

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.simplification.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

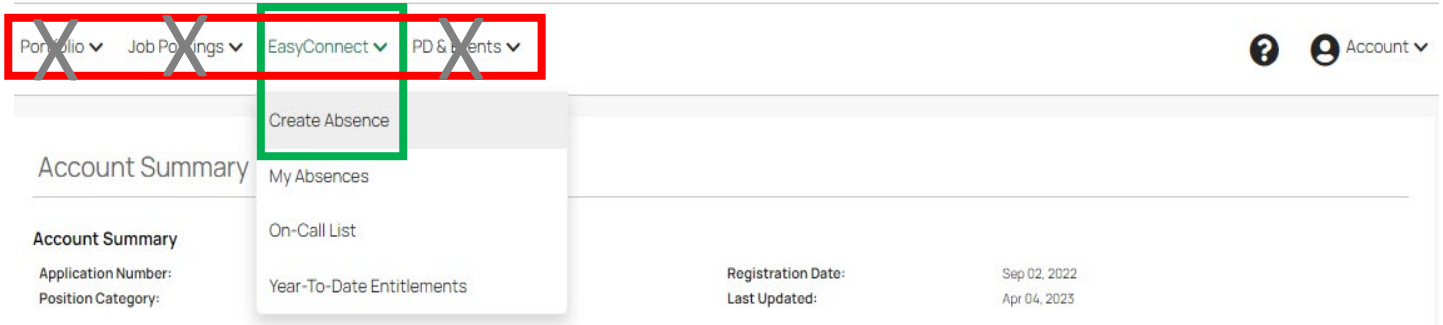
yourname@gnspe.ca

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.

Creating Absences Online

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



Portfolio ▾ Job Postings ▾ **EasyConnect ▾** PD & Events ▾

Account Summary

My Absences

On-Call List

Year-To-Date Entitlements

Registration Date: Sep 02, 2022
Last Updated: Apr 04, 2023

Absence Details

[Back to search results](#)

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.

Location: Bridgewater Office ▾

Employee Group: Coordinator ▾

Replacement: Yes No

Assignment Details:

Lesson Plans:

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

Replacement: Yes No

Absence Details

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.

[Back to search results](#)

Location: Bridgewater Office
Employee Group: Acct Clk/Receptionist
Replacement: Yes No
First Contact:
Assignment Details:
Lesson Plans:

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.

- Flags:**
 Nut Free School
 Scent Sensitive School
 Pre-Primary
 Elementary
 Middle
 Senior
 French
 P-12


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.

DATE	TIME	
<input type="button" value="Select Date"/>	<input type="text" value="Default"/> <input type="button" value="v"/>	Absent: Dave Benk Assignment: <input type="text"/> <input type="button" value="v"/> Reason: <input type="text"/> <input type="button" value="v"/> YTD Additional Info: <input type="text"/> Release Code: <input type="text"/>
<input type="button" value="Add days"/>	09:00 AM to 03:30 PM	
<input type="button" value="A"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

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.

DATE	TIME	
 Select Date	Default	
Add days	09:00 AM	Absent: Dave Benk
	to	Assignment: <input type="text"/>
	03:30 PM	Reason: <input type="text"/>
		YTD
		Additional Info: <input type="text"/>
		Release Code: <input type="text"/>
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

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

DATE	TIME	
 Select Date	Customize	
Add days	09:00 AM	Absent: Dave Benk
	to	Assignment: <input type="text"/>
	03:30 PM	Reason: <input type="text"/>
		YTD
		Additional Info: <input type="text"/>
		Release Code: <input type="text"/>
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

5. Click 'OK'.

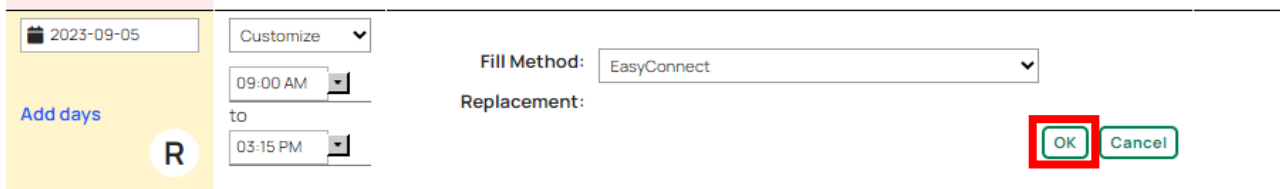
DATE	TIME	
2023-09-05	09:00 AM	
	to	
	03:15 PM	Absent: Dave Benk
		EIN: 8642
		Job: Teacher
		FTE: 1
		Assignment: Kindergarten
		Reason: 01 - Illness
		YTD
		Additional Info:
		Release Code:
 2023-09-05	Customize	
Add days	09:00 AM	Fill Method: EasyConnect
	to	Replacement:
	03:15 PM	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

- 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.

