

Designate Instructions Clerical



Process for creating an absence to request your designate.

1. Login to Easy Connect
2. Go to the EasyConnect Menu > Create Absence
3. If not already selected choose your location and employee group in the drop-down menus
4. Select replacement Yes > enter your designate's name in the First Contact field
5. Your name should auto-populate in the Absent field

Location: Operations
Employee Group: Clerical
Replacement: ☒ Yes ☐ No
First Contact: Enter Name – Click to [select](#)
Assignment Details: Jessica is Tina's designate in Operations. Tina will select Jessica in the drop down in order for her to get the request.
Lesson Plans: [Select File...](#)

6. Select your date(s) of absence
7. Select your assignment from the Assignment drop-down
8. Select your reason code

Important!

9. **The Designate must** create their own absence in the system if they accept the Designate work. The system will then call a replacement for their position

Designates that have accepted a dispatch create their own absence and use the Designate Code in the Reason Dropdown – 1141 – CUPE Designate

DATE	TIME
2023/11/02	08:00 AM
Add days	to
	05:00 PM
A	Absent: Tina Lamb
	EIN: 4121
	Job: Admin.Sect. - Board Offices
	FTE: 35.00
	Assignment: Admin Secretary - Operations
	Reason: 1141 - CUPE Designate
	Unpaid: <input type="text"/>
	Break (in min): <input type="text"/>
	Additional Info: <input type="text"/>
	Release Code: <input type="text"/>
Total: <input type="text"/> Hours	
<input checked="" type="checkbox"/> Auto-populate	
Add Replacement OK Cancel	

Reminder – only clerical with an assigned designate may use the First Contact Field