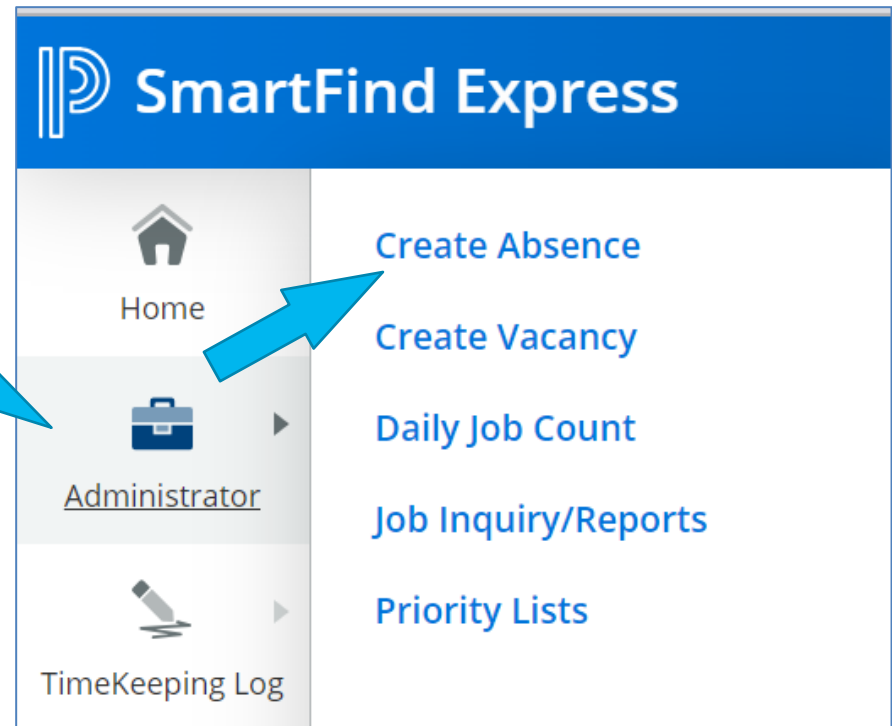# Creating an Absence for:

- Teachers

- Special Education Paraeducators

- Cafeteria Workers

<u>Without</u> a confirmed substitute

Substitute Entry
Entering a Substitute Job with No Pre-Assigned 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"

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

	Start	**End**
Dates:	⬚ (MM/DD/YYYY)	⬚ (MM/DD/YYYY)

4. Then, adjust the day and hours for the job

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.

		Absence		Substitute	
Weekly Schedule		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	☑	07:45 AM	03:15 PM	07:45 AM	03:15 PM
Tuesday	☑	07:45 AM	03:15 PM	07:45 AM	03:15 PM
Wednesday	☑	07:45 AM	03:15 PM	07:45 AM	03:15 PM
Thursday	☑	07:45 AM	03:15 PM	07:45 AM	03:15 PM
Friday	☑	07:45 AM	03:15 PM	07:45 AM	03:15 PM

5. 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]

6. 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**
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: