Guide to Using ANII

Step 1: Call ANII, then enter your Employer Number

Step 2: Select the purpose of your call:
- 1) report a work injury or absence that is related to a work injury
- 2) report an absence that is not related to a work injury
- 3) refer yourself for assistance from the Enhanced Disability Management Program

Step 3: Confirm your identity: enter your Employee Number, then your birthdate.

Step 4: Select the reason for your absence:
- 1) Illness or Injury
- 2) Personal Emergency
- 3) Bereavement
- 4) Other Unplanned Absences

Step 5: Select the number of shifts you will be absent, then select the date. If you will be absent for more than one shift, you can enter multiple dates.

- *Select the work site you will be absent from. (*You will only hear this step if you have jobs at more than one work site.)

Step 6: The call is then transferred to your employer’s phone number. Some employers have two phone numbers. You will hear ANII give you an option if there are two numbers.

Frequently Asked Questions...

What information do I need to report an absence use ANII?
- Employer Number and Employee Number (from your employer)
- Your date of birth
- Dates of the shift(s) you will miss

What if I cannot find my Employer Number or Employee Number?
- Please contact your employer to report your absence, and request your Employer and Employee numbers.

What if ANII doesn’t work for me or doesn’t recognize me?
- Please contact your employer to report your absence, and inform them about your difficulty with ANII.

Do I call ANII to report being late or leaving work early?
- ANII is not for reporting being late or leaving early, but you can call ANII to report you will be absent for one or more full shifts.

What number does ANII transfer me to at my employer?
- Your employer sets what number(s) your call is forwarded to.

What if I need to report my absence to a second person at work?
- Please follow your employer’s procedure. Make a call to your employer to report the correct person, if necessary.

What if I will miss more than one shift?
- You can report more than one shift missed when you use ANII.

When am I referred to the Enhanced Disability Management Program?
- ANII will automatically refer you to EDMP when you report 1 absence due to a work injury, or 5 consecutive missed shifts due to an illness or injury that is not related to work. You can also self-refer by calling ANII and choosing option 3, however, services provided may vary.

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