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



2023-09-05 Customize

09:00 AM to 03:15 PM

Fill Method: EasyConnect

Replacement:

OK Cancel

- 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.

DATE	TIME		
2023-09-05	09:00 AM	Absent: Dave Benk EIN: 8642 Job: Teacher FTE: 1	Edit
	to 03:15 PM		Delete
		Assignment: Kindergarten Reason: 01 - Illness YTD	
		Additional Info: Release Code:	
2023-09-05	09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	Edit Delete

Pages: 1 of 1 1

Add Absent Time

Save Cancel

- 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:

DATE	TIME	
<input type="checkbox"/> 2024-01-15	08:30 AM to 12:00 PM	<p>Absent: Test Employee EIN: 11223344 Job: Accounting Clerk 1 FTE: 1</p> <p>Assignment: Accounting Clerk 1 - District Reason: 1100 - Sick YTD</p> <p>Additional Info: Release Code:</p> <p style="text-align: right;">Edit Delete</p>
<input type="checkbox"/> 2024-01-15	08:30 AM to 12:00 PM	<p>Fill Method: EasyConnect Replacement:</p> <p style="text-align: right;">Edit Delete</p>

Pages: 1 of 1

Deactivate Selection **Add Absent Time**
Save Cancel

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

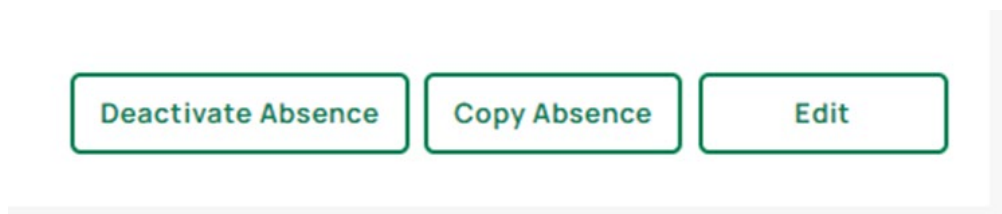
<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="2024/01/15"/> </div> <p>Add days</p> <p style="text-align: center;">A</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="12:00 PM"/> </div> <p>to</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="02:20 PM"/> </div>	<p>Absent: Test Employee</p> <p>Job Code: ZRECBC - Receptionist Booking Clerk</p> <p>Assignment: Receptionist Booking Clerk - J16</p> <p>Reason: 1130 - Vacation YTD</p> <p>Additional Info: <input type="text"/></p> <p>Release Code: <input type="text"/></p> <p style="text-align: right;">OK Cancel</p>
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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'.



Portfolio ▾ Job Postings ▾ EasyConnect ▾ PD & Events ▾

  Account ▾

Account Summary

- Create Absence
- My Absences**
- On-Call List
- Year-To-Date Entitlements

Account Summary

Application Number: _____ Registration Date: Sep 02, 2022

Position Category: _____ Last Updated: Apr 04, 2023

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

Absence List

Year: 2023 ▾ Month: September ▾

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
10042218	2023-09-05 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	01-Illness		Dave Benk
10011124	2023-09-05 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10017346	2023-09-08 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10034934	2023-09-22 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk

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’.



Portfolio ▾ Job Postings ▾ EasyConnect ▾ PD & Events ▾

Account ▾

- Create Absence
- My Absences**
- On-Call List
- Year-To-Date Entitlements

Account Summary

Account Summary

Application Number:
Position Category:

Registration Date: Sep 02, 2022
Last Updated: Apr 04, 2023

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

Absence List

Year: 2023 ▾ Month: September ▾ [Calendar](#)

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
10042218	2023-09-05 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	01-Illness	Mark Laurie	Dave Benk
10011124	2023-09-05 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10017346	2023-09-08 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10034934	2023-09-22 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk

Create Absence

Editing an Absence

- Follow steps 1 and 2 of [Reviewing your Absences](#) to get to the absence's 'Absence Details' page.
- Click the **'Edit'** button on the bottom right of the page.

