

Occasional Employees' LKARS Responsibilities

You **MUST** have an employee ID Number and be registered with LKARS before you can accept any jobs with the LKDSB.

You can access the LKARS call out system via the Phone or the Web:

Phone: Toll free 1-855-319-1836

Web: Go to the LKDSB Website at www.lkdsb.net and click on LKARS under Quick Links, or you can type <https://lkars.lkdsb.net> in the URL address to go straight to the log in screen.

It is the intent that all occasional employees are to be available to accept jobs a minimum 3 days/week unless they are on a Leave of Absence per their collective agreements. It is the Occasional employee's responsibility to maintain and update their **call back number, schedule and unavailable dates** to ensure the system is only calling you for jobs when you are available to accept work. All updates are immediate as the system is live.

Call Back Number

All new hire call back numbers are populated in LKARS with the home number given at your sign up session. If you choose to use a different call back number, it is your responsibility to modify and maintain it. If you are long distance from Sarnia please enter a 1 in front of your area code to indicate you are long distance from Sarnia. The callback number field is strictly numerical; do not include spaces or dashes.

Schedule:

All new hire schedules will import as being available all day from Monday to Friday. If this is not your permanent available schedule, you need to modify it to reflect your actual available days or hours that you are available to accept jobs. If your unavailable dates are sporadic (not the same every week), **do not** delete a day from your schedule, you would enter those dates under the Unavailable Dates tab.

Unavailable Dates:

If your unavailability is sporadic such as appointments, vacation, switching schedules, etc. Enter the date you are unavailable here. Once the end date expires, the system will automatically know that you are now available to accept jobs.

Recording of Name:

You would have recorded your name when you registered with the system as a new user. If your name should change (such as marriage, divorce) you need to call the system number and re-record your name.

Do not make yourself unavailable in LKARS because you have been pre-arranged or have accepted a job or an LTO assignment. The system recognizes when you are assigned to a job and will not call you to offer you another job when you are already assigned to one.

Classifications/Locations:

If you wish to add or delete classifications or locations, please contact the LKARS help desk through Group Wise e-mail lkars@lkdsb.net or the HR Contact at extension 31498 to make these changes.