

Creating an Absence for:

- Teachers
- Special Education

Paraeducators

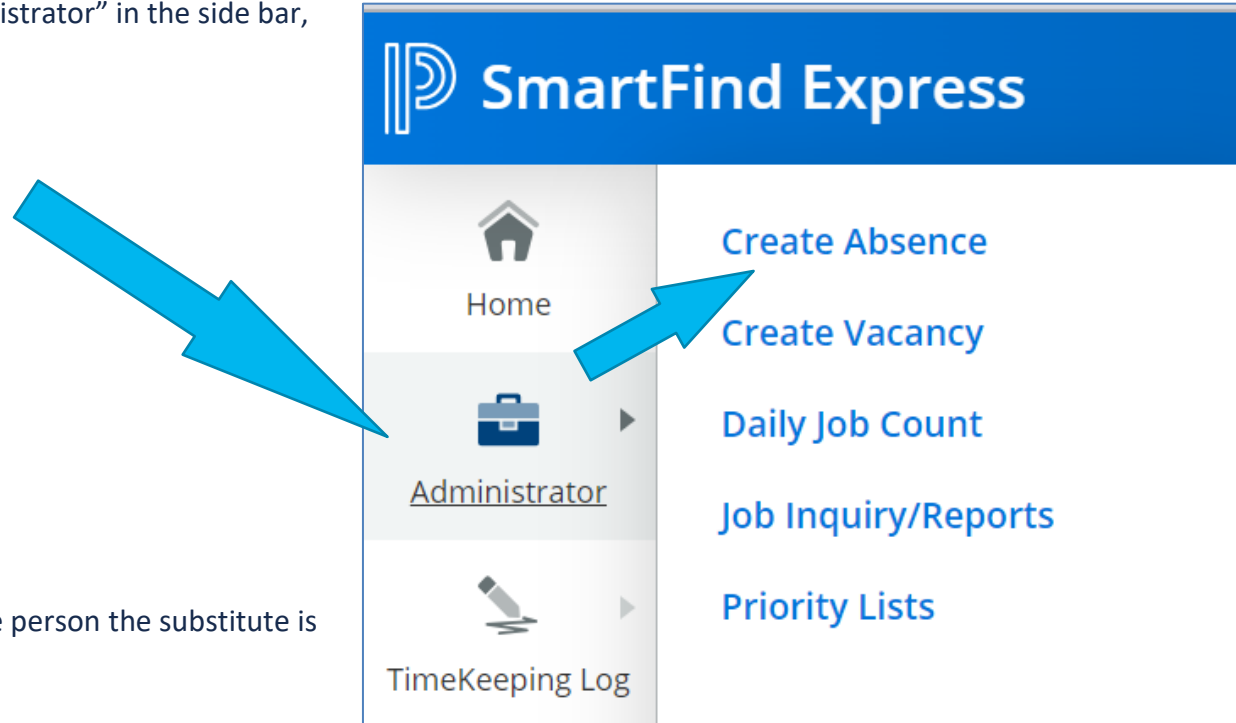
- Cafeteria Workers

With a confirmed substitute

Substitute Entry

Entering a Substitute Job and Assigning a Substitute

1. From the homepage, click on “Administrator” in the side bar, and then select “Create Absence”



2. Enter the Employee ID number of the person the substitute is for, and then click “Continue”

Create an Absence for an Employee by pressing 'Name Lookup' OR entering ID
Access ID:

3. The employee name, location, and classification will be auto-populated based on the employees' profile.

You will need to enter the reason, start, and end date.

No workshop code is needed.

Create Absence
Absence Information
 To complete this absence, press Continue and proceed until a job number is assigned.

Employee: _____

Location: _____

Classification: _____

Reason: _____

Workshop Code: _____

Location Type: Non-Remote Remote Partly Remote

Dates: Start: _____ End: _____
 (MM/DD/YYYY) (MM/DD/YYYY)

Then, adjust the day and hours for the job as needed.

REPORTING MULTIPLE DAYS?
 If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.
 If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>
Tuesday	<input checked="" type="checkbox"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>
Wednesday	<input checked="" type="checkbox"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>
Thursday	<input checked="" type="checkbox"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>
Friday	<input checked="" type="checkbox"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>	<input type="text" value="07:45 AM"/>	<input type="text" value="03:15 PM"/>

- Next you will enter the ID number for the assigned substitute and select “Yes” that the job was pre-arranged.

Then, hit “Continue” and the system will ask you to confirm the information that has been entered.

Substitute

Specify a Substitute? ID: **Name Lookup**

PRE-ARRANGED?
 If the specified substitute has accepted this assignment and does not need to be contacted, press YES.
 Has the substitute accepted this job?: Yes No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: **Choose File** No file chosen (Maximum file size=2048K)

Administrator

Comments:

Continue **Reset**

- The system will then generate the confirmation and provide you with the substitute job ID number, which you can later use to review the absence and post time.

Job Creation - Successful.

Create Absence Verification

Job Number: 2515365

Job Status: Active/Pre Arranged

Employee:

Location:

Classification:

Reason: 3 PERSONAL LEAVE

Workshop Code: None

Location Type: Non-Remote

Voice Instructions: None

Text Instructions: None

File Attachments: None

Dates: 11/15/2024 - 11/15/2024

Weekly Schedule:	Employee	Substitute
	Friday 07:45 AM - 03:15 PM	07:45 AM - 03:15 PM

Specified Substitute:

Assigned Substitute: