

SOUTHERN KERN UNIFIED SCHOOL DISTRICT

Frontline Education Campus User Guide

A How-to Guide for Navigating Frontline Education

4/1/2018

Please Note: This guide is intended to be a quick resource guide for utilizing Frontline Education as a campus user. Frontline Education may update their site to include: adding/deleting features, or changing the website's layout. This guide is not a substitute for using the Help section of Frontline Education's website.

Table of Contents

Creating an Absence.....	2
Splitting an Absence.....	9
Approving or Denying an Absence	12
Editing or Deleting Absences	15
Change the date and other details.....	16
File Attachments.....	17
Sub Required and Hold Until	17
Deleting an Absence	18
Editing Days in a Multi-Day Absence	20
Finding a Specific Absence	23
Using the Substitute Sign-In Report.....	25
Using the Substitute Call History Report.....	27
Using the Substitute Availability Report	29
Using the Excluded Subs Report.....	31
Managing the Excluded Substitutes List	33
Adding Excluded Substitutes	33
Removing Excluded Substitutes	36
Seeing Substitute Availability	37
Available Subs Tab.....	37
System Checks	39
Assign the Sub	40
Setting Up a Preferred Substitute List	41
Adding Preferred Substitutes	41
Assigning a Substitute while Creating an Absence	44
Assigning a Substitute to an Existing Absence	46
Switching an Assigned Substitute	48
Removing a Substitute from an Absence	50

Creating an Absence

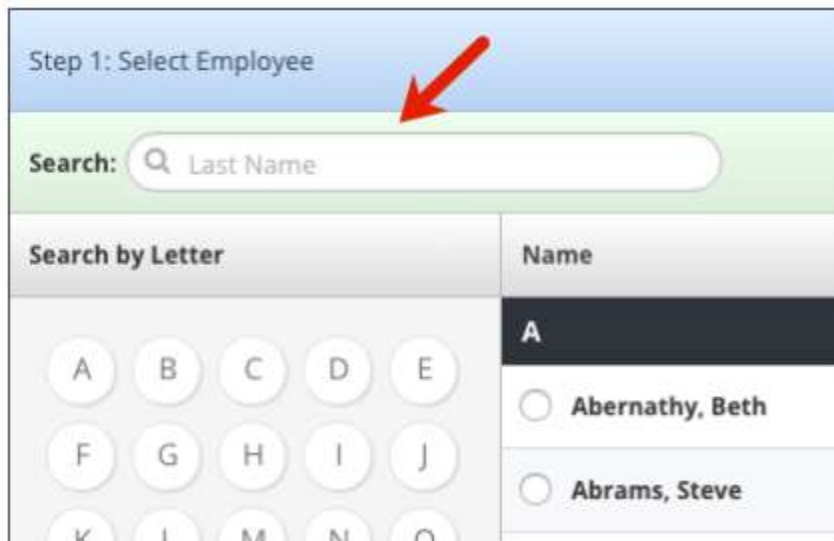
The absence management system is designed for employees to create their own absences in the system. But as an Administrator, you may have to create an absence for an employee from time to time when certain circumstances arise.

To start the creation process, click the **Create Absence** button found in the "Quick Actions" box on your home page.



Select Employee

The first step to create an absence is to select the employee you would like to create the absence for. You can search for the employee by their last name using the search box at the top of the page.



Step 1: Select Employee	
Search: <input type="text" value="Last Name"/>	
Search by Letter	Name
A B C D E	A
F G H I J	<input type="radio"/> Abernathy, Beth
K L M N O	<input type="radio"/> Abrams, Steve

You can also narrow down the search results by the first letter of the last name by using the letter selector in the left column.

Click the radio button next to the name of the employee you would like to choose and then click the green **Fill out Details** button to move on to the next step.

Step 1: Select Employee

Next Step: **Fill out Details**

Search:

Search by Letter

	Name	Identifier	Phone	School
<input checked="" type="radio"/>	Abernathy, Beth	BA17805	(515) 781-4873	Kirkpatrick Elementary School
<input type="radio"/>	Abrams, Steve	BA99857	(515) 781-4875	Brown Elementary (+1)
<input type="radio"/>	Active, Missing	BA99854	(515) 781-4880	Connor School
<input type="radio"/>	Adams, Joan	BA99858	(515) 781-4881	Connor School
<input type="radio"/>	Adams, Ken	BA15776	(212) 251-7296	ZConcord Elementary

Fill Out Details

On the second step, you will fill out the absence details.

Note: Each district sets up absence management 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.

Each district sets up absence management 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.

Absence management provides two different methods to choose the date(s) for an absence. You can use the date range feature or select the individual days(s) from the calendar.

For the first option, click the calendar icon in both the "From" and "To" sections to select a date range.

Select the day(s) you will be out:

From: 02/10/2014 - To: 02/10/2015

School

February 2014

SU	MO	TU	WE	TH	FR	SA
31	1	2	3			1
7	8	9	10			
14	15	16	17			
21	22	23	24			
28	29	1	2			
	23	24	25	26	27	28

+ Add New Var

Notes & Attachments

Or, for your second option, click the individual day(s) from the calendar (as seen below).

Select each date one at a time or drag the mouse across multiple days. Absence management automatically highlights your selection(s) in blue.

February 2014

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

Absence Reason

Time
Please enter a valid time range
HH:MM AM format.

Budget Code

Accounting Code

Next, complete the other details of the absence including the absence reason, time, and optional codes. The absence reasons you have to choose from will be determined by your district.

Use the drop-down boxes to choose these details. The only fields that are required to create an absence are date, absence reason, time, and time absent. All other fields are optional.

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.

Full Day 08:00 AM to 03:00 PM

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Full Day 07:45 AM to 03:10 PM

Time Absent
Please enter a valid duration using the HH:MM format.

Budget Code Select One

Accounting Code Select One

Substitute Required

Your district may require you to determine if a substitute is required to fill this absence. Choose whether or not a substitute is required by clicking the slider to toggle between "Yes" and "No". Depending on the district's settings and the employee you are creating the absence for, this setting may already be determined for you.

Next Step: Review & Confirm

ABSENCE SUMMARY

Substitute Required

Yes

Hold Until

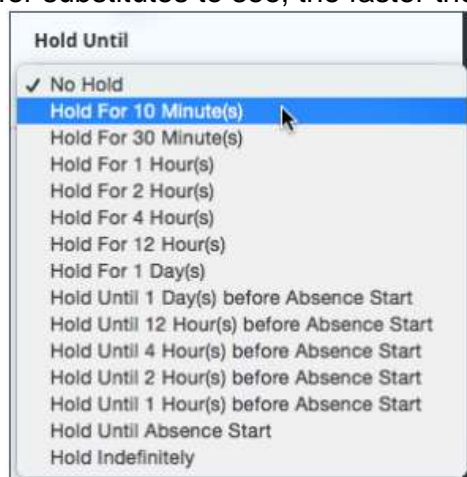
No Hold

Monday, November 23, 2015
Tuesday, November 24, 2015
Wednesday, November 25, 2015

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 drop-down menu to choose how long you would like to put the absence on hold once it's created.

We suggest not using this feature unless absolutely necessary. The sooner a job goes out for substitutes to see, the faster the job will be filled



Notes

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

Notes to Administrator - The employee can put notes here for you to see. You have the ability to add notes here as well.

Notes to Substitute - The employee can put notes here for the substitute to see. You have the ability to leave notes here as well.

Admin-Only Notes - This is where you can put notes that will not be visible to the employee or substitute.

A screenshot of a web form titled "Notes & Attachments". The form has three sections. The first section is "Notes to Administrator" with the subtext "(Viewable only by Administrator and Employees)" and a text area with "250 character(s) left". The second section is "Notes to Substitute" with the subtext "(Viewable by Administrator, Employee, and Substitute)" and a text area with "250 character(s) left". The third section is "Admin-Only Notes" with the subtext "(Viewable only by Administrator)" and a text area with "250 character(s) left".

Attachments

When creating an absence, the employee will have the option to attach files (lesson plans, seating chart, 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.



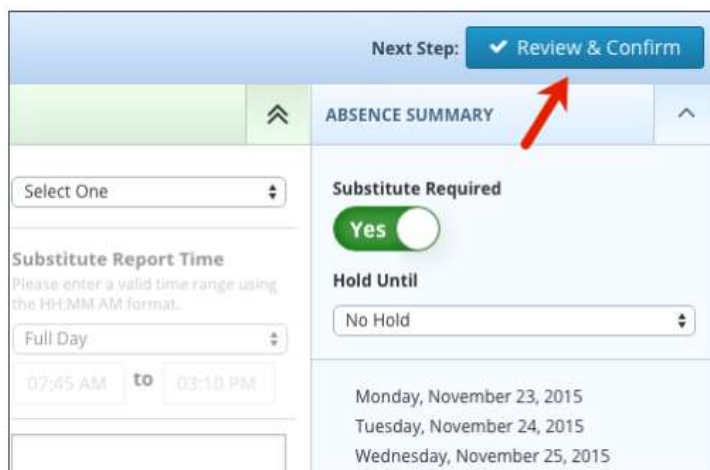
The other option is to click the **Choose File** button and browse your computer for the file to attach.

To edit the description of the uploaded file, click the pencil icon. To delete the file from the absence, click the trash can icon.



Review and Confirm

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



Next Step: **Review & Confirm**

ABSENCE SUMMARY

Select One

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.
Full Day
07:45 AM to 03:10 PM

Substitute Required
Yes

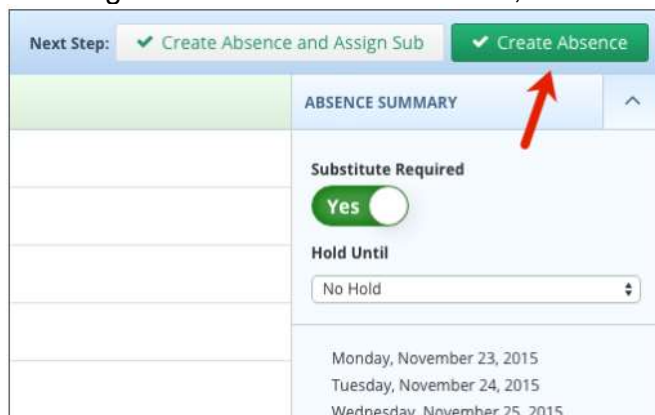
Hold Until
No Hold

Monday, November 23, 2015
Tuesday, November 24, 2015
Wednesday, November 25, 2015

Here you will be able to review all the details of the absence before you complete the process. If you need to make changes, click the **Fill out Details** to go back to the previous step.

Click the **Create Absence** to create the absence.

To assign a substitute to the absence, click the **Create Absence and Assign Sub** button.



Next Step: [✓ Create Absence and Assign Sub](#) [✓ Create Absence](#)

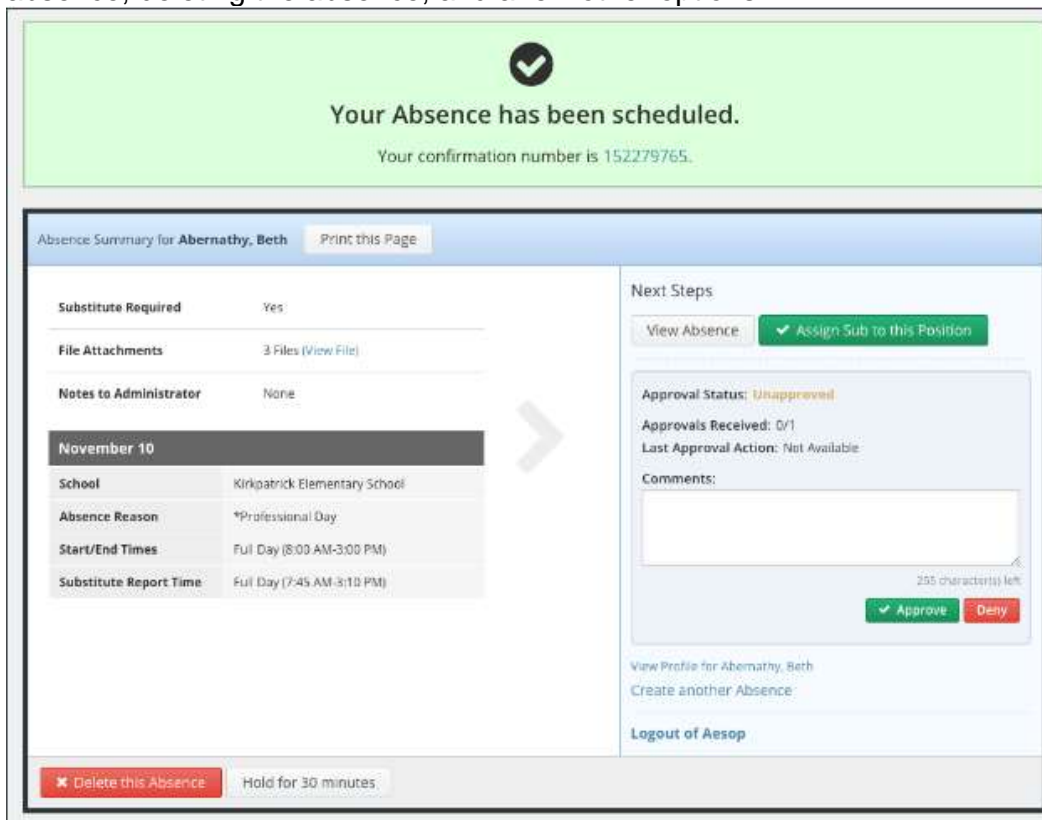
ABSENCE SUMMARY

Substitute Required
☒ Yes

Hold Until
No Hold

Monday, November 23, 2015
Tuesday, November 24, 2015
Wednesday, November 25, 2015

Once you have created the absence, you will see a big green box that lets you know the absence has been scheduled. You will also see a confirmation number. This number can be used to search for the absence later 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.



Your Absence has been scheduled.
Your confirmation number is 152279765.

Absence Summary for **Abernathy, Beth** [Print this Page](#)

Substitute Required: Yes
File Attachments: 3 Files ([View File](#))
Notes to Administrator: None

November 10

School	Kirkpatrick Elementary School
Absence Reason	*Professional Day
Start/End Times	Full Day (8:00 AM-3:00 PM)
Substitute Report Time	Full Day (7:45 AM-3:10 PM)

Next Steps
[View Absence](#) [✓ Assign Sub to this Position](#)

Approval Status: **Unapproved**
Approvals Received: 0/1
Last Approval Action: Not Available

Comments:

255 characters left

[✓ Approve](#) [Deny](#)

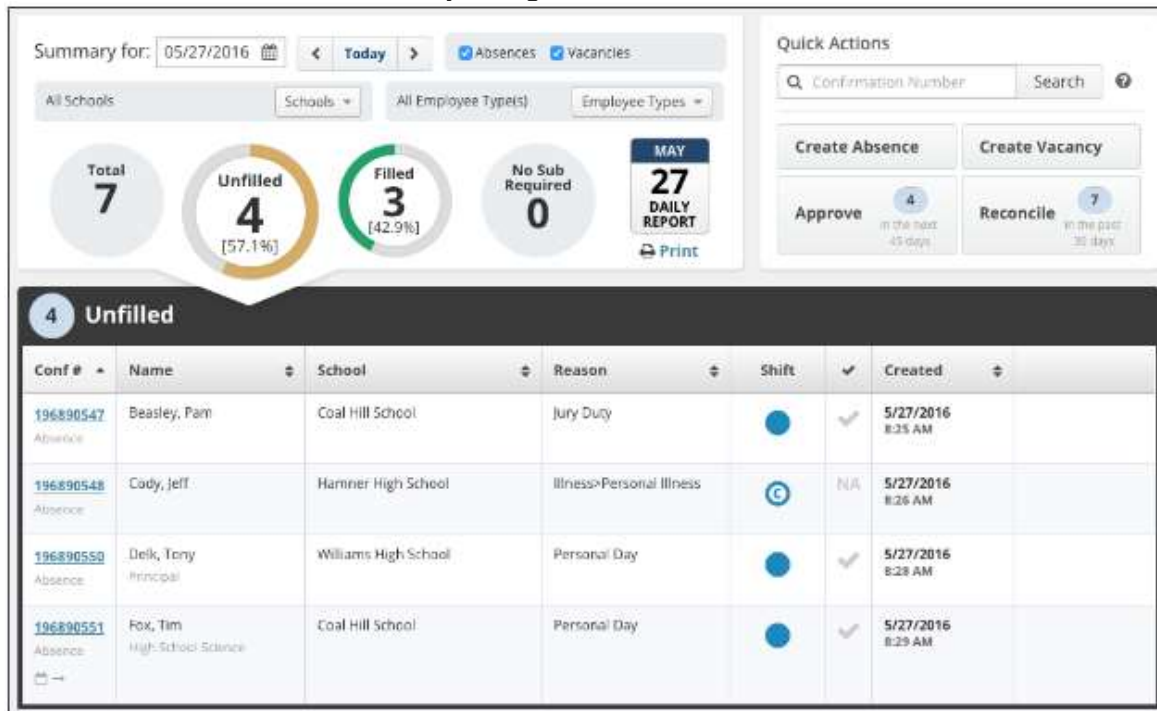
[View Profile for Abernathy, Beth](#)
[Create another Absence](#)
[Logout of Aesop](#)

[✗ Delete this Absence](#) Hold for 30 minutes

Splitting an Absence

You can use the "Split Absence" feature to break a multi-day absence into separate absences. A typical use for this would be to break an absence into multiple absences so different substitutes can fill the individual days.

First, find the absence's details by using the dashboard.



From the "Absence Details" page, click **Split Absence**.

View Absence #196890551 - Fox, Tim

May 27; May 31 - June 01

Absence Absence Log Approvers

Edit Absence Split Absence Reconcile

May 27; May 31 - June 01 at Coal Hill School

Select the day(s) you will be out:

From: To:

Custom Date Selection

June 2016

SU	MO	TU	WE	TH	FR	SA
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Absence Reason

Time

Budget Code

Accounting Code

This will open a new page where you can select the day(s) you would like to split. Check the boxes next to the days you would like to break off as a separate absence. If you want to split off one day as a separate absence, simply click the box beside that day. If you would like to break off multiple days, check all boxes that apply. Then, click **Create Split Absence**.

	Date	Duration	Location
<input type="checkbox"/>	Friday, May 27, 2016	●	Coal Hill School
<input checked="" type="checkbox"/>	Tuesday, May 31, 2016	●	Coal Hill School
<input checked="" type="checkbox"/>	Wednesday, June 1, 2016	●	Coal Hill School

A pop-up window will appear, asking you to confirm splitting the absence. To proceed, click **Save Split Absence**. To cancel and keep the absence as-is, click **Cancel**.

Approve Absence Split

You have chosen to create a new absence with the following dates

- Tuesday, May 31, 2016
- Wednesday, June 1, 2016

Cancel Save Split Absence

Once you have saved the split absences, you will be taken back to the "Absence Details" page. You will see a small pop-up box in the top right corner of your screen letting you know that the split was successful. It will also have the confirmation number for the new split absence.

To be taken to the split absence, click on the confirmation number. To dismiss the message, click the small **X** at the top right corner of the message.

Absence Split Successful

Click here to view new absence

196890552

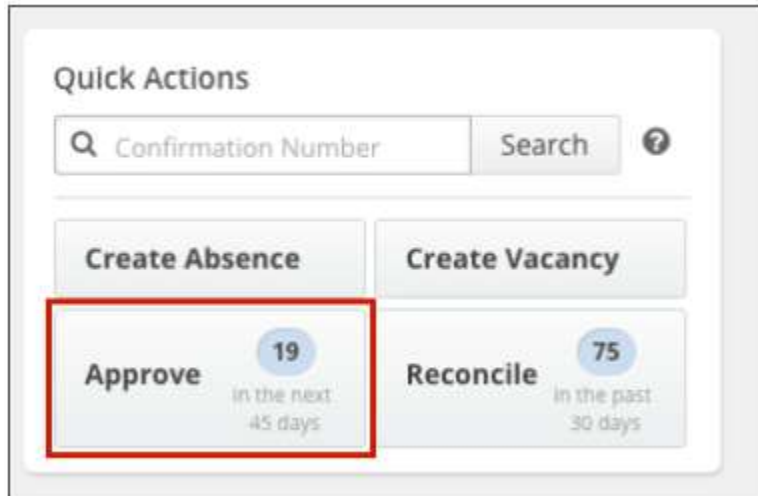
The new absence will carry over the attributes of the absence it was split from. This means things like the approval status, file attachments, budget and accounting codes, and even the substitute if one was already assigned will be the same as they were in the original absence. Don't forget to edit these details in the new absence if needed. For more on editing an absence, read the article [Editing Absences](#).

Note: If you have variations in your absence, each Variation will be displayed as a separate instance that can be split off of the absence.

Approving or Denying an Absence

Certain Absence Reasons at your district may require your approval. If you are an approver at your school, you will be able to view a list of the absence requests that need your approval and approve or deny them right in absence management.

On your home page in the "Quick Actions" box, you will see a button that says **Approve**. There will be a number on this button indicating how many absence requests still need your approval. Click the button to be taken to the "Absence Approvals" page.



Absence Approval Page



When you first come to the page, you will be shown all absences that need your approval over the next month. The details of each absence will be shown including the confirmation number, date, reason, and duration of the absence request. At the end of each row will be buttons that allow you to approve or deny the request.

4 Absence Approvals							
Conf #	Name	Date	✓	Reason	Duration	Status	Actions
123688694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		✓ Approve Deny
123688689	Jones, Martha 2nd Grade Teacher	3/17/2014	✓	Personal Day	1 day		✓ Approve Deny
123688693	Clark, Ken 4th Grade Teacher	3/20/2014	✓	Personal Day	1 day		✓ Approve Deny
123688690	Hood, James	3/25/2014 - 3/27/2014	✓	Personal Day	2 days		✓ Approve Deny Deny Part

Need more detail? Click the Confirmation Number of any absence to be taken to the absence details page

Above the absence list you will see an area where you can change the date range for the absences shown.

There are also filters that allow you to view absences in various states of approval.

Start Date: 08/25/2015  End Date: 10/16/2015  Status: ☒ Unapproved ☒ Partially Approved ☐ Approved ☐ Denied

Approving an Absence

To approve an absence request, click the green **Approve** button at the end of the row.

4 Absence Approvals							
Conf #	Name	Date		Reason	Duration	Status	Actions
123668694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		✓ Approve Deny
123668689	Jones, Martha 2nd Grade Teacher	3/17/2014	✓	Personal Day	1 day		✓ Approve Deny
123668693	Clark, Ken	3/20/2014	✓	Personal Day	1 day		✓ Approve Deny

This will open a window where you can leave comments about the approval. Leaving comments is optional. Comments left here may be sent to the employee in a notification email.

When you are ready to finalize the approval, click **Approve** in the window.

Approval Status for #152278653

Approval Status: **Unapproved**

Approvals Received: 0/1

Last Approval Action: Not Available

Comments:

255 character(s) left

[Close](#) [✓ Approve](#)

When an absence request is approved, it will be removed from your list of unapproved absences. You can view it again by changing the filters to show approved absences.

Denying an Absence

If you need to deny an absence request, click the red **Deny** button at the end of the row.

3 Absence Approvals								
Conf #	Name	Date	✓	Reason	Duration	Status	Actions	
123668694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		✓ Approve	Deny 
123668693	Clark, Ken 4th Grade Teacher	3/20/2014	✓	Personal Day	1 day		✓ Approve	Deny

This will also open a window where you can leave comments about the denial. Comments are optional. The comments you leave here may be sent to the employee in a notification email.

Click **Deny** in the window to finalize the denial.

Approval Status for #152278656

Approval Status: Unapproved

Approvals Received: 0/1

Last Approval Action: Not Available

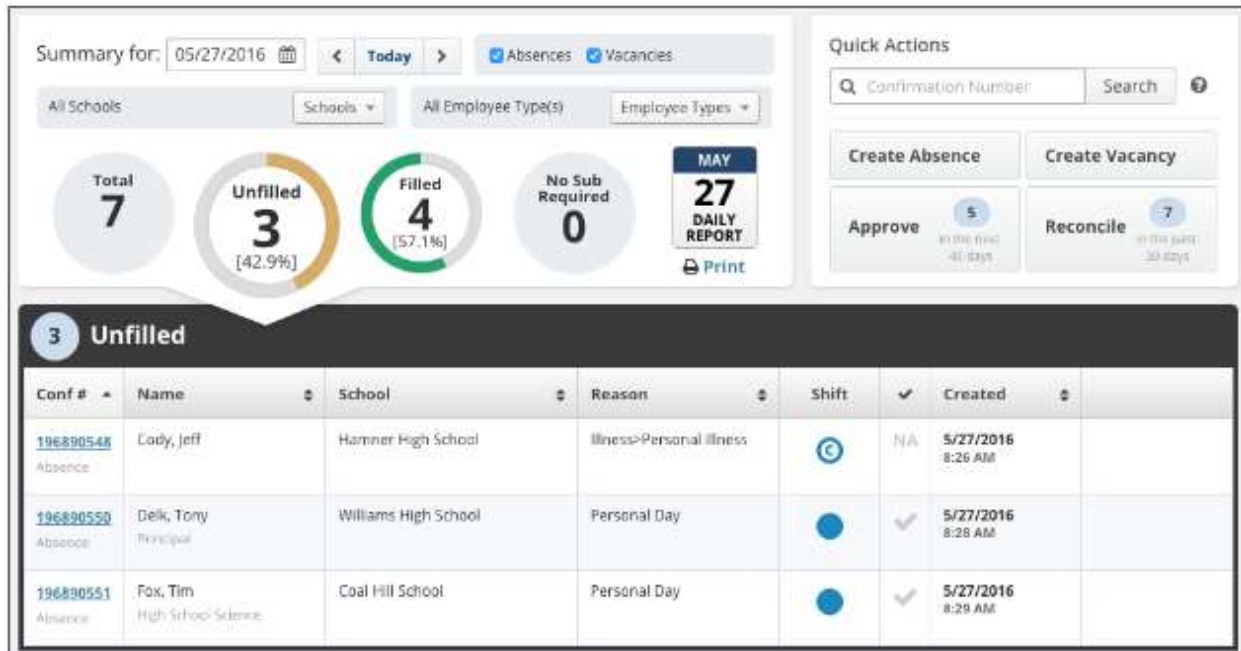
Comments:

255 character(s) left

[Close](#) [Deny](#)

Editing or Deleting Absences

When an absence is created in absence management, you will be able to go back to the absence and make changes as necessary. To edit a specific absence, first go to the "Absence Details" page. You can do this by using your absence management dashboard.





Once on the "Absence Details" page, click **Edit Absence** to enter edit mode.





The 'Absence' tab is active, showing options to 'Edit Absence' (highlighted with a red box) or 'Reconcile'. The form is for an absence on May 27 at Coal Hill School. It includes a date range selector (May 27, 2016), a calendar view for May 2016 with the 27th selected, and fields for Absence Reason, Time, Budget Code, and Accounting Code.

Change the date and other details

To change the date of the absence, use the "From" and "To" date range selector or click on the date you want in the calendar. When a date turns blue, that means you have selected it. You can select multiple days by clicking the dates one at a time or by clicking and dragging the cursor across multiple days.

Select the day(s) you will be out:																																											
From	To																																										
05/31/2016 	06/01/2016 																																										
<div><div>< May 2016 ></div><table><tr><th>SU</th><th>MO</th><th>TU</th><th>WE</th><th>TH</th><th>FR</th><th>SA</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></table></div>		SU	MO	TU	WE	TH	FR	SA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
SU	MO	TU	WE	TH	FR	SA																																					
1	2	3	4	5	6	7																																					
8	9	10	11	12	13	14																																					
15	16	17	18	19	20	21																																					
22	23	24	25	26	27	28																																					
29	30	31	1	2	3	4																																					
Absence Reason																																											
Time Please enter a valid time range using the HH:MM AM format.																																											
Budget Code																																											
Accounting Code																																											

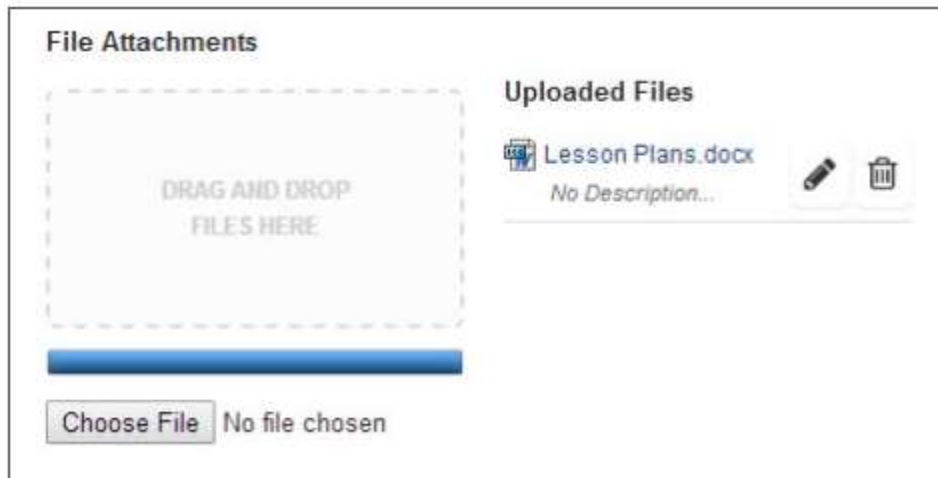
You can change the other details of the absence as well including the absence reason, time, codes, and notes. Use the drop-down boxes to make those changes.

Absence Reason	Personal Day 
Time Please enter a valid time range using the HH:MM AM format.	Full Day  07:30 AM to 03:30 PM
Budget Code	Select One 
Accounting Code	Select One 

File Attachments

At the bottom of the "Absence Details" page, you can edit existing file attachments or add new ones. Click the **pencil icon** to edit the description of an existing file or the **trash can icon** to delete it.

Click **Choose File** to add a new file from your computer.

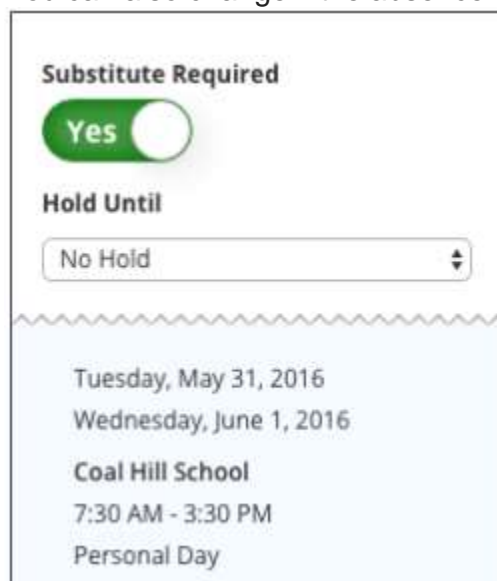


The screenshot shows a section titled "File Attachments". On the left, there is a dashed rectangular box with the text "DRAG AND DROP FILES HERE". Below this box is a blue horizontal bar and a button labeled "Choose File". To the right of the "Choose File" button, the text "No file chosen" is displayed. On the right side of the section, under the heading "Uploaded Files", there is a list of files. The first file is "Lesson Plans.docx" with a document icon. Below the filename is the text "No Description...". To the right of the filename are two icons: a pencil icon for editing and a trash can icon for deleting.

Sub Required and Hold Until

Change whether or not a substitute is required by clicking the slider to toggle between **Yes** and **No**.

You can also change if the absence is on hold by clicking the **Hold Until** drop-down menu.



The screenshot shows a form with two main sections. The first section is titled "Substitute Required" and features a green toggle switch with the word "Yes" inside it. The second section is titled "Hold Until" and features a drop-down menu with "No Hold" selected. Below these sections, there is a light blue box containing the following information: "Tuesday, May 31, 2016", "Wednesday, June 1, 2016", "Coal Hill School", "7:30 AM - 3:30 PM", and "Personal Day".

When you have made all the necessary changes, click the **Save Absence** button to save your changes.

Absence | Absence Log | Approvers

✓ Save Absence | ✓ Save Absence and Assign | Cancel

May 31 - June 01 at Coal Hill School

Select the day(s) you will be out:

From: 05/31/2016 To: 06/01/2016

May 2016

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.

Budget Code

Accounting Code

When making changes to an absence that will affect the substitute, like start time or a date change, absence management will notify the substitute of the changes.

Deleting an Absence

If you would like to delete the absence, you can do this on the "Absence Details" page as well. The **Delete** button will show whether you are in edit mode or not. Simply click the button to delete the absence.

Call History

Delete

NEXT STEPS

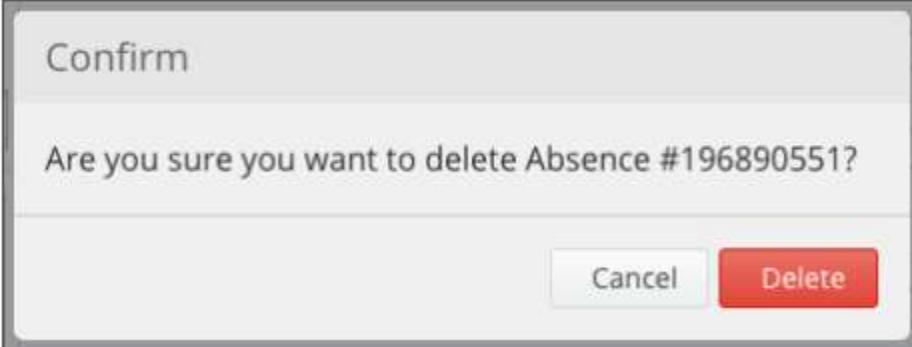
Status: **Unfilled**

Approval Status: **Unapproved**

Approvals Received: 0/1

Last Approval Action: Not Available

You will be asked to confirm your decision. Click the **Yes** button to confirm and delete.

A confirmation dialog box with a light gray background and a thin gray border. The title bar at the top is a slightly darker gray and contains the word "Confirm" in a dark gray font. Below the title bar, the main area of the dialog contains the question "Are you sure you want to delete Absence #196890551?" in a dark gray font. At the bottom right of the dialog, there are two buttons: a "Cancel" button with a light gray background and dark gray text, and a "Delete" button with a red background and white text.

Confirm

Are you sure you want to delete Absence #196890551?

Cancel Delete

Editing Days in a Multi-Day Absence

When absences cover multiple days, you might have to make adjustments to just a few days within that multi day absence. You may need to do this when adjusting absence reasons or budget codes for days within the absence. While it may seem daunting at first, it's actually quite simple! This article will show you how.

First, search for the absence and go to its "Absence Details" page. You can do this by using your absence management dashboard.

The dashboard provides a summary for 09/02/2015, showing 10 total absences, 3 unfilled (30.0%), 7 filled (70.0%), and 0 no sub required. It also features a 'Quick Actions' panel with buttons for 'Create Absence', 'Create Vacancy', 'Approve' (16 in the next 45 days), and 'Reconcile' (81 in the past 30 days). A '2 DAILY REPORT' button is also present.

Conf #	Name	School	Reason	Shift	Created
152278251 Absence	Adams Joan Blue	Connor School	*Personal	Ⓢ	8/26/2015 11:12 AM
152278705 Absence	Pierce Benjamin Chief teacher	Crabapple Cove High School	DM - No approval	●	8/31/2015 1:53 PM
152278763 Absence	Piccolo-Emp Jesse	Riverside Elementary	Vacation	●	9/1/2015 4:44 PM

While viewing the absence, click **Edit Absence**.

The 'Edit Absence' interface shows a calendar for September 2015. The 'Edit Absence' button is highlighted with a red box. The calendar shows the dates from September 22 to September 25, with the 16th highlighted. The interface also includes a 'Split Absence' button and a 'September 22 - September 25; September' header.

On the calendar, deselect the days you want to make changes to by clicking on them.



Now, click **Add New Variation**.

A screenshot of a web form for adding a new variation. The form is divided into two main sections. On the left is a calendar for September 2015, showing days 1 through 30. Days 22, 23, 24, 25, 28, and 29 are highlighted in blue. On the right is a form with the following fields: **Absence Reason** (text input), **Time** (text input with a placeholder "Please enter a valid time in the HH:MM AM format"), **Time Absent** (text input with a placeholder "Please enter a valid duration in the HH:MM format"), **Budget Code** (text input), and **Accounting Code** (text input). At the bottom of the form is a button labeled **+ Add New Variation**. A red arrow points to this button.

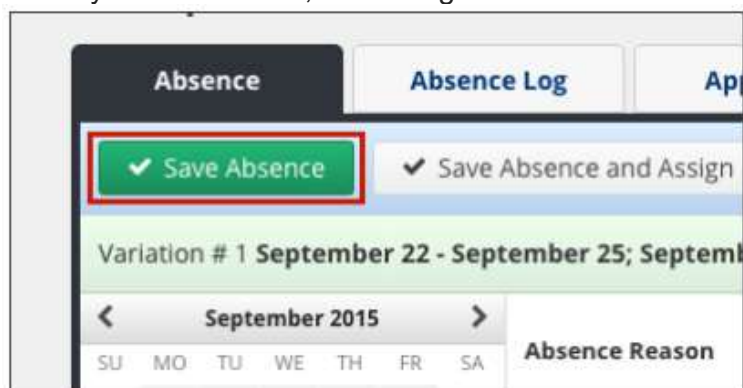
In this view variation, you can enter separate details for the other days in the absence. Select the days by clicking them on the calendar.



Now, adjust the details for those days by using the drop-down menus and text boxes.

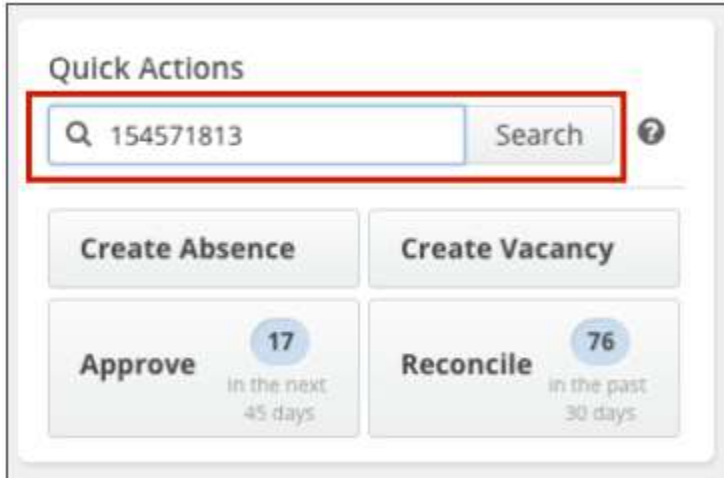
Absence Reason		*Professional Day
Time Please enter a valid time range using the HH:MM AM format.		Substitute Report Time Please enter a valid time range using the HH:MM AM format.
Full Day 08:00 AM to 03:00 PM		Full Day 08:00 AM to 03:00 PM
Time Absent Please enter a valid duration using the HH:MM format.		04:00
Budget Code		All-Sub Salary/Personnel
Accounting Code		LTTC ACC CODE 1

When you are finished, click the green **Save Absence** button.