DATE	TIME		
2023-09-22	09:00 AM to 03:15 PM	A Absent: Dave Benk Assignment: Grade 1 Reason: PD - PD Workshop YTD Approval Status: Waiting Approval	Edit
2023-09-22	09:00 AM to 03:15 PM	R Fill Method: EasyConnect Replacement:	Edit

Pages: 1 of 1 1

Add Absent Time

Deactivate Absence

Copy Absence

Edit

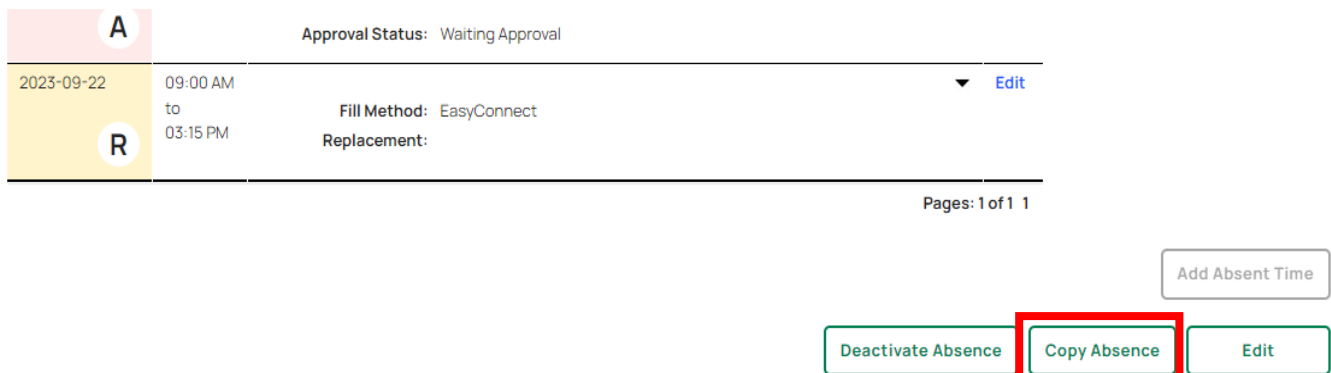
3. Make the necessary edits, then click **'Save'** at the bottom of the page to update your changes.

*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.



The screenshot shows an absence entry for 2023-09-22. The absence is marked as 'A' (Approved) and has an approval status of 'Waiting Approval'. The start time is 09:00 AM and the end time is 03:15 PM. The fill method is 'EasyConnect' and there is a 'Replacement' field. At the bottom right, there are three buttons: 'Deactivate Absence', 'Copy Absence' (highlighted with a red box), and 'Edit'. Above these buttons is an 'Add Absent Time' button. The page number 'Pages: 1 of 1' is visible at the bottom right of the main content area.

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.

DATE	TIME	
2023-09-22	09:00 AM to 03:15 PM	<div style="text-align: right;">▼ Edit</div> <p>Absent: Dave Benk Assignment: Grade 1 Reason: PD - PD Workshop YTD Approval Status: Waiting Approval</p>
2023-09-22	09:00 AM to 03:15 PM	<div style="text-align: right;">▼ Edit</div> <p>Fill Method: EasyConnect Replacement:</p>

