

Creating an Absence

absence-help.frontlineeducation.com/hc/en-us/articles/115003265407-Creating-an-Absence

Each district manages its system in a different way. If you see an option in this guide that does not show on your screen, then your district may not have enabled that option.

The Absence Management system is designed for employees to create their own absences in the system. But, as an Administrator, you may have to create an absence for an employee from time to time when certain circumstances arise.

To start the creation process: click the **Create Absence** button found in the "Quick Actions" box on your home page, reference the "Absences" option in your side navigation, or directly search for an employee.

The screenshot displays the Absence Management dashboard for Victoria County School District. The top navigation bar includes 'Absence Management', 'Victoria County School District', a search bar, and the user 'Rose Tyler, Campus User'. The main content area features a summary for 01/22/2020, showing 1 Filled absence (100.0%), 0 Unfilled (0%), and 0 No Sub Required. A 'Create Absence' button is highlighted in red in the Quick Actions section. Below the summary is a table of filled absences.

Conf #	Name	School	Reason	Shift	Substitute	Created
401180132 Absence	Banner, Robert	Victoria County Community...	Jury Duty	●	Julie Chen	1/22/2020 9:07 AM

If you did not directly search for an employee, then the first step in absence creation involves the selection of the employee who

requires the absence. You can search for the employee by their last name via the search box, or you can narrow down results and select the first letter of the employee's last name via the letter selector.

With the employee located, click the radio button beside the employee's name and click **Fill out Details** to proceed.

Absence: Create Absence

Select Employee → Fill out Details → Review & Confirm → Done

Step 1: Select Employee Next Step: Fill out Details

Search:

Search by Letter	Name	Identifier	Phone	School
A				
<input checked="" type="radio"/>	Assaad, Tamer	927206618	(555) 555-1284	Dell Middle School (+2)
B				
<input type="radio"/>	Banner, Robert	927206637	(777) 686-0230	Victoria County Community Scho...
<input type="radio"/>	Barker, Bob	9128345670	(912) 834-5670	Victoria County Community Scho...
<input type="radio"/>	Bauer, Jack	927206648	(555) 555-1314	Dell Middle School
<input type="radio"/>	Blanche, Barry	927206612	(555) 555-1278	Dell Middle School

On the second step, you will fill out the absence and task-oriented details.

The absence wizard allows you to alternate between one of two visibility modes (e.g. "Day" or "Variation"). Both offer similar functionality, but each provides a different view/method to enter your absence details. Select a tab below for a walkthrough of each option.

- "Day" View
- "Variation" View

Absence Details ("Day" View)

Once a user is selected, the system will provide a pop-up box where you will enter the absence information. ***This "Day" view proves especially helpful when creating a multi-day absence.**

The screenshot displays the 'Absence: Create Absence' interface. At the top, there are navigation buttons: 'Select Employee', 'Fill out Details' (highlighted), 'Review & Confirm', and 'Done'. Below this, the user is identified as 'Assaad, Tamer' and the view is set to 'Day'. The 'Next Step' is 'Review & Confirm'. A pop-up window titled 'Add Days to Absence' is open, containing the following fields:

- Start Date:** A date picker field.
- End Date:** A date picker field.
- Days:** A row of checkboxes for days of the week: Su (unchecked), M (checked), Tu (checked), W (checked), Th (checked), F (checked), Sa (unchecked).
- School:** A dropdown menu with 'Select One'.
- Absence Type:** A dropdown menu with 'Full Day'.
- Start Time:** An empty text input field.
- End Time:** An empty text input field.
- Absence Reason:** A dropdown menu with 'None Available'.
- Budget Code:** A dropdown menu with 'Select One'.
- Accounting Code:** A dropdown menu with 'None Available'.

At the bottom of the pop-up, there are 'Cancel' and 'Add Day(s)' buttons.