Finding a Specific Absence

If you're looking for a specific absence, there are a number of easy ways to find it. If you have the confirmation number, the fastest way to track down an absence is to type the confirmation number into the search box on the "Quick Actions" panel. Once you've entered the confirmation number, click **Search** to jump right to the absence.



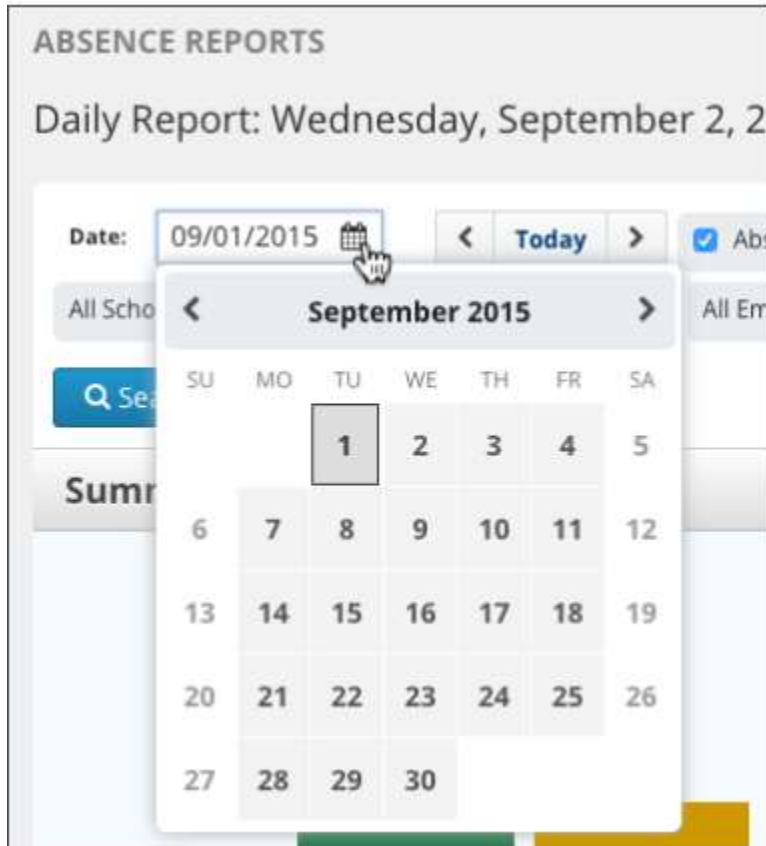
The screenshot shows the "Quick Actions" panel. At the top, there is a search box containing the confirmation number "154571813" and a "Search" button. Below the search box are four buttons: "Create Absence", "Create Vacancy", "Approve" (with a blue circle containing the number 17 and the text "In the next 45 days"), and "Reconcile" (with a blue circle containing the number 76 and the text "In the past 30 days").

If you don't have the confirmation number on hand, you can look the absence up by date using the "Daily Report".

Open the Daily Report by clicking **Daily Report** in the "Summary" panel on the Dashboard.



On the Daily Report, select the date that the absence is for by typing the date, or clicking the calendar icon and choosing the date from the calendar.



Now that you've navigated to the correct date, scroll down to the "Unfilled" box to see absences that have not been filled by a substitute, or scroll down to the "Filled" box to view absences that had been filled by a substitute and click the confirmation number next to the absence that you want. This will take you right to the absence.

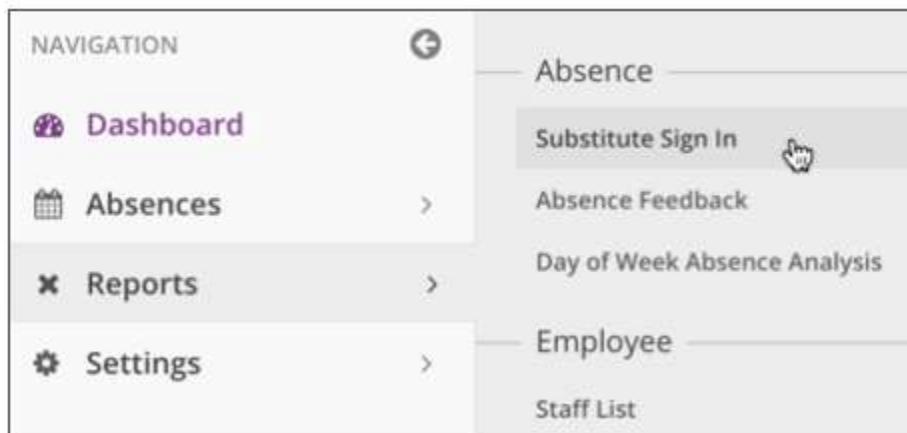
6 Filled			
Conf #	Name	School	Reason
Teacher			
152276798	Beattie Melanie Blue	Riverside Elementary Emp: 7:00 AM - 12:00 PM Sub: 7:00 AM - 12:00 PM	*Personal

If the absent went unfilled or if the absence did not require a sub, click on the confirmation number for the absence in the other windows.

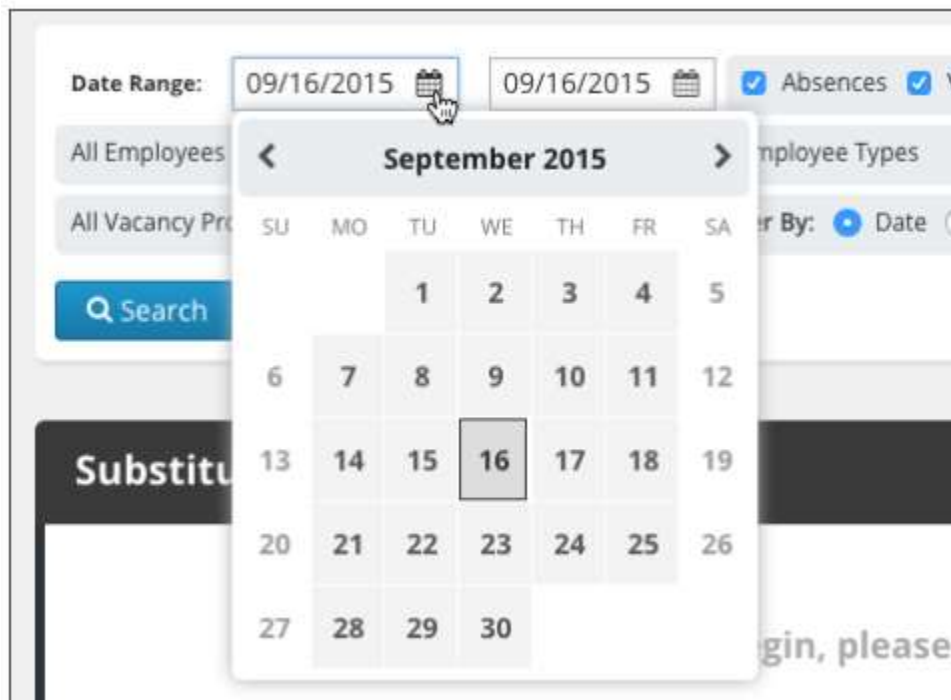
Using the Substitute Sign-In Report

Don't you wish there was a way to generate a list of substitute's jobs so they can sign in when they arrive for their job? Well, now you can!

To access the report, first click on **Reports** in the side navigation bar. Then, under the "Absence" heading, click on **Substitute Sign In**.



Now, select the date range you want to print the sign-in sheets for by clicking the text boxes with the calendar icons, and then adjusting the month and day on the pop-up calendar.



Now adjust the check boxes to show absences, vacancies, or both. For this example, we will be printing jobs for absences, so we will uncheck the "Vacancies" box.



If you want to print a sign in sheet for a specific employee, employee type, or substitutes, you can do so by using the drop-down boxes. Just click on the button and check the boxes you want to show on the sign in sheet.

Now, select if you want to order the list by the employee's name or by date by clicking the **radio button**.

Order By: ☒ Date ☐ Employee

When you are ready, click the **Search** button.

Date Range: 09/16/2015 09/16/2015

All Employees Employees ▾

All Vacancy Profiles Vacancy Profiles ▾

Search Print

A list will generate below.

2 Substitute Sign In				
Substitute	Signature	Start/End	Employee	Conf. #
Wednesday, September 16, 2015				
Charles Andrews Crabapple Cove High School	x	Full Day 07:00 AM - 03:30 PM	Hunnicuttt, Bj Philosophy Teacher Hrly	152279927
Charles Winchester Crabapple Cove High School	x	Full Day 07:45 AM - 04:15 PM	Pierce, Benjamin Chief teacher Teacher	152279922

To print the list, click the **Print** button at the upper right corner of the list, or the **Print** link beside the "Search" button.

Date Range: 09/16/2015 09/16/2015

All Employees Employees ▾

All Vacancy Profiles Vacancy Profiles ▾

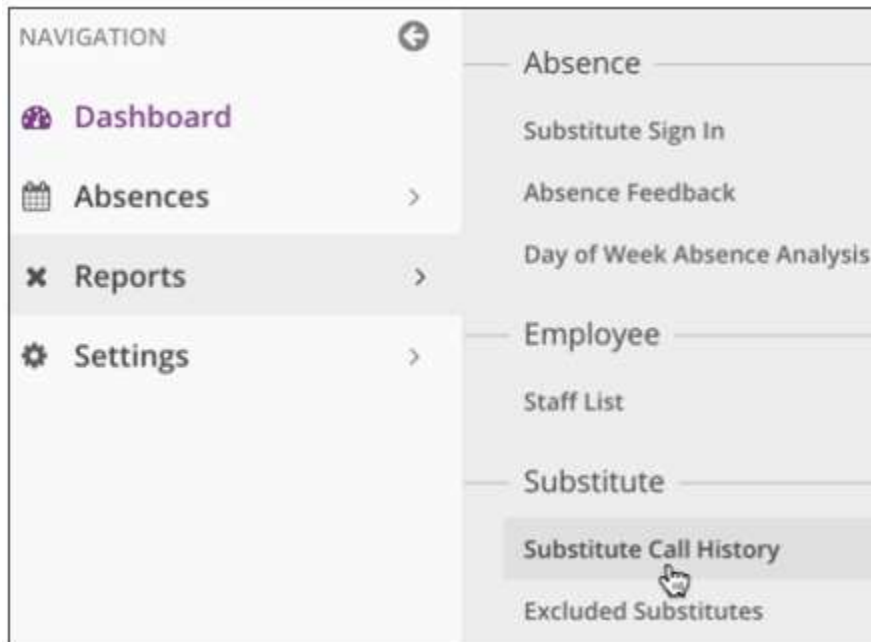
Search Print

Now your substitutes can sign their names when they arrive for their job!

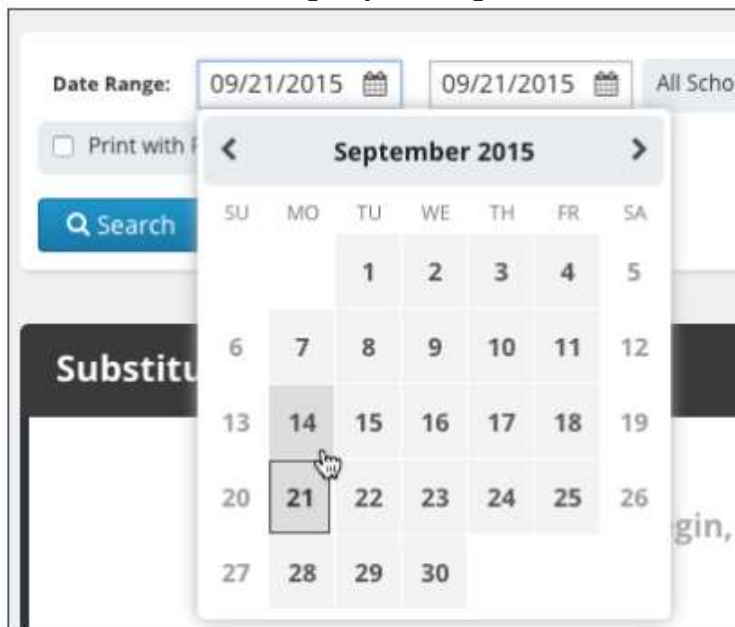
Using the Substitute Call History Report

The "Substitute Call History" report will allow you search for specific substitutes to see if they were called. You can also select a date range to see all the substitutes who were called during that time-frame. To learn how to use the "Substitute Call History" report, keep reading!

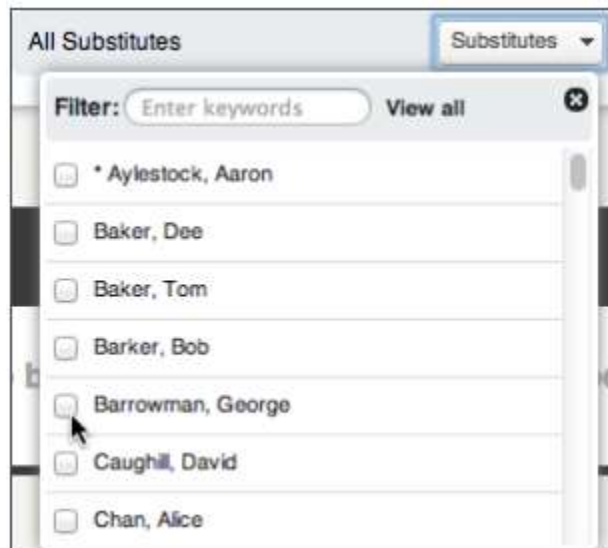
First, click on **Reports** in the side navigation bar. Then, under the "Substitute" heading, click **Substitute Call History**.



Now, select a date range by clicking the text boxes with the calendar icons in them.



If you would like, you can choose a specific substitute by clicking **Substitutes** and checking the box next to the name in the drop-down menu. If you want to see all the substitutes called within the specified date range, you can ignore this drop-down menu.



When you are ready, click **Search**.

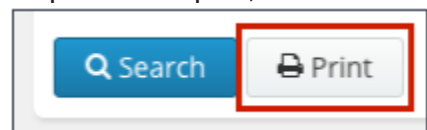
A list will generate below sorted in columns by date/time, status of the call, if the line was answered or not, name of the substitute, the school, the date of the absence, and the confirmation number.

The circle at the top left corner tells you the total number of calls for that date range.

Click on a substitute's name to be taken to their profile. Click on the confirmation number to go to the absence's page where you can edit, reconcile, or assign a substitute to the absence.

2 Substitute Call History							
Date/Time	Direction	Status	Line	Substitute	School	Start/End	Conf. #
9/18/2015 10:21:40 AM	Outbound	Rejected End Calls	Answer	Abedon, Crystal	Smoke Dec	11/18/2015 - 11/18/2015	152267460
9/18/2015 2:32:00 PM	Outbound	Rejected End Calls	Answer	Acuna, DEBBIE	Z Binh Super	11/17/2015 - 11/17/2015	152267881
Total Calls: 2							

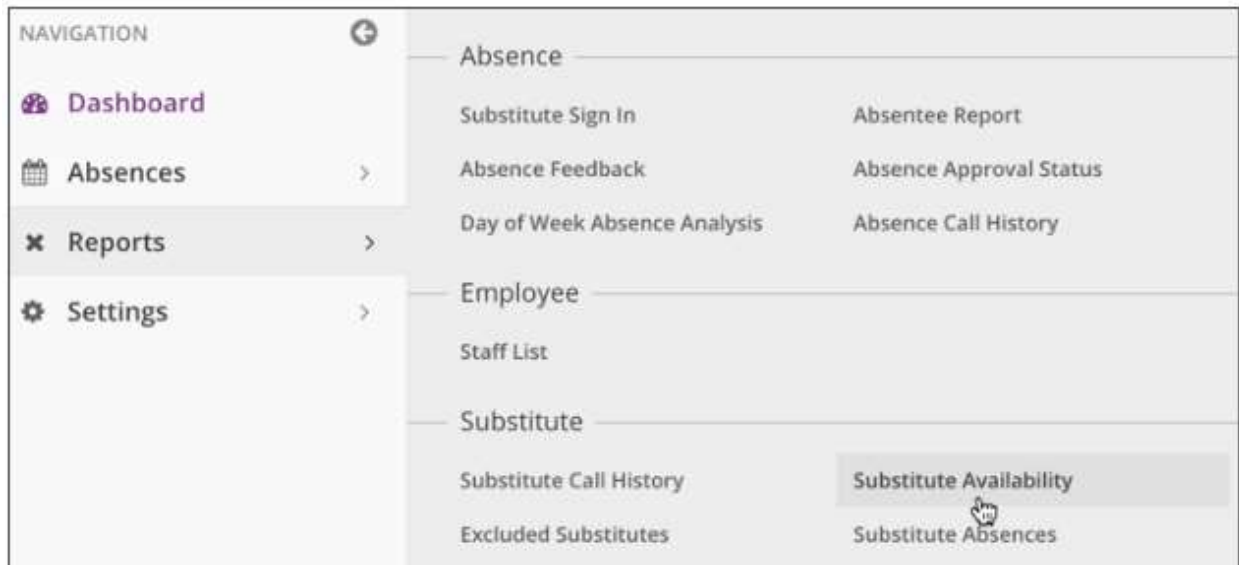
To print the report, click the **Print** link beside the "Search" button.



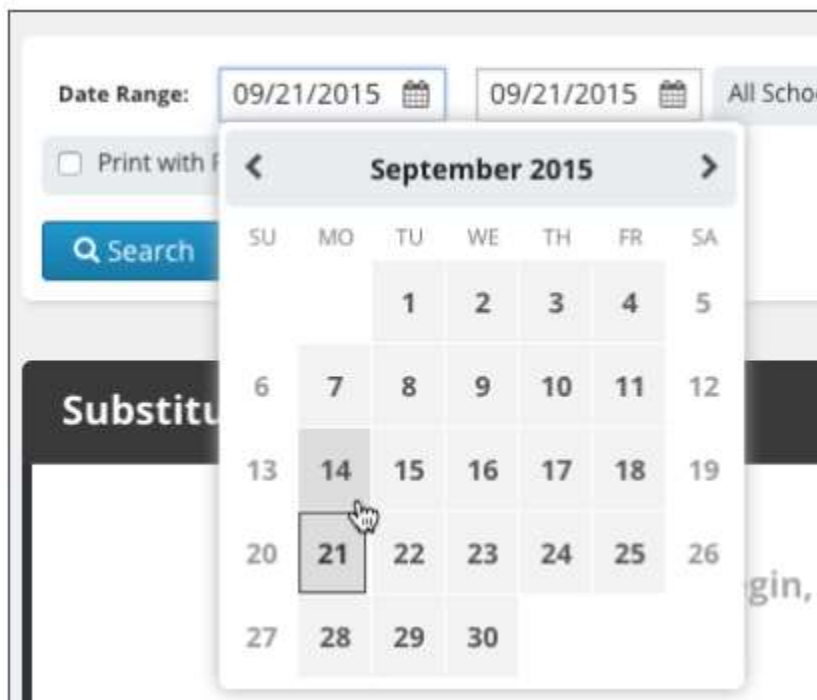
Using the Substitute Availability Report

The "Substitute Availability" report shows you what substitutes are available to work on the date specified.

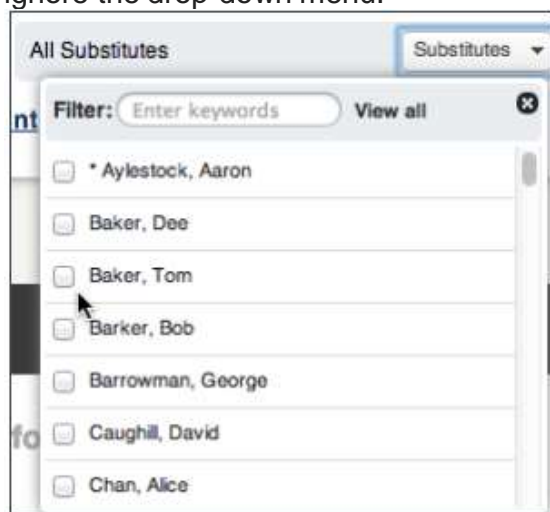
To access the report, first click on **Reports** in the side navigation bar. Then, under the "Substitute" heading, click **Substitute Availability**.



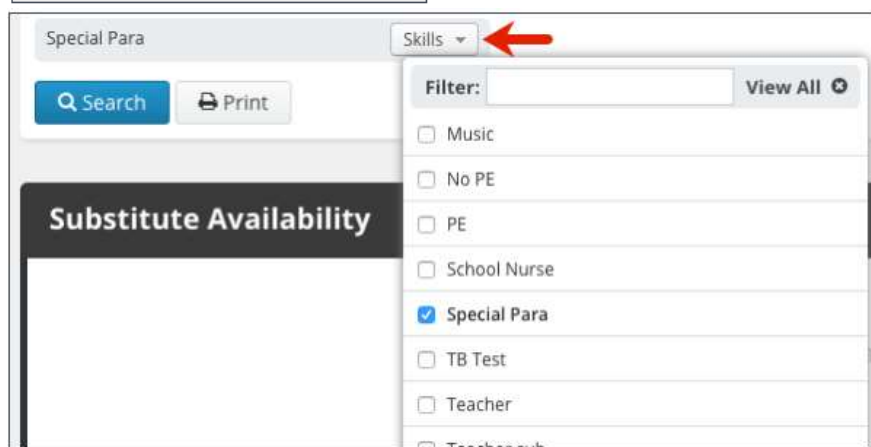
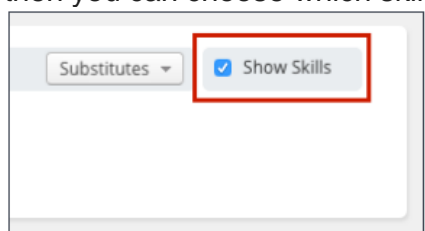
Now choose the date by clicking on the text box with the calendar icon and choose the month and day on the pop-up calendar.



You can choose to view one or more substitutes by clicking on **Substitutes** and checking the box(es) beside the name(s). If you want to view all the substitutes for that day, you can ignore the drop-down menu.

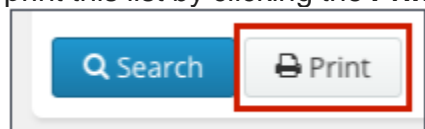


You can choose whether to show skills or not by checking the box beside "Show Skills", and then you can choose which skills to show if you wish.



When you are ready, click **Search**.

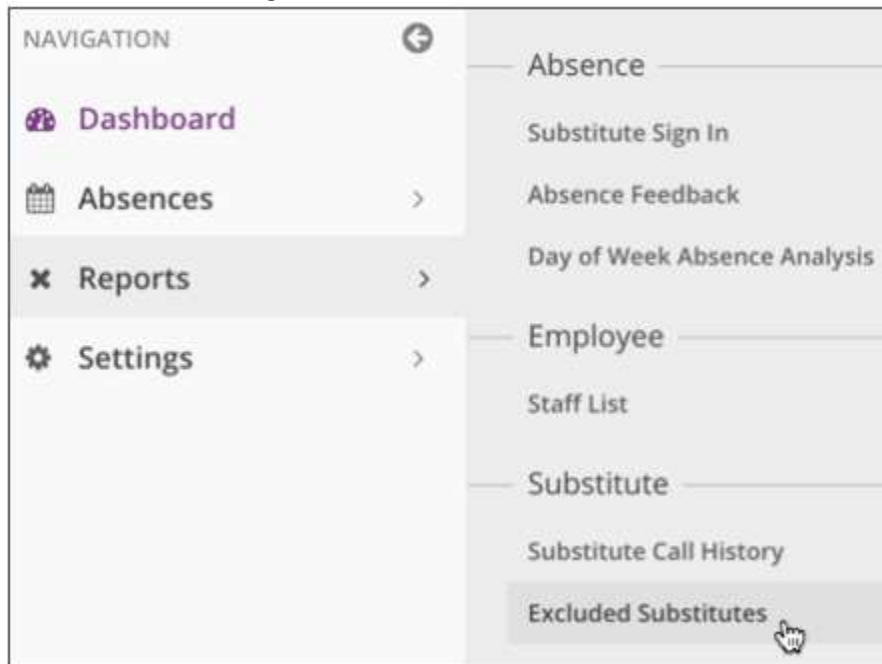
A list will appear below with all the substitutes who are available for jobs that day. You can print this list by clicking the **Print** button.



Using the Excluded Subs Report

The "Excluded Substitutes" allows you to see which substitutes are excluded from seeing jobs at your school. You can also choose to see who your employees have excluded from the absences they submit.

To access the report, first click on **Reports** in the side navigation bar. Then, under the "Substitute" heading, click on **Excluded Substitutes**.



You can choose whether you want to show the substitutes your employees have excluded by checking the box beside "Show Employee Exclusion?". You can also choose to view the list by "Preference List" or "Substitute".

A form with two main sections. The first section contains a checkbox labeled "Show Employee Exclusion?". The second section is labeled "View By:" and contains two radio buttons: "Preference List" (which is selected) and "Substitute".

When you are ready, click **Search**.

A form with a search bar containing the text "All Schools" and a dropdown menu labeled "Schools". Below the search bar, there is a blue button with a magnifying glass icon and the text "Search", which is highlighted with a red rectangle. To the right of the "Search" button is a grey button with a printer icon and the text "Print".

A list will generate below with the excluded substitutes and from where they are excluded.

5 Excluded Substitutes		
Preference List Owner	Excluded Substitute(s)	Comments
School: Coal Hill School		
	Goins, Jaden	Excluded prior to 2017-12-12
School: Hamner High School		
	Coulson, Phil	Excluded prior to 2017-12-12
	Fender, Victoria	Excluded prior to 2017-12-12
School: Jaspers Elementary School		
	Baker, Dee	Excluded prior to 2017-12-12
School: Walker Middle School		
	Barker, Bob	Excluded prior to 2017-12-12
School: Williams High School		
	Barker, Bob	Excluded prior to 2017-12-12

To print the report, click the **Print** link beside the "Search" button.

All Schools

Schools ▾

Q Search

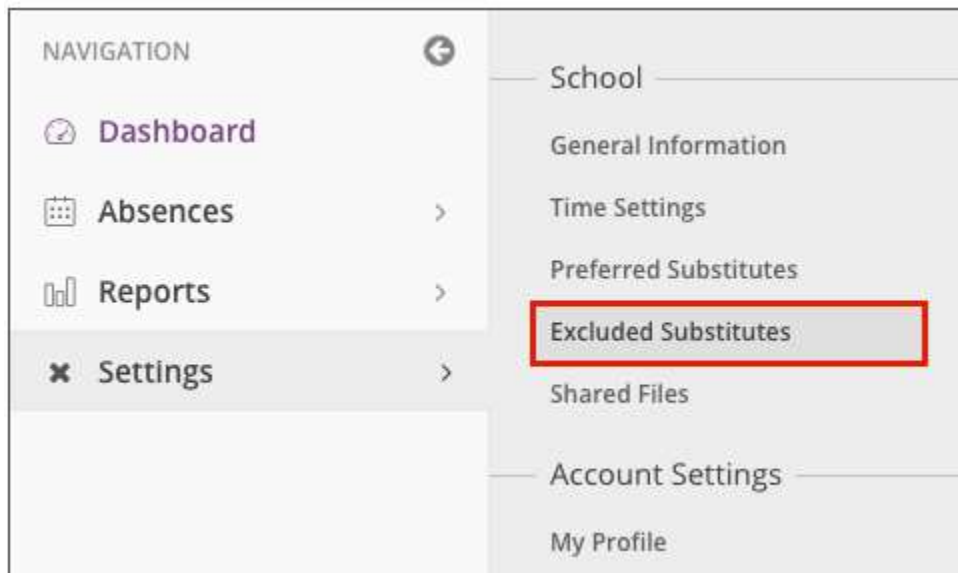
Print

Managing the Excluded Substitutes List

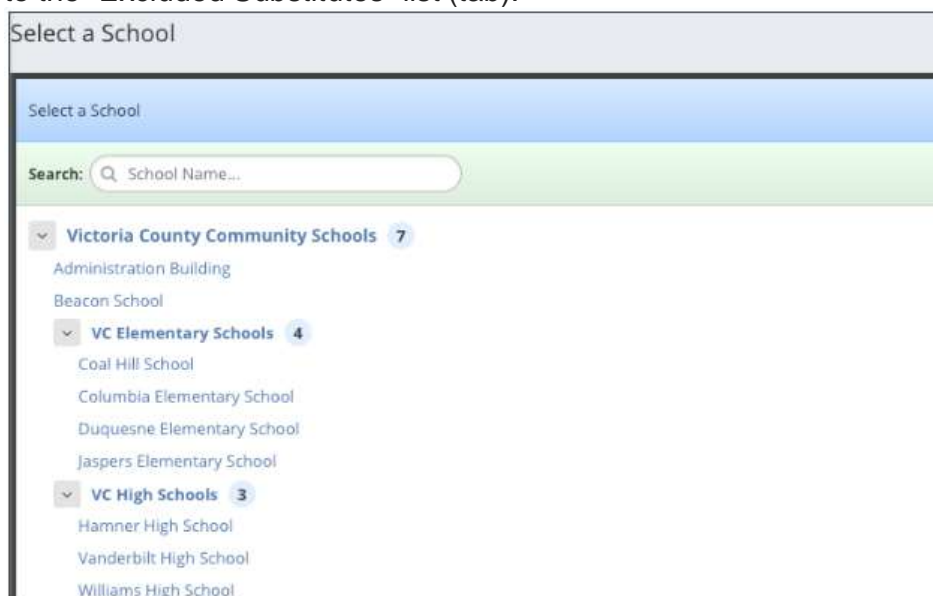
Your district may have given you the ability to exclude substitutes from viewing or accepting jobs at your school. When excluding a substitute, it is best to check your district's policies to make sure an exclusion is warranted, because it prevents the substitute from viewing any available assignments at your school.

Adding Excluded Substitutes

Using the side navigation bar, hover over **Settings** and then click **Excluded Substitutes**.



If you have visibility of multiple schools, you'll be prompted to select which location you want to exclude the substitute from. If you have visibility to only one school, you'll be taken directly to the "Excluded Substitutes" list (tab).



Once on the "Excluded Substitute" page, click **Add Substitute(s)** to add a substitute to the "Excluded" list.

The screenshot shows the 'Excluded Substitutes' page with a navigation bar at the top containing 'General Information', 'Time Settings', 'Preferred Substitutes', 'Excluded Substitutes' (selected), and 'Shared Files'. Below the navigation bar is a header 'Excluded Substitutes' and a green button '+ Add Substitute(s)'. A table follows with columns 'Name', 'Comments', 'Select', and 'Action'. The table contains one entry: 'Barker, Bob' with a 5-star rating and a comment 'Excluded prior to 2017-12-12'. The 'Select' column has a checkbox, and the 'Action' column has a pencil icon. At the bottom right is another green button '+ Add Substitute(s)'.

After clicking "Add Substitute(s)", you may view a list of substitutes - in alphabetical order - by last name. You can search for a specific substitute by using the search box at the top of the page, or you can filter the results by selecting the first letter of the substitute's last name in the left column.

If you do not see the name of the substitute that you want to exclude, it may be because they are on the "Preferred Substitute" list for your location. To exclude these substitutes, you would need to remove them from the "Preferred Substitute" list for your school before excluding them.

The screenshot shows the 'Excluded Substitutes' page with a search bar at the top labeled 'Search: Last Name' and buttons 'Back to Excluded Substitutes' and 'Next'. Below the search bar is a 'Search by Letter' section with a grid of letters A-Z and an 'All' button. To the right is a list of substitutes under the heading 'Substitute Name'. The list is divided into sections for 'B' and 'C'. Under 'B' is 'Banowman, George (No Rating)'. Under 'C' are 'Caughill, David' (5-star rating), 'Chan, Alice' (5-star rating), and 'Clifford, Wendy' (5-star rating). Each entry has a checkbox. To the right of the list is a section titled 'SELECTED SUBSTITUTES' which currently says 'Currently, there are no Substitutes selected'.

Click the check box corresponding to one or more substitutes to select them. You can select as many substitutes as you want from the list. As you select them, their name appears in the "Selected Substitutes" column.

Once you have selected the substitute(s) you want to exclude, click the **Next** button.

Based on your system setup, you may be required to include a reason within the "Comments" section that explains the reason for this exclusion. Once you make an entry, click **Add to Excluded Substitutes List**.

This adds the substitute(s) you selected to the Excluded Subs List, and they will not see job offers for absences you create.

It's important to note that the excluded substitutes are not automatically removed from any future absences they may be assigned to at your school. They would need to be removed manually, if necessary.

Removing Excluded Substitutes

When you're on the "Excluded Substitute" page, click the check box in the "Select" column that corresponds to the substitute that you want to remove from the "Excluded Substitutes" list. Then click **Remove Selected Substitute(s)**.

The screenshot shows a web interface with a tabbed menu at the top: "General Information", "Time Settings", "Preferred Substitutes", "Excluded Substitutes" (selected), and "Shared Files". Below the tabs is a section titled "Excluded Substitutes". At the top right of this section is a red button with a trash icon and the text "Remove Selected Substitute(s)". Below this is a table with the following structure:

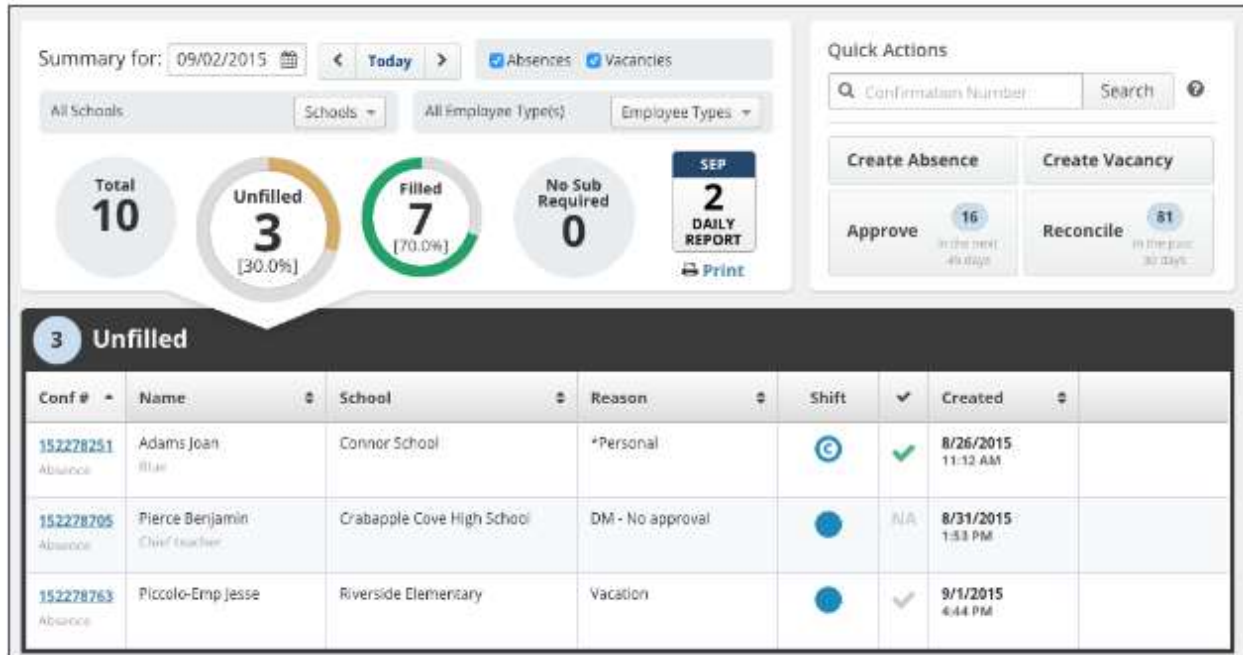
Name	Comments	Select	Action
Barrowman, George (No Rating)		<input checked="" type="checkbox"/>	
Chen, Jule (No Rating)		<input type="checkbox"/>	
Parker, Peter (No Rating)		<input type="checkbox"/>	

At the bottom right of the table area is another red button with a trash icon and the text "Remove Selected Substitute(s)".

Seeing Substitute Availability

As an Admin, there may be times that you need to assign a substitute to an absence. For example, a substitute cancels last minute and you need to assign a new substitute as soon as possible. Here is how to check which substitutes are qualified and available for a specific absence.

To see which substitutes are qualified and available, first navigate to the "Absence Details" page for the absence. You can do this by using the absence management dashboard.



Available Subs Tab

Once you reach the "Absence Details" page, you will see a number of tabs above the absence information. Click the **Available Subs** tab to be taken to the list of qualified and available substitutes for this absence.

The screenshot shows the 'Absence Details' page for absence 152278251. The 'Available Subs' tab is highlighted with a red arrow. The page displays a calendar for September 2015, showing the absence on September 2nd and 3rd at Connor School. The absence reason is '*Personal'. The 'NEXT STEPS' section includes a button to 'Assign Sub'. The 'Approval Status' is 'Approved', and the 'Last Approval Action' is 8/26/2015 11:21 AM.

At the top of the page, you can search for a specific substitute by last name. You can also toggle if the list is showing all substitutes or only qualified and available substitutes. Check the box to show only those who are qualified and available. Uncheck the box to show all substitutes.

Search for Substitute:

☒ Only show qualified and available substitutes

"Qualified and available" means that the substitute has the correct skills to fill in for the absent employee and they do not have any conflicting jobs or "Non-Work Days".

The absence management system will do a number of checks to see which substitutes are qualified and available. If you see a green indicator across all columns, that means the substitute has passed all checks and can be assigned.

If you see a red x in a column for the substitute that means the substitute has failed that check.

Substitute Name	Assign	Qualified and Available Checks							Additional Checks		Call Now	Block/Unblock
		Skill Match	Other job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time		
*ADAMS, Jennifer (802) 154-2365 ★★★★★	✓ Assign	✓ Qualified and Available									📞	Block
*Braymer, Arianne (802) 154-2771 (No Rating)	✓ Assign	✓ Qualified and Available									📞	Block
*TORMEY, Kathryn (802) 154-2383 (No Rating)	✓ Assign	✓ Qualified and Available									📞	Block
*Whelan, Danielle (802) 154-1589 (No Rating)	✓ Assign	✓ Qualified and Available									📞	Block
*Witt, CHRISTINA (802) 154-2755 (No Rating)	✓ Assign	✓ Qualified and Available									📞	Block

The Available Subs tab is not only great for seeing which substitutes are available but also for seeing why a particular substitute cannot see a job. If you see a red x in their row, that means the substitute cannot see the job on their website and they will not be called for this job.

System Checks

Each column in the list of substitutes represents a check the system is making to determine if a substitute is qualified and available. Here is some more detail on what the system is looking for:

Qualified and Available Checks						Additional Checks		
Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time

Skill Match

Is the substitute qualified based on the skills assigned to them to fill in for the employee?

If the column is blank, the substitute is qualified.

If there is an x in the column, the substitute is not qualified.

If there is a time and date in the column, this represents the time/date that the substitute will become qualified and available based on your district's settings.

Other Job

Is the substitute already working another job that conflicts with this one? If the column is blank, there is no conflicting job.

If there is a red x in the column, the substitute has a conflicting job.

Non-Work Day

Did the substitute indicate they cannot work on this date? If the column is blank, there is no conflicting "Non-Work Day".

If there is a red x in the column, the substitute has scheduled a "Non-Work Day" that conflicts with this job.

Excluded

Has the substitute been marked as excluded by the employee, school, or district? If the column is blank, the substitute has not been marked as excluded.

If there is a red x in the column, the substitute has been marked as excluded.

Preferred School

Does the substitute prefer to work at this school? If the column is blank, the substitute is ok with working at this location.

If there is a red x in the column, the substitute has indicated they do not prefer to work at this location.

Rejected by Sub

Has the substitute already been offered this job and rejected it? If the column is blank, the substitute has not previously rejected this job.

If there is a red x in the column, the substitute has been offered this job and has rejected it.

Visible to Sub

Based on your district's settings, is this job within the substitute's lead time visibility?

If the column is blank, the job is within the substitute's lead time visibility.

If there is a date and time in the column, this means the job is not currently in their visibility but will be at that date and time.

If there is a red x in the column, the job will not be visible by the substitute.

In Sub Call Time

Is the substitute ok with being called at the current time? If the column is blank, the current time is within the substitute's call times.

If there is a red x in the column, the substitute has indicated they do not want to be called at the current time.

Assign the Sub

You will be able to assign any substitute who is qualified and available. Depending on the permissions you have been set up with, you may be able to assign a substitute who does not pass all system checks. For example, a substitute who does not prefer to work at a school could still be assigned to a job at that school.

If there is a green **Assign** button next to the Substitute's name, you can assign that substitute to the job. Simply click the button and the substitute will be assigned.



*ADAMS, Jennifer (802) 154-2365 ★★★★★	✓ Assign	✓ Qualified and Available
*Braymer, Arianne (802) 154-2771 (No Rating)	✓ Assign	✓ Qualified and Available

Always confirm with the substitute that they are willing to work the job before you assign them. Clicking Assign is not a request for them to work the job. It is you indicating that you have confirmed with them that they will be working the job.

Setting Up a Preferred Substitute List

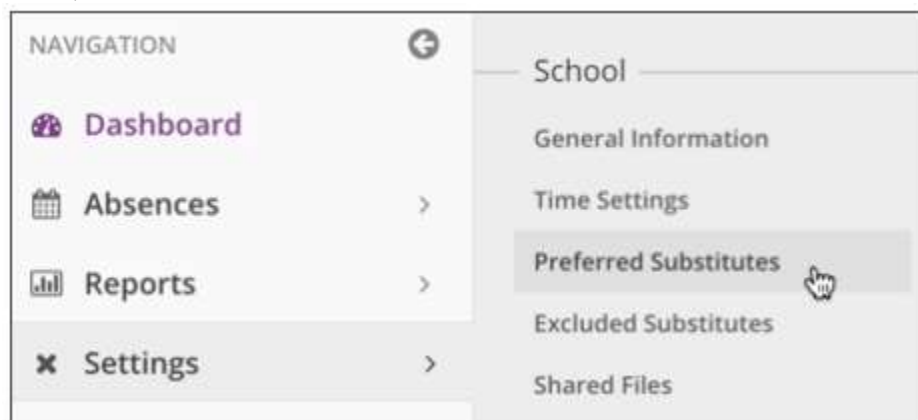
Your district may have given you the ability to set a preferred list of substitutes for your school. This will allow you to give certain substitutes an advantage when looking for jobs at your school.

Adding Preferred Substitutes

First, if you have not done so already, expand your side navigation bar by clicking the menu button.



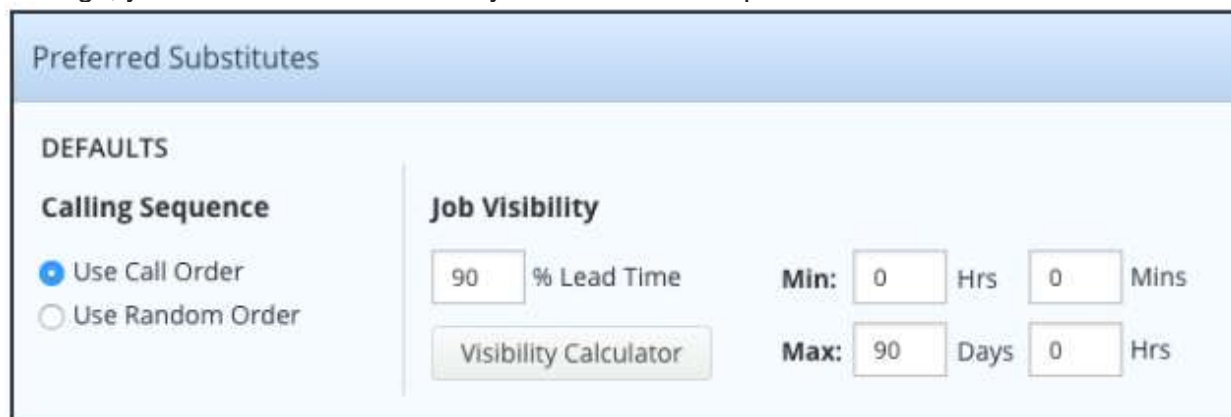
To access the "Preferred Substitutes" list, click on the **Settings** on your side navigation bar. Then, click **Preferred Substitutes**.



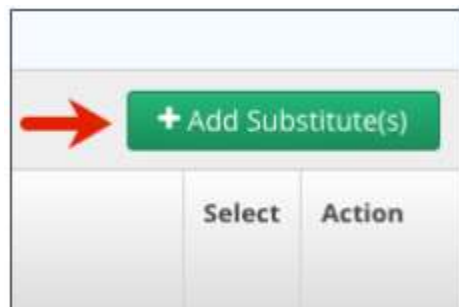
Now, search for and select the school you want to set up the Preferred Substitutes List for.



At the top of the Preference List, you will see the "Calling Sequence" and "Job Visibility" settings. These settings were most likely already set by your district. Before changing these settings, you will want to check with your district's Aesop Administrator.



To get started adding substitutes to your Preference List, click the green **Add Substitutes** button.



This will take you to a page where all substitutes will be listed in alphabetical order by last name. You can search for a specific substitute by using the search box at the top of the page or you can narrow down the results by the first letter of the last name by clicking a letter in the left column.

The screenshot shows the 'Preferred Substitutes' interface. At the top, there is a search bar with 'Lanfair' entered and a 'Back to Preferred Substitutes' button. Below the search bar, there is a 'Search by Letter' section with a grid of letters from A to Z and an 'All' button. To the right of the letter grid is a 'Substitute Name' section. Under the letter 'L', there is a list of substitutes. The first substitute is 'Lanfair, Sydney (No Rating)' with an unchecked checkbox next to it. At the bottom right, there is another 'Back to Preferred Substitutes' button.

To select a substitute, click the check box next to their name. You can select as many substitutes as you want on the list. As you select them, they will show in the "Selected Substitutes" area.

When you have selected the substitutes you want to add to your Preference List, click the green **Add to Preferred Substitutes** button.

This screenshot shows the 'Preferred Substitutes' page after selecting substitutes. The search bar still shows 'Lanfair'. The 'Substitute Name' section under 'L' now has 'Lanfair, Sydney (No Rating)' with a checked checkbox. A new 'SELECTED SUBSTITUTES' section has appeared on the right, listing three substitutes: 'Garcia, Linda (No Rating)', 'Walkington, Mary (No Rating)', and 'Lanfair, Sydney (No Rating)'. Each entry in the 'SELECTED SUBSTITUTES' list has a red 'X' button next to it. At the bottom, there are two buttons: 'Back to Preferred Substitutes' and a green 'Add to Preferred Substitutes' button.

That's all there is to it! The substitutes you selected will appear on the School Preferred Substitute list.

Assigning a Substitute while Creating an Absence

If you know which substitute you want to assign, you can assign them during the absence-creation process.

Start by creating an absence. ([Page #](#))

In the "Review & Confirm" step of the absence creation process, you will see a button that says **Create Absence and Assign Sub**. Click this button to save the absence and manually assign a substitute.

Next Step: **✓ Create Absence and Assign Sub** **✓ Create Absence**

ABSENCE SUMMARY

Substitute Required
Yes

Hold Until
No Hold

This will bring up a window where you can search for the substitute you want to assign. Type the last name of the substitute you are looking for, or browse the list.

Absence **Absence Log** **Approvers** **Approver Log** **Available Subs** **Call History**

Search for Substitute:
Last Name ☐ Only show qualified and available substitutes

100 Call(s) remaining

Substitute Name	Assign	Qualified and Available Checks					Additional Checks			Call Now	Block/Unblock
		Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over-worked	Rejected by Sub	Visible to Sub		
*Brayner, Arianne (002) 154-2771 (No Ratings)	✓ Assign	✓ Qualified and Available									Block
*Hammond, SHARON (002) 154-1977 (No Ratings)	✓ Assign	✓ Qualified and Available									Block

To assign a sub, click the green **Assign** button next to the substitute's name.

*Braymer, Arianne (802) 154-2771 (No Rating)	 Assign	 Qualified and Available		 Block
--	---	---	---	--

A pop-up window will appear, asking you to confirm the assignment

It is important that you communicate with the substitute and confirm with them that they are willing to fill the job before you assign it to them.



To assign the sub to the absence, click the green **Confirm and Assign** button.

Assign Substitute For # 152278705

Confirm Assignment

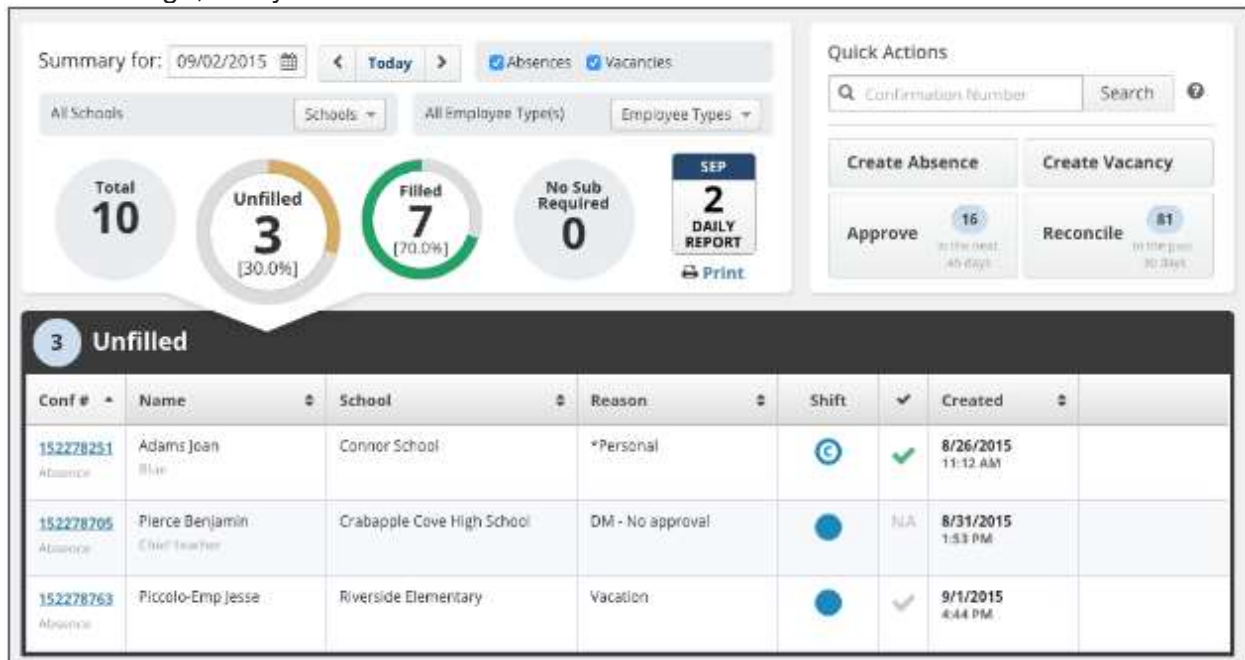
***Braymer, Arianne**
(802) 154-2771 Available

Please confirm that you have already communicated this position with the person you are about to assign.

