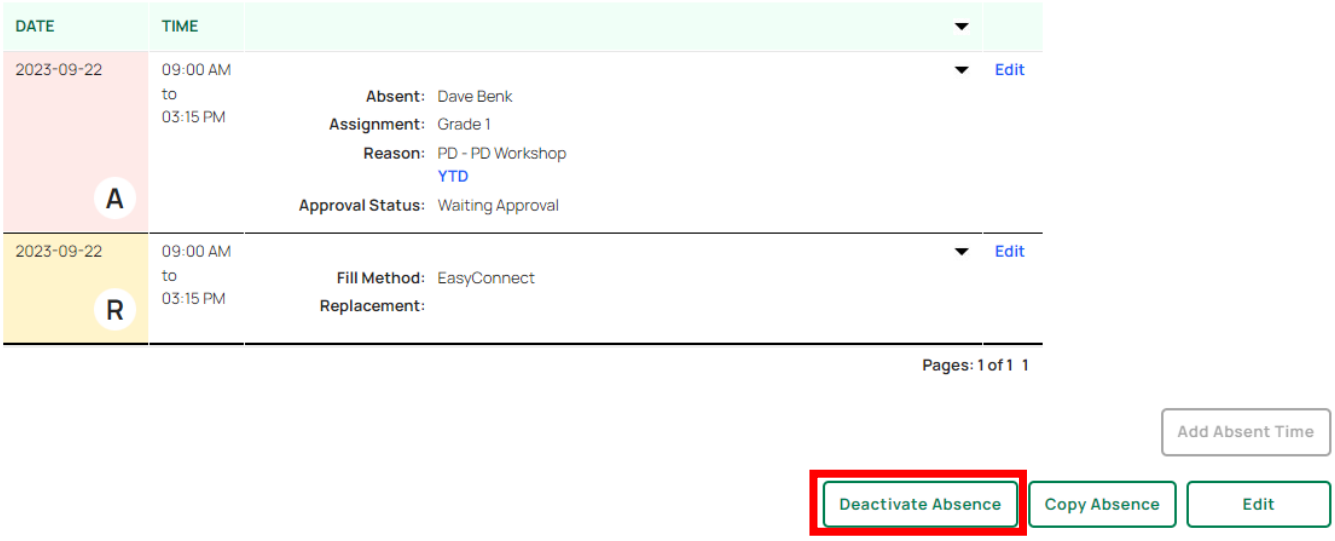
3. You will be brought to an absence creation page (as seen in Creating Absences Online) with its fields pre-filled with the information from the existing absence.

4. Make any necessary edits, then **'Save'** this new absence.

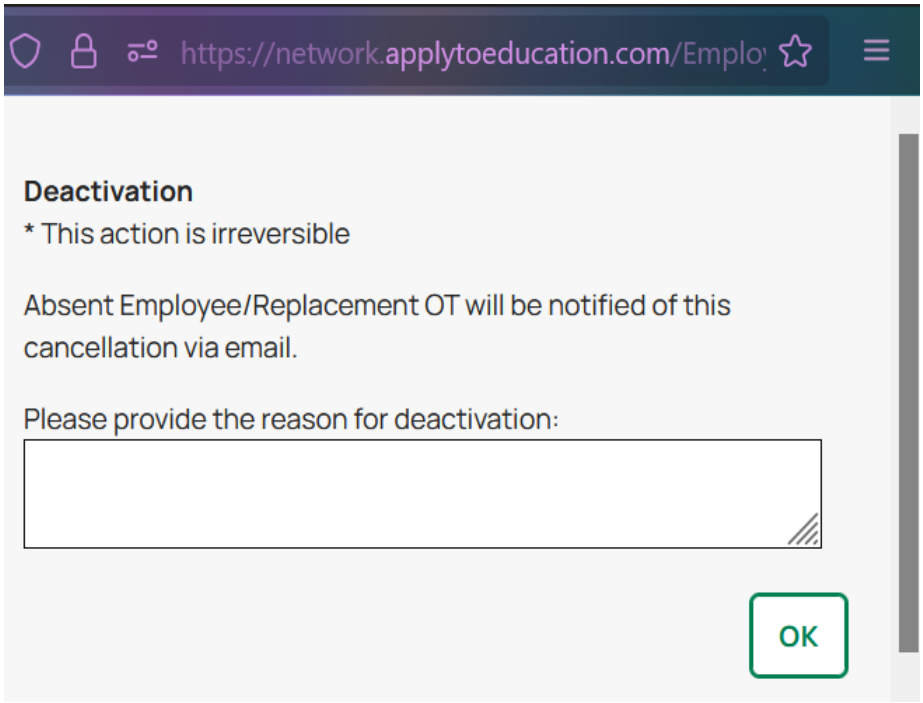
Deactivating an Absence

1. Follow steps **1** and **2** of Reviewing your Absences to get to the absence's 'Absence Details' page.

2. Click the **'Deactivate Absence'** button on the bottom right of the page.



A pop-up window will appear. It will inform you that the action is irreversible, as well as any other relevant information (such as if the absence is linked to a PD Event).