Pages: 1 of 1 1

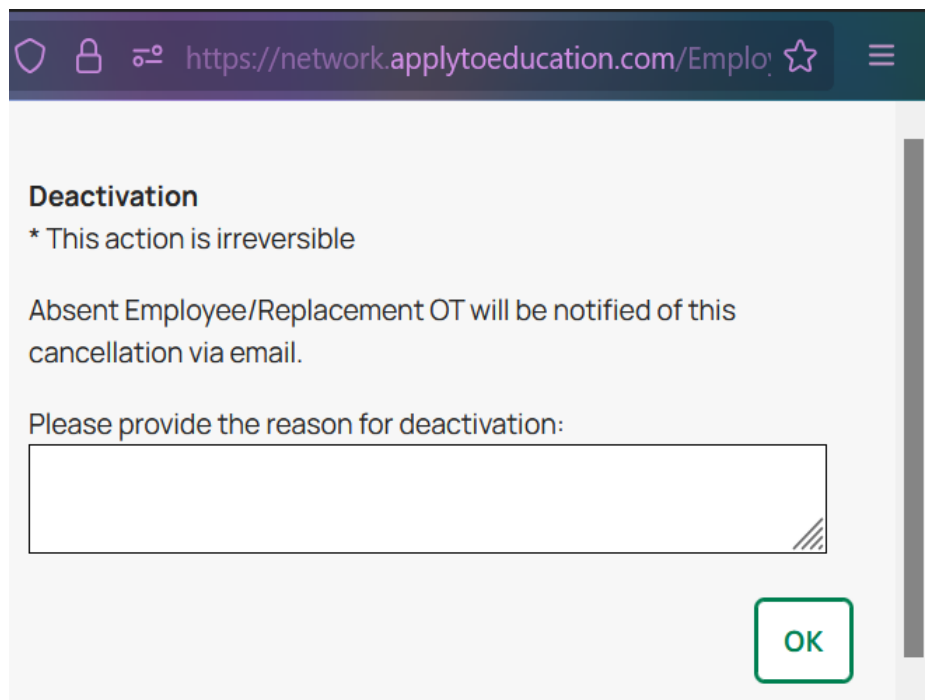
Add Absent Time

Deactivate Absence
Copy Absence
Edit

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).

- 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).



Deactivation
 * This action is irreversible

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

Please provide the reason for deactivation:

OK

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.

Absence Details

[Back to search results](#)

Location: ▼

Employee Group: ▼

Replacement: Yes No

First Contact:
[Dave Benk](#)

Assignment Details:

Lesson Plans:

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

Absence Details

[Back to search results](#)

Location: ▼
Employee Group: ▼
Replacement: Yes No
First Contact:

Assignment Details:

Lesson Plans:

- 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.

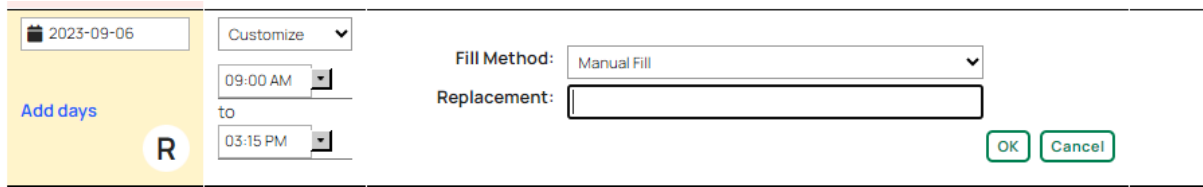
- Follow steps **1** to **7** of [Creating Absences Online](#).
- Select **'Manual Fill'** as the **Fill Method**.

▼
 ▼
to
 ▼

[Add days](#)

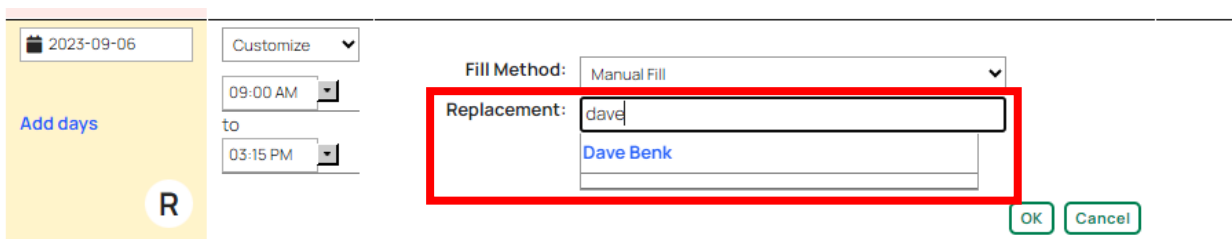
Fill Method: ▼
Replacement:

Pages: 1 of 1



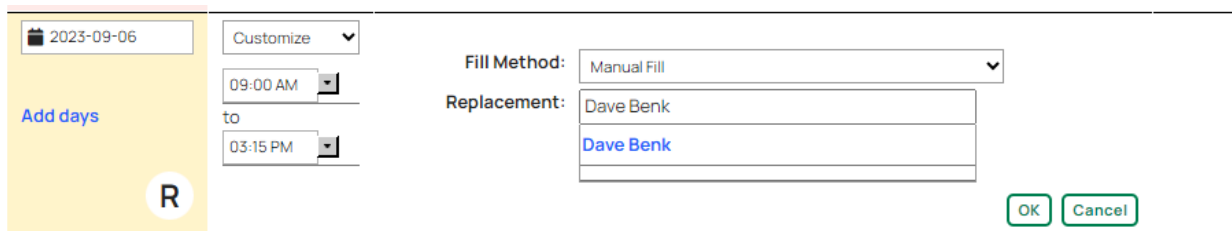
Pages: 1 of 1 1

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.



Pages: 1 of 1 1

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.



Pages: 1 of 1 1

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.