Creating a Basic Absence

🌐 **absence-help.frontlineeducation.com**/hc/en-us/articles/115003384728-Creating-a-Basic-Absence

There are many things you can do and see on your absence management website. But as an employee, one of the most important things is the ability to create an absence. We have made it easy for you to do this right on the home page.

Absence creation may look different for you depending on your District's settings.

In most cases, you can create an absence right from the home page under the "Create Absence" tab.

For more advanced absence scenarios, you'll want to click the **Advanced Mode** button. Click <u>here</u> to learn more about Advanced Mode Absences.

Select the Date (or Dates)

When selecting your absence date, simply click on the single day and it will be highlighted in blue.

Note: Absences can be create up to one year in advance when created on the web.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.

If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.

Entering Absence Details

Once you've chosen the date(s) of the absence, its time to enter the rest of the absence details.

Let's go over what each of these details mean:

Substitute Required: This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

Absence Reason: Choose your absence reason from the drop-down list.

Time: Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.
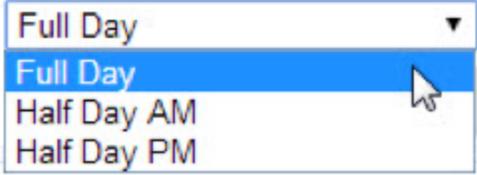
If you do need to enter custom times, choose **Custom** from the drop-down and then enter the custom times in the boxes provided.

Operational Details

There are a couple of optional things you can do as well before saving the absence.

Notes: You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.


Attach a File: Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area you see in the example below.
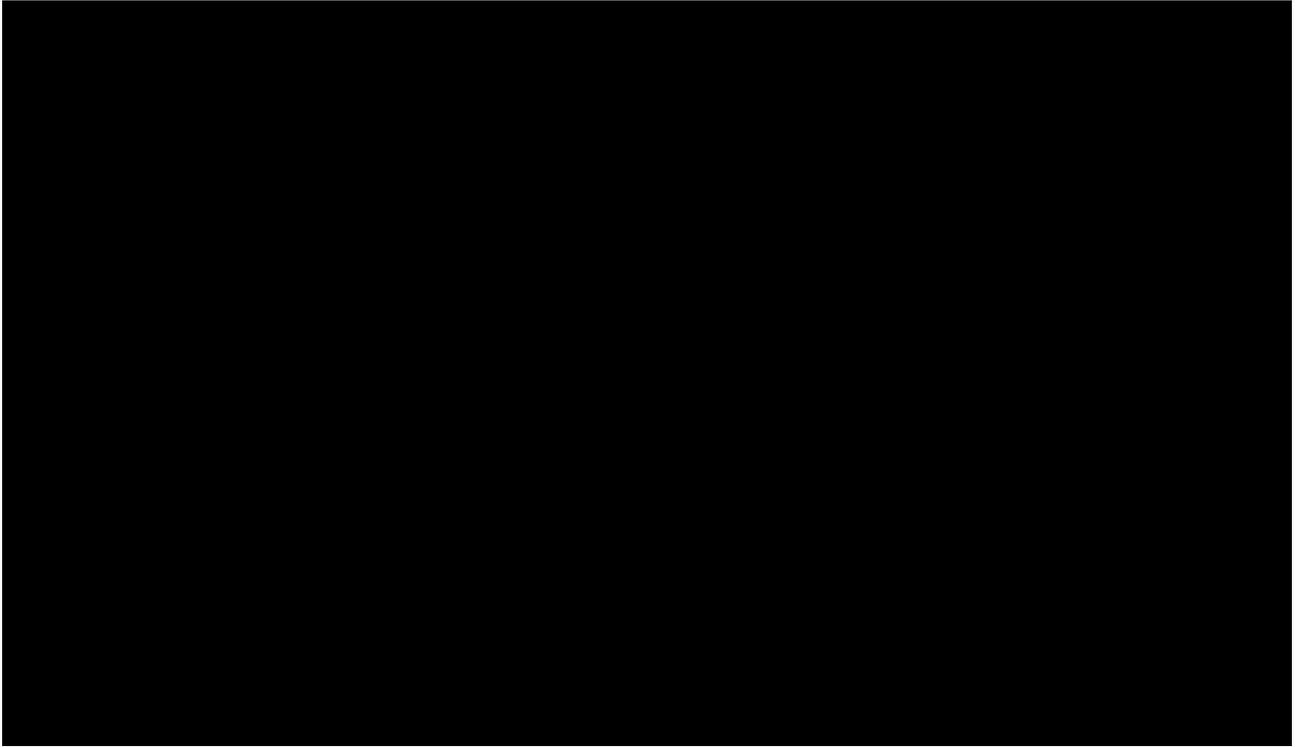
Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

Saving the Absence

Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.
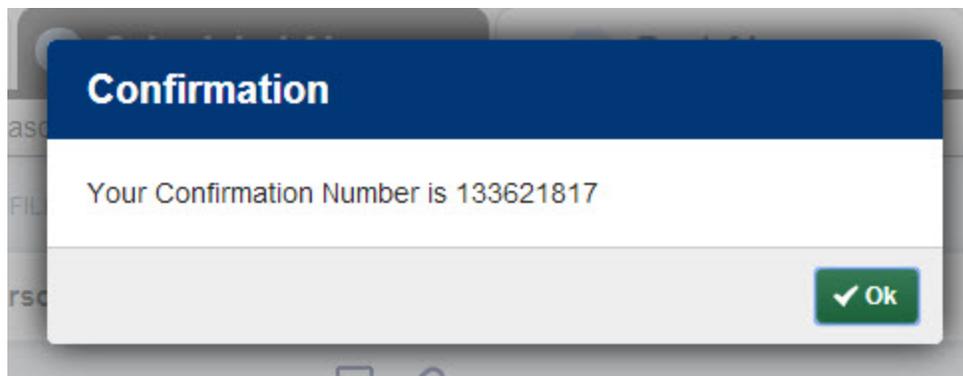
Congratulations! You're done entering your absence into absence management. Now, go get some coffee.

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Assigning a Substitute

Some employees will have the ability to assign a substitute to their absence when they create it. If you have been given this permission, you will see a **Create & Assign Sub** button at the bottom of the "Absence" tab.

Assign a Substitute During Absence Creation

At the end of the absence creation process, you will be given the option to assign a substitute using the **Create Absence & Assign Sub** button. If you are not ready to assign a substitute just yet, click **Create Absence**. You can always assign a sub to this absence later.

Important: It is your responsibility to communicate with the substitute you are assigning to assure that they are willing to accept the assignment before you assign them. **Absence management will not notify the substitute automatically.**

When you click the **Create & Assign Sub** button, a window will open which will allow you to choose the substitute you want to assign. Search by the substitute's last name, browse the entire list of available substitutes, or choose from your "Preferred Substitutes" list.

Once you've chosen the substitute you would like to assign to this absence, click the **Assign to Selected Sub** button to complete the process.

Assign a Substitute to an Existing Absence

To view a list of your currently scheduled absences, click the **Scheduled Absences** tab on the home page. In this list, you will see absences that have the green **Assign Sub** button. Click this button for the absence you want to assign a substitute to.

Clicking the **Assign Sub** button will open the substitute selection window outlined above.

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