3. Provide the reason for deactivation in the relevant box, then click **'OK'**.

The absence will then be deactivated. The absence will still be listed on your 'Absence Details' page, but it will now be greyed out. A confirmation email will be sent to you, your Principal/Manager/Supervisor, and the replacement employee (if applicable).

It is not always possible to deactivate an absence yourself. The circumstances under which you can or cannot deactivate will vary according to regional settings. For example, you may not be able to deactivate an absence once a replacement has accepted it, or if it's too close to the absence start time.

*If the **'Deactivate Absence'** button is greyed out, you cannot deactivate the absence yourself. In this case, locate the confirmation email from EasyConnect in your inbox, and click **'Reply All'**. Explain what*

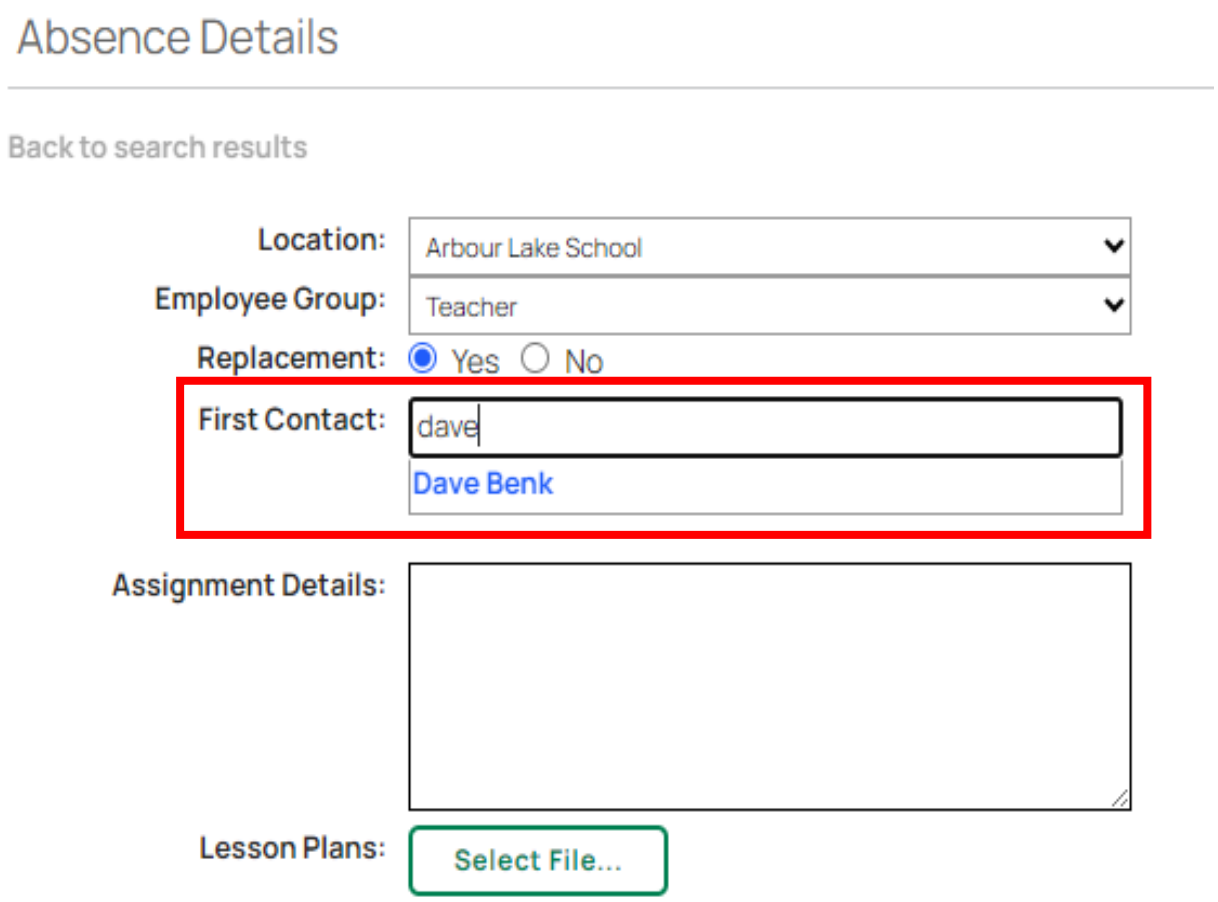
you need cancelled, and why, and send the email. This will send your reply to the relevant regional staff.

Selecting the First Contact for Your Absence

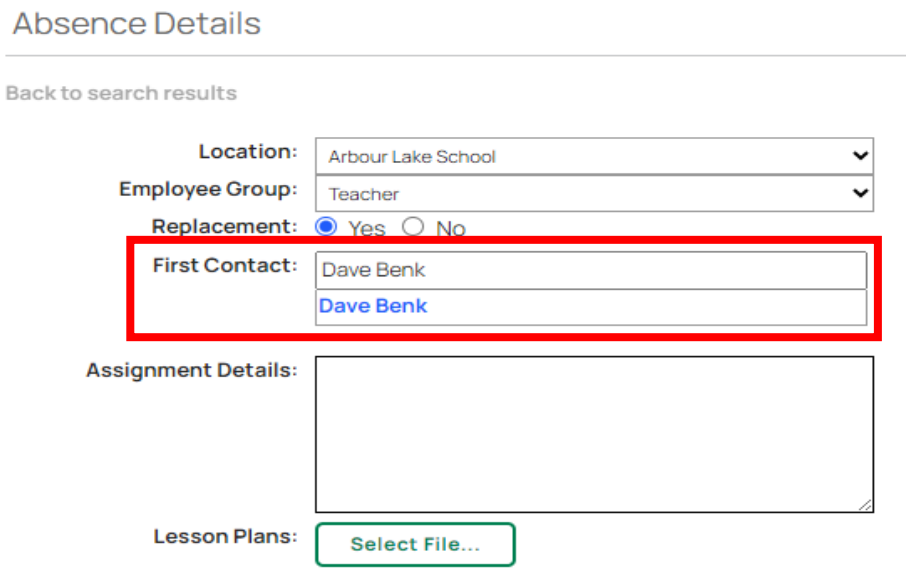
The First Contact is the first replacement that the EasyConnect dispatch system will contact to offer the assignment.

1. Follow steps **1** and **2** of Creating Absences Online.

2. Begin typing the name of the replacement. You must type at least 3 letters. The system will search through the list of replacement employees which match that name, listing them as a dropdown menu.



3. The page will reload, with the system filling in the search bar with their full name.



4. Continue with the rest of the steps from Creating Absences Online.

Note: The only replacements which will appear are those who are willing to work at your school location and can replace your employee group.

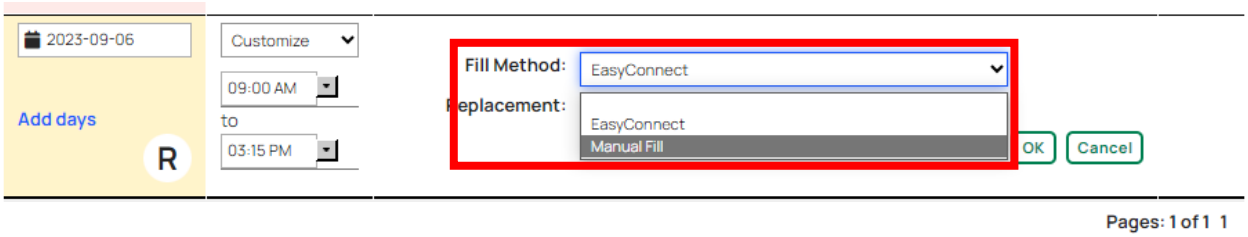
Manual Fill: Pre-Arranging a Replacement for Your Absence

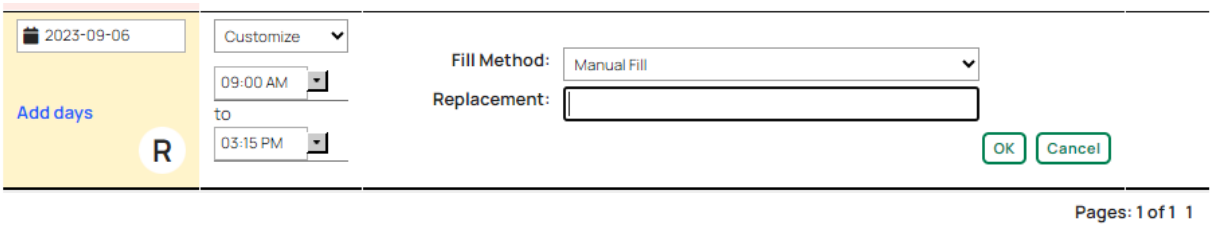
Manual Fill is an option available to some school boards, where an internal employee can confirm a replacement for an absence while the absence is being created.