Assigning a Substitute to an Existing Absence

To assign a substitute to an already created absence, you must first find the absence you wish to assign, and you can do this via the dashboard.



Once you are on the "Absence Details" page, click the green **Assign Sub** button on the right side of the page.

Approver Log Available Subs Call History

Crabapple Cove High School

DM - No approval

Substitute Report Time

Full Day

07:45 AM to 04:15 PM

NEXT STEPS

Status: Unfilled

✓ Assign Sub

ABSENCE SUMMARY

Substitute Required Yes

Delete

This will bring up a window where you can search for the substitute you want to assign. Type the last name of the substitute you are looking for, or browse the list.

The screenshot shows the 'Available Subs' window. At the top, there are tabs: Absence, Absence Log, Approvers, Approver Log, **Available Subs**, and Call History. Below the tabs is a search bar labeled 'Search for Substitute:' with a text input field containing 'Last Name' and a checkbox labeled 'Only show qualified and available substitutes'. Below the search bar is a call count: '100 Call(s) remaining'. The main area is a table with columns: Substitute Name, Assign, Qualified and Available Checks (Skill Match, Other Job, Non-Work Day, Excluded, Preferred School, Over worked), Additional Checks (Rejected by Sub, Visible to Sub, In Sub Call Time), Call Now, and Block/Unblock. Two substitutes are listed: *Braymer, Arianne and *Hammond, SHARON. Both have a green 'Assign' button, a green 'Qualified and Available' button, a 'Call Now' button, and a 'Block' button.

To assign a sub, click the green **Assign** button next to the substitute's name.

This is a close-up of the first row in the table from the previous screenshot. It shows the substitute's name '*Braymer, Arianne', a green 'Assign' button with a red arrow pointing to it, a green 'Qualified and Available' button, a 'Call Now' button, and a 'Block' button.

A pop-up window will appear, asking you to confirm the assignment.

It is important that you communicate with the substitute and confirm with them that they are willing to fill the job before you assign it to them.

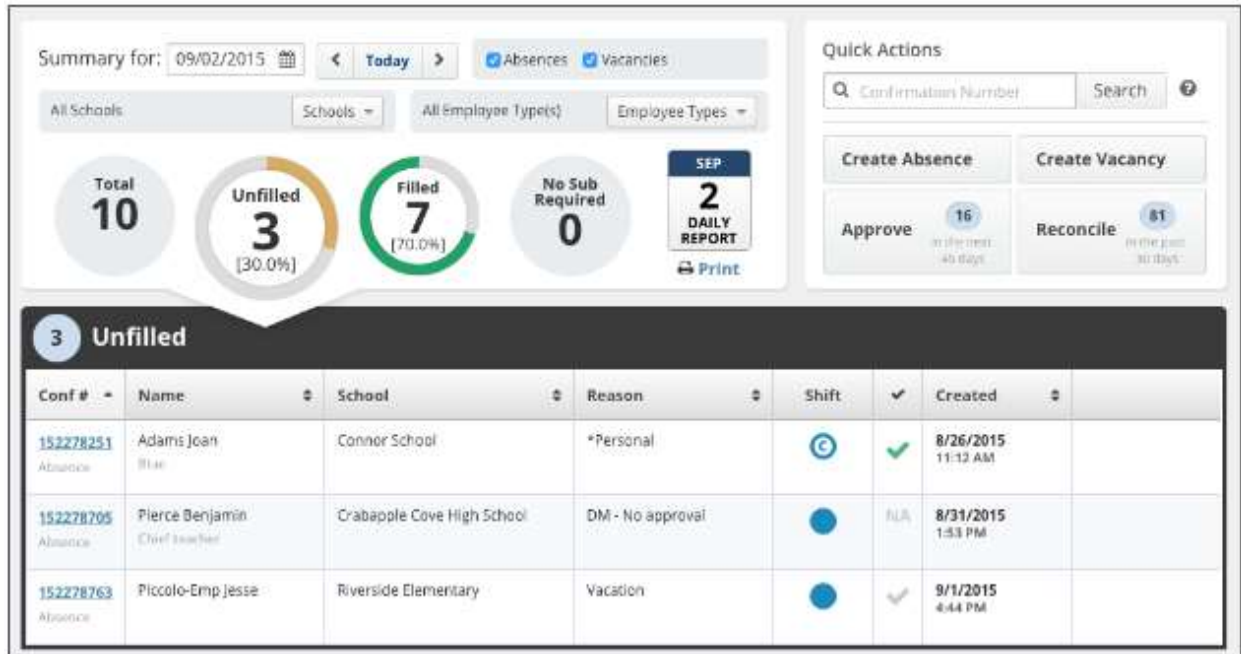
To assign the sub to the absence, click the green **Confirm and Assign** button.

The screenshot shows a pop-up window titled 'Assign Substitute For # 152278705'. It has a section 'Confirm Assignment' with the substitute's name '*Braymer, Arianne' and phone number '(802) 154-2771'. Below this, it says 'Available'. A message reads: 'Please confirm that you have already communicated this position with the person you are about to assign.' At the bottom, there are two buttons: 'Cancel' and a green 'Assign' button.

Switching an Assigned Substitute

If you need to switch out a currently-assigned substitute with a different substitute, you can easily do so!

First, find the absence. You can do this by using your absence management dashboard.



Once you are on the "Absence Details" page, click the green **Reassign Sub** button. This will allow you to remove the current substitute and replace them with another substitute.

The screenshot shows the 'Absence Details' page with tabs for 'Log', 'Available Subs', and 'Call History'. A red arrow points to the 'Reassign Sub' button in the 'NEXT STEPS' section. The page also displays the current status, approval status, and a comments section.

Available Subs | **Call History**

NEXT STEPS

Status: Filled by Andrea Alban

Approval Status: **Unapproved**

Approvals Received: 0/1

Last Approval Action: Not Available

Comments:

255 character(s) left

This will bring up a window where you can search for the substitute you want to assign. Type the last name of the substitute you are looking for, or browse the list.

Substitute Name	Assign	Qualified and Available Checks							Additional Checks			Call Now	Block/Unblock
		Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over-worked	Rejected by Sub	Visible to Sub	In Sub Call Time			
*Braymer, Arianne (802) 154-2771 (No Rating)	<input checked="" type="button" value="Assign"/>	Qualified and Available										<input type="button" value="Call Now"/>	<input type="button" value="Block"/>
*Hammond, SHARON (802) 154-1517 (No Rating)	<input checked="" type="button" value="Assign"/>	Qualified and Available										<input type="button" value="Call Now"/>	<input type="button" value="Block"/>

To assign a sub, click the green **Assign** button next to the substitute's name.

A pop-up window will appear, asking you to confirm the assignment.

It is important that you communicate with the substitute and confirm with them that they are willing to fill the job before you assign it to them.

To assign the sub to the absence, click the green **Confirm and Assign** button.

Assign Substitute For # 152278705

Confirm Assignment

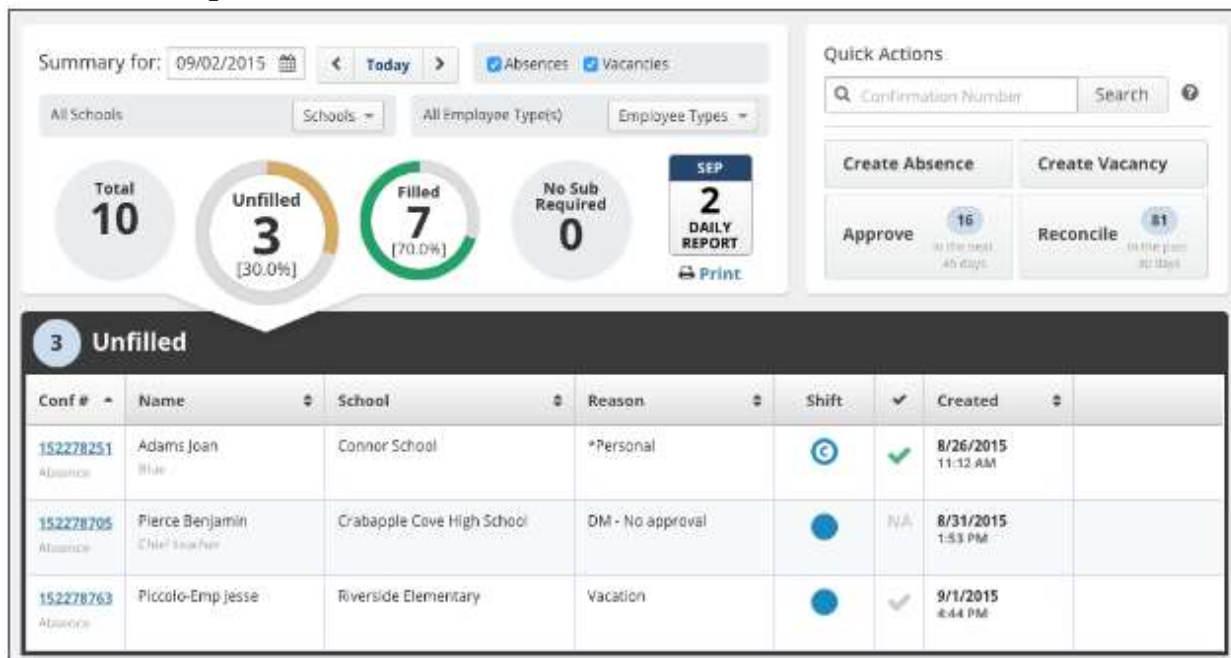
*Braymer, Arianne
(802) 154-2771 Available

Please confirm that you have already communicated this position with the person you are about to assign.

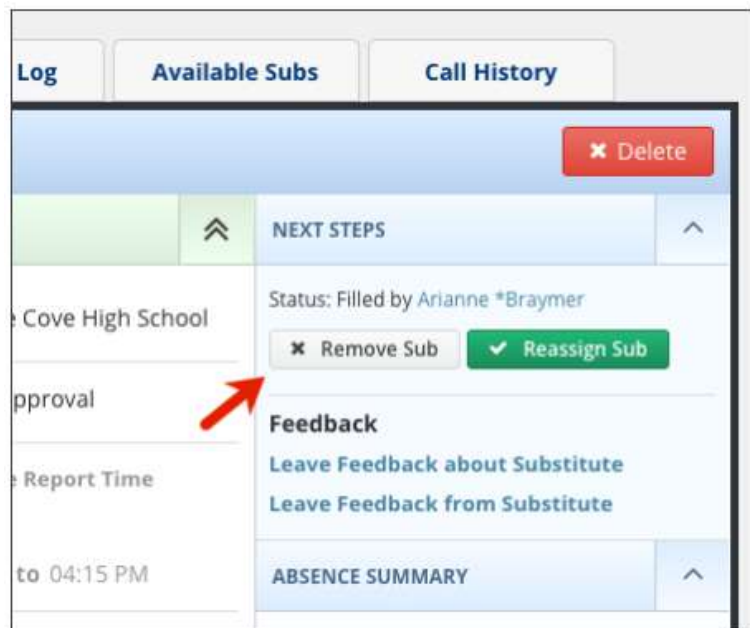
Removing a Substitute from an Absence

If plans change for an assigned substitute, you can easily remove that substitute from the absence.

First find the absence you want to assign the substitute to. You can do this with your absence management dashboard.



From the "Absence Details" page, click the Remove Sub button on the right side of the screen.



A pop-up window will appear where you can record who requested the removal. There are a couple other options you have here as well.

Remove Substitute from #152278705

*Braymer, Arianne
(555) 236-7437 Assigned

☐ Allow substitute to see job after removal

☒ Notify substitute regarding removal

☐ Restrict the substitute from seeing jobs on 09/02/2015 because he or she is cancelling within 1 hours of the start time.

Requested By: Administrator

Cancellation Reason: No Response

Cancel X Remove Sub

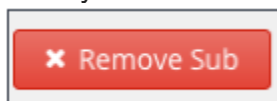
Allow substitute to see job after removal - Leave this box unchecked if you don't want this job to show up to the substitute as an available job after they have been removed.

Notify substitute regarding removal - If you want the absence management system to send the substitute a notification that they have been removed, leave this box checked.

Requested By - Choose who requested that the substitute be removed or if the substitute was a no-show. Absence management will record this information.

Restrict the substitute from seeing jobs on [date] because he or she is canceling within 1 hour of the start time - Checking this box will prevent the substitute from seeing jobs on the same day of the cancellation since they are canceling within an hour of the absence's start time.

Once you have made your selections, click the red **Remove Sub** button.



If the job is still in the future, absence management will begin to attempt to fill the job again with qualified and available substitutes.