This pop-up includes the following:

Absence Details

Start/End Date	The calendar allows you to select the dates when your absence will occur. Click the "From" and "To" calendar icons to choose a date range.
School	If the employee works at more than one location, you will need to designate where this absence will occur via the "School" dropdown.
Absence Reason	This dropdown lets you choose the reason for this absence (e.g. Extra Sub, Open Position, etc.).
Absence Type	This dropdown allows you to set the absence as a full day, half day AM, half day PM, or custom time.
Start/End Time	These entries allow you to change the times by clicking on the text boxes and typing in your desired times. *If enabled, you may also have the option to enter/adjust a separate substitute report time (as outlined here).
Budget Code	This dropdown allows you to choose a budget code for this absence.
Accounting Code	This dropdown allows you to choose an accounting code for the absence.
Add Days	Once you are finished, click Add Days to include these days into the absence wizard.

Once the initial details of the absence are created, you can review your entries and add attachments, as needed, prior to completing the creation process.

The "Day" view will include your previously entered information at the top (e.g. the date(s), location, absence reason, etc.). *If any of this information needs to be updated, you can select the **Add Day(s)** button, or you can add the updates directly via this page.

Select Employee Fill out Details Review & Confirm Done

Step 2: Fill out Absence Details for **Assaad, Tamer** View by **Day** Variation Next Step: **Review & Confirm**

Viewing by day Add Day(s)

Date	School	Absence Type	Start Time	End Time
05/28/2020 Thursday U	Dell Middle School	Full Day	08:00 AM	04:00 PM
05/29/2020 Friday U	Dell Middle School	Full Day	08:00 AM	04:00 PM

Absence Reason
Personal Day

Budget Code
Select One

Accounting Code
Select One

ABSENCE SUMMARY

Substitute Required
Yes

Hold Until
No Hold

U Thursday, May 28, 2020
U Friday, May 29, 2020

Dell Middle School
8:00 AM - 4:00 PM
Personal Day

Notes & Attachments

Notes to Administrator	Notes to Substitute
(Viewable only by Administrator and Employee)	(Viewable by Administrator, Employee, and Substitute)

255 character(s) left 255 character(s) left

Substitute Required

This "Substitute Required" option may already be predetermined for you, but in some cases, you may be permitted to choose whether a substitute is needed. If this scenario applies, click the dropdown beneath the Absence Summary to choose between the "Yes" or "No" option, based on your need.

View by

DayVariation

Next Step: ✓ Review & Confirm

ABSENCE SUMMARY ^

Absence Type	Start Time	End Time	
Full Day ▾	08:00 AM	04:00 PM	🗑️

Substitute Required

Yes ▾

Hold Until

No Hold ▾

Putting the Absence on Hold

When creating an absence, you will have the option to put the absence on hold. This means that substitutes will not be able to see the absence as an available job until a time determined by you. Use the dropdown menu to choose how long you would like

to put the absence on hold once it is created.

We suggest you refrain from using the hold feature unless it is deemed absolutely necessary. The sooner a job goes out for substitutes to see, the faster the job will be filled!

View by

Day
Variation

Next Step: ✓ Review & Confirm

Absence Type

Full Day
⌵

Start Time

08:00 AM

End Time

04:00 PM

🗑️

ABSENCE SUMMARY

Substitute Required

Yes
⌵

Hold Until

No Hold
⌵

✓ No Hold
⌵

Hold For 10 Minute(s)

Hold For 30 Minute(s)

Hold For 1 Hour(s)

Hold For 2 Hour(s)

Hold For 4 Hour(s)

Hold For 12 Hour(s)

Hold For 1 Day(s)

Hold Until 1 Day(s) before Absence Start

Hold Until 12 Hour(s) before Absence Start

Hold Until 4 Hour(s) before Absence Start

Hold Until 2 Hour(s) before Absence Start

Hold Until 1 Hour(s) before Absence Start

Absence Type

⌵

Start Time

End Time

Full Day  08:00 AM 04:00 PM

 Hold Until Absence Start
Hold Indefinitely

Notes

There are three different types of notes that can be added to an absence.

Note Types

Notes to Administrator Viewable by Admin and Employee.

Notes to Substitute Viewable by Admin, Employee, and Substitute.