This should only be done if the internal employee has spoken to the replacement, and both have agreed that the replacement will fill in for this absence.

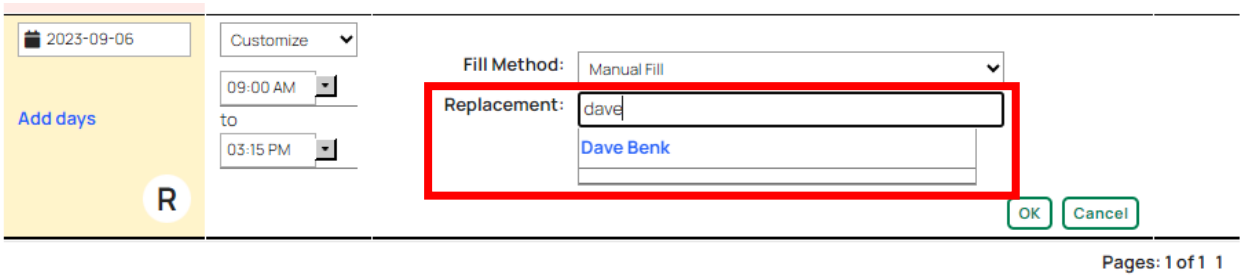
1. Follow steps **1** to **7** of Creating Absences Online.

2. Select **'Manual Fill'** as the **Fill Method**.

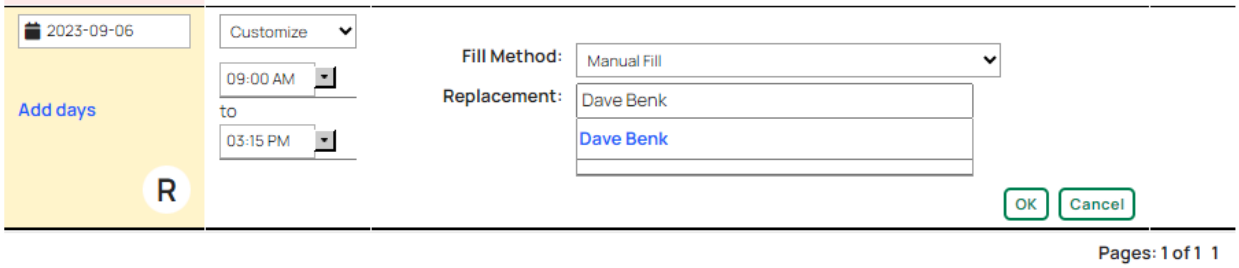




4. Begin typing the name of the replacement. You must type at least 3 letters. The system will search through the list of replacement employees which match that name, listing them as a dropdown menu.



5. Click on the name of the relevant replacement. The page will reload, with the system filling in the search bar with their full name.



6. Continue with steps **8** to **10** of Creating Absences Online.

As soon as the absence has been created, the replacement will receive a confirmation email that they have accepted the assignment. You will receive a confirmation email that your absence has been successfully created and filled.

The replacement will be immediately listed with the absence on the 'Absence List' and 'Absence Details' pages.

Note: This option is only available to certain school regions, based on the settings they put in place in our system.

Additional Features Based on School Region Configuration

Your school region may not use all the features listed in this manual, or it may have additional options available. Please contact us for more specific information on how the EasyConnect settings are configured.

Privacy Notice:

To support transition to and implementation of the new Absence and Attendance Management System (EasyConnect), your RCE/CSAP has undertaken an initial account set-up process requiring a transfer of data from our human resources information system to EasyConnect. This effort was intended to reduce manual work and transition time for employees (including occasional employees). When using this system going forward, the personal information you provide, as well as data from our human resources information system, will be used to administer and manage absence and attendance within the RCE/CSAP. This personal information is collected, used, and protected under the RCE/CSAP's authority as a public entity under the Freedom of Information and Protection of Privacy (FOIPOP) Act. Your personal information in EasyConnect will not be disclosed outside of your RCE/CSAP in identifiable form. ApplytoEducation, the vendor providing EasyConnect, will not access or use your personal information for any purpose other than to provide absence and attendance management services and maintain the EasyConnect software.