

Welcome to EasyConnect, the automated dispatch system. EasyConnect can be used to create absences, contact replacements and fill openings. The following manual will answer many of the questions you may have.

Reviewing Absences

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

When you click on a # or the Absence List you can select 'Today' or 'Tomorrow' to review current absences.

Absences missing replacement strategy: No Fill Method has been selected (e.g. EasyConnect, On-Call, Manual Fill)

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 has been entered for a portion of the absent time entered

Replacements not required: The absence is set to “no replacement required”

Replacements times filled: Replacements have filled all times entered where a replacement was required.

EasyConnect

Absences	Today	After Today
Absences missing replacement strategy	3	3
Replacements not contacted	2	4
Replacements being contacted	0	3
Unfilled - done contacting replacements	3	3
Absent times with no replacement	1	0
Replacements not required	49	138
Replacement times filled	1	3

Reviewing Absences Missing Information

Your Homepage simplifies how you identify absences missing payroll 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.

An example of what this could look like is:

Absences Missing Information	Absences
No Absent Percentage	...
No Charge Back Codes	
Invalid ASN	
Invalid Pay Rate - Daily	
Invalid Pay Rate - Hourly	
Begin/End on a PA Day/Holiday	
No Contact Strategy	



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Absences That Need to be Reposted to Resolve Missing Information

Saved Incorrectly – No Absent Employee Records: The absence did not save correctly and is missing details. You should de-activate, copy and repost this absence to resolve the issue.

No Contact Strategy: The absence did not save correctly so replacements will not be contacted. You should de-activate, copy, and save the absence to resolve the issue.

Creating an Absence

1. Under 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. Select or type the Assignment and enter any additional Assignment Details (e.g. where to park).
3. 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.
4. From the drop down list select the **Absent** employee name, **Reason** for the absence and the **Absence** percentage (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.



Date 2016/07/29 **Time** 08:30 AM to 03:30 PM

Absent: Dave Benk
EIN: 4321
Job: Teacher
FTE: 1.00

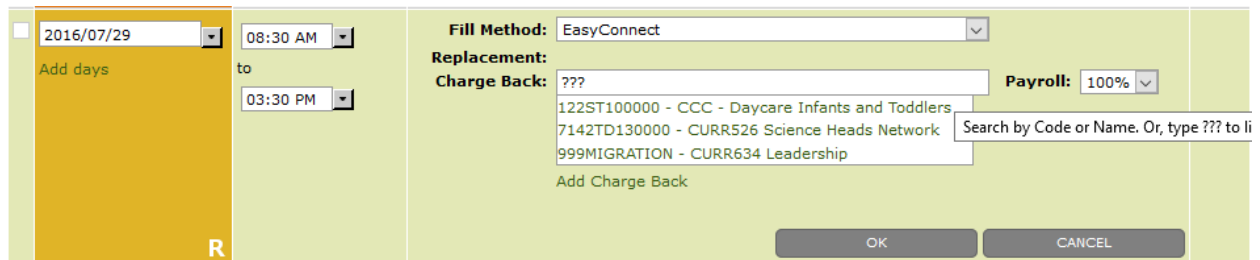
Reason: SICK - Sick **Absence:** 100%

Additional Info: YTD

Release Code:

ADD REPLACEMENT **OK** **CANCEL**

5. Click **ADD REPLACEMENT** if required. The **Date** and **Time** will default to match the absence.
6. Select the **Fill Method**, **Charge Back** code and the **Payroll** percentage. Enter Charge Back codes by their number, name, or type “???” to list all options. Add additional codes by selecting **Add Charge Back**.
7. When you have entered all the replacement details click **OK**.



Date 2016/07/29 **Time** 08:30 AM to 03:30 PM

Fill Method: EasyConnect

Replacement: ???

Charge Back: ???

Payroll: 100%

122ST100000 - CCC - Daycare Infants and Toddlers
7142TD130000 - CURR526 Science Heads Network
999MIGRATION - CURR634 Leadership

Add Charge Back

OK **CANCEL**

8. Finish by clicking **SAVE**. If the employee group is configured to automatically select all 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, and Times

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. Finish by verifying that you filled all your replacement times and then click **SAVE** to process the absence.

Filling Absences

When entering an absence, you have multiple replacement options for filling it. Pick the time frame and then select your fill method.

- **EasyConnect** – Contacts for replacement times selected
- **Manual Fill** – Pick a replacement by typing in the first 3 letters of their name or EIN
- **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 in extenuating circumstances when a replacement from the correct employee group is not able to be found

On-Call

1. When using On-Call as the fill method, start by typing in the first 3 letters of the employee's name or EIN. A list will be generated from the staff list.
2. The On-Call will be emailed the details that are included in the absence (e.g. room 5)

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Date	Time		
2016/08/15 A	09:10 AM to 03:30 PM	Absent: No Employee Absent	Edit Delete
2016/08/15 R	09:10 AM to 03:30 PM	Fill Method: On-Call Replacement: . Room & Details: Room 5	Edit Delete

Reviewing and Adding Contacts to the Contact Strategy

1. On the **Absence Details** page click **REVIEW CONTACTS** in order to view the replacements and the status of their contact.
2. On the **Absence Details** page click **ADD CONTACTS** in order to add more replacements and then click **ADD** once the additional contact strategy has been selected.

Track Absence Times You Have Not Filled

If you are using multiple fill methods (eg: on-calls and Easyconnect) the system displays absence times you have not filled at the bottom of your page. This simplifies how you track your entries.

Absence times with no replacement:

2016/08/12 08:30 AM to 03:30 PM [Add Replacement](#)

Editing Absences

1. Find the absence that requires editing by searching for it on the **Absence List** or **Search Absence** pages then click the **code** to view the **Absence Details**.
2. To make a change to an absent employee entry or replacement employee entry click the **Edit** button for the entry that you would like to edit and click **OK** when completed (Absence employee details can be edited at all times. Replacement employee details can only be edited if the absence remains **unfilled**).

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- To make a change to other **Absence Details** (e.g. Assignment, Replacement required, add absent employee, add replacement employee) click the **EDIT** button at the bottom of the page and press **SAVE** when completed (These details can only be changed if the absence remains **unfilled**).

Reviewing Absences

Select **Absence List** from the **EasyConnect** menu and click on the **Code** to view the **Absence Details**. Easily filter absences by clicking the title heading of each column or select the date or type of absence (e.g. active, deactivated, etc.).

How to Confirm an Absence is Filled

A confirmation email is generated and 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 employee or replacement employee can be deactivated by selecting the entry and clicking **DEACTIVATE SELECTION** (A cancellation email will be sent to the replacement if a replacement employee selection is deactivated).

Date	Time		
<input type="checkbox"/> 2016/07/29	08:30 AM to 03:30 PM	Absent: Dave Benk Reason: SICK - Sick YTD	Absence: 100% Edit
<input checked="" type="checkbox"/> 2016/07/29	08:30 AM to 11:30 AM	Replacement: Rita Port Room & Details:	Edit
<input type="checkbox"/> 2016/07/29	11:30 AM to 03:30 PM	Replacement: Charge Back: 122ST100000 - CCC - Daycare Infants and Toddlers	Payroll: 50% Edit

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DEACTIVATE SELECTION

2. Deactivate the entire absence by clicking **DEACTIVATE ABSENCE** 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).

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 gain results.
4. At the bottom of the **Search Absence Results** page select your desired report and click **EXPORT**.
5. The document will open in an Excel file.

Filtering Emails

EasyConnect will notify 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. 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
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)

Customizing your School

EasyConnect allows for each School to customize their default absence times per employee group, as well as hard code absence flags that will appear for each absence created for an employee at the specific school.

1. From the **Administration** section click on **Schools** in order to view the list of schools in your District.
2. Click on the **Name** of your school in order to edit the details.
3. Enter the **Default Absence Times** 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 the flag simply deselect it).
5. Click **SAVE** when you are finished performing your updates.

Default Absence Times

Employee Group	From	To
Elementary Teacher	09:10 AM	03:30 PM
Elementary Long-Term Occasional Teacher	09:10 AM	03:30 PM
Elementary Administrator	09:10 AM	03:30 PM
Permanent Educational Assistant	07:00 AM	06:00 PM
Education Support Staff Part-Time	09:10 AM	03:30 PM
Term Educational Assistant Timesheet	09:10 AM	03:30 PM
Term Educational Assistant	07:00 AM	06:00 PM
Designated Early Childhood Educator	07:00 AM	06:00 PM
Salaried Educational Assistant	07:00 AM	06:00 PM
Elementary Head Secretary	09:10 AM	03:30 PM
CAMA Salaried	09:10 AM	03:30 PM

Default Absence Flags

- Field Trip
- Fifth's Disease present within the last 20 days
- Nut Free School
- Orange Free School
- Scent Free School

REMOVE

SAVE



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