Admin-Only Notes Viewing by Admin only.

Notes & Attachments

Notes to Administrator

(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Substitute

(Viewable by Administrator, Employee, and Substitute)

Please remember to feed Frodo, the classroom's hamster mascot.

193 character(s) left

Admin-Only Notes

(Viewable only by Administrator)

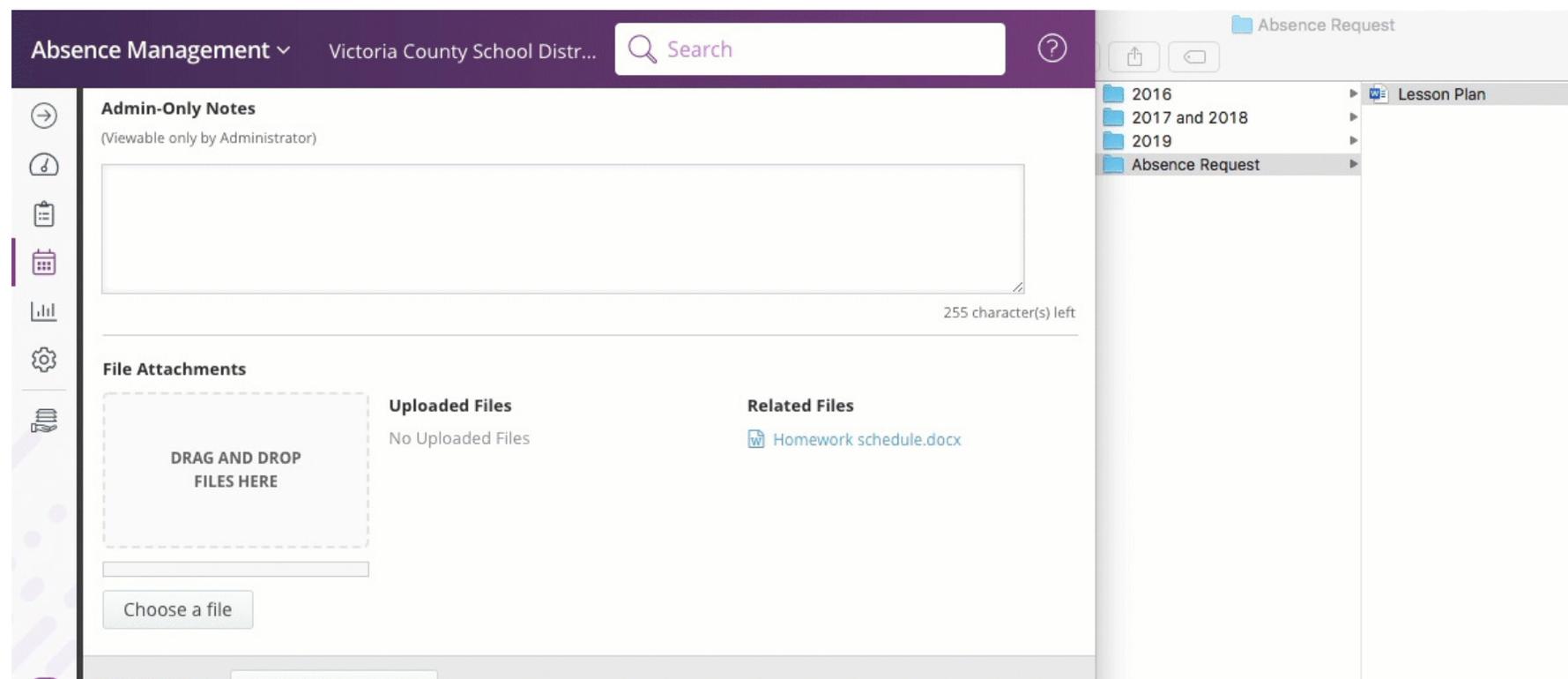


255 character(s) left

Attachments

When creating an absence, the employee will have the option to attach files (e.g. lesson plans, seating charts, etc.) to the absence for the substitute to download. As the admin, you can attach files to an absence as well.

One way to attach a file is to drag the file from your computer into the designated area on the absence creation screen.



The screenshot displays the 'Absence Management' interface for 'Victoria County School Distr...'. The top navigation bar includes a search bar and a help icon. The main content area is divided into several sections:

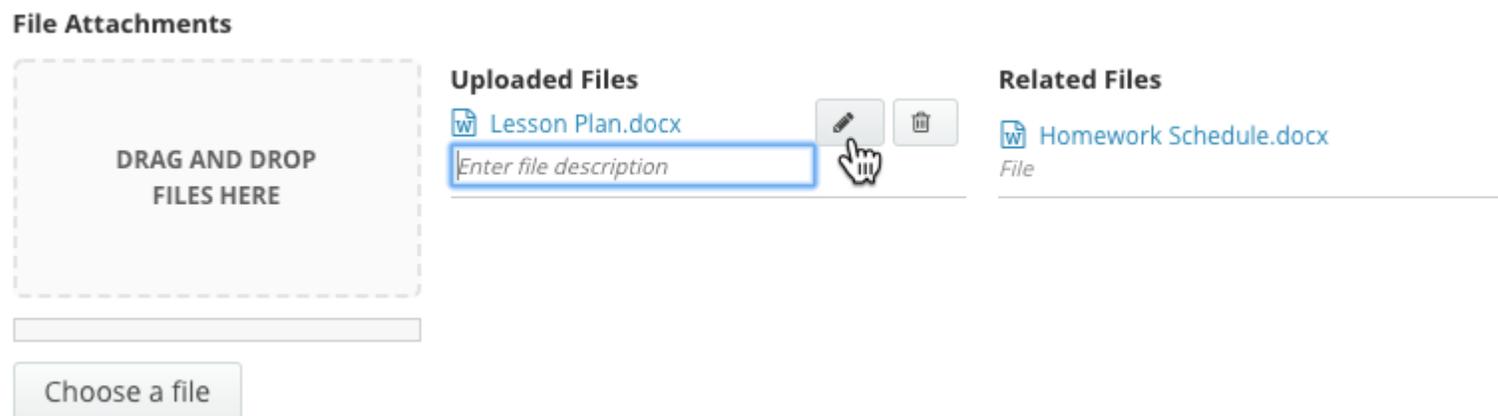
- Admin-Only Notes:** A text box for notes, currently empty, with a character count of '255 character(s) left'.
- File Attachments:** A section with a dashed box labeled 'DRAG AND DROP FILES HERE' and a 'Choose a file' button.
- Uploaded Files:** A section showing 'No Uploaded Files'.
- Related Files:** A section showing a file named 'Homework schedule.docx'.

On the right side, there is a sidebar titled 'Absence Request' with a file explorer view showing folders for '2016', '2017 and 2018', '2019', and 'Absence Request'. A file named 'Lesson Plan' is selected under the 'Absence Request' folder.

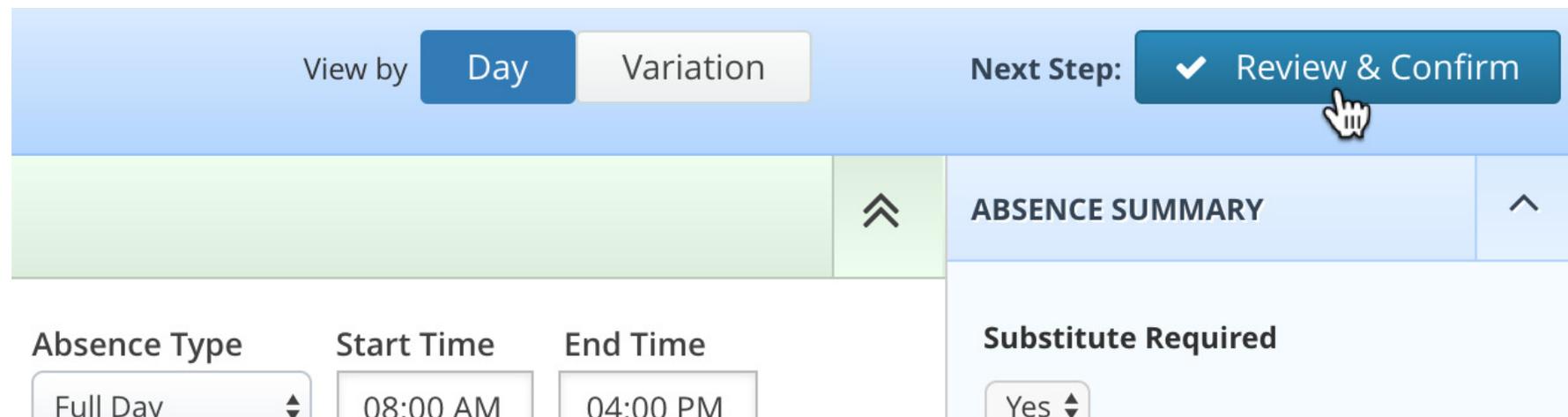


The other option is to click the **Choose File** button and browse your computer for the file to attach.

Keep in mind that once a file is uploaded, you can select the **pencil icon** to edit the description, or you can click the **delete icon** to delete the file, if needed.



Once you have filled out the required and optional information, click the blue **Review & Confirm** button to proceed to the final step.





Need to create a more complex absence? Check out the article [Using Absence Variations](#).

The Review & Confirm page allows you to review all the absence details and perform one of the following steps:

Page Options

Make Changes **Fill out Details** if you need to go back and edit a previous step.

Create Absence Click **Create Absence** to create the absence and save your work.

Assign Substitute Click the **Create Absence and Assign Sub** button to save the absence and assign a substitute of your choosing.

To learn more about substitute assignments, please review [Assigning a Substitute while Creating an Absence](#).

Absence: Create Absence

Select Employee Fill out Details **Review & Confirm** Done

Step 3: Review and Confirm details for **Assaad, Tamer** Next Step: ✓ Create Absence and Assign Sub ✓ Create Absence

Viewing by day		ABSENCE SUMMARY	
05/28/20 Thursday Dell Middle School Personal Day Budget Code: None Selected Accounting Code: None Selected	Absence Times 8:00AM - 4:00PM (Full Day)	Substitute Required Yes ▾	Hold Until No Hold ▾

05/29/20 Friday		Absence Times 8:00AM - 4:00PM (Full Day)		<ul style="list-style-type: none"> U Thursday, May 28, 2020 U Friday, May 29, 2020
Dell Middle School Personal Day				Dell Middle School ⓘ 8:00 AM - 4:00 PM Personal Day
Budget Code	Accounting Code			
None Selected	None Selected			
Notes & Attachments				
Notes to Administrator	None			
Notes to Substitute	Please remember to feed Frodo, the classroom's hamster mascot.			
Admin-Only Notes	None			

If you create the absence (and opt to assign the sub at a later time), you will see a green box that contains a confirmation number. *This number can be used at a later time to search for the absence in the system.

Below the green box is where you can take a number of "Next Step" actions including assigning a sub, approving/denying the absence, deleting the absence, and a few other options.

Absence: Create Absence

[Select Employee](#)
[Fill out Details](#)
[Review & Confirm](#)
[Done](#)



Your Absence has been scheduled.

Your confirmation number is [415026747](#).

Absence Summary for **Assaad, Tamer** [Print this Page](#)

Substitute Required	Yes
File Attachments	2 Files (View File)
Notes to Administrator	None

May 28 - May 29 *0 out of 2 Days Reconciled*

School	Dell Middle School
Absence Reason	Personal Day
Start/End Times	Full Day (8:00 AM-4:00 PM)

Next Steps

View Absence
✔ Assign Sub to this Position

Approval Status: Unapproved

Approvals Received: 0/1

Last Approval Action: Not Available

Comments:

255 character(s) left

✔ Approve
Deny
Deny Part

Assaad, Tamer

[Create another Absence](#)

[Logout of Aesop](#)

✘ Delete this Absence
Hold for 30 minutes