# Absence Management

#### **SIGNING IN**

Go to <u>app.frontlineeducation.com</u>. Enter your username and password and click **Sign In**. Or, if applicable, use the Org. SSO link.

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for additional troubleshooting details.

# ACCESSING THE DAILY REPORT

The Daily Report provides an overview of each day's absences, substitutes, and more. Access or print the Daily Report by clicking the **Daily Report** button on the home page.

#### **CREATING AN ABSENCE**

You may need to enter an absence on behalf of an employee. Click the **Create Absence** button on the Quick Actions panel or choose **Absences** > **Create Absence** from the side navigation bar.

#### APPROVING (OR DENYING) ABSENCES

If you approve absences, click the **Approve** button on the Quick Actions panel and click the **Approve** or **Deny** button beside each absence as you review the list.

#### **RECONCILING ABSENCES**

Click the **Reconcile** button in the Quick Actions panel to view absences and check that the data is correct. This is especially important if you share absence data with a payroll system.

Absei	nce Manageme	nt ~ Victoria Co	ounty School District		Q Search				ose Tyler ~   🗘 npus User
	Summary for: All Schools Total	06/14/2023 🛍 < Today > Schools - Teacher		Absences Vacancies Employee Types		Q C	Quick Actions         Q Confirmation Number       Search         Create Absence       Create Vacancy         Approve       5         Reconcile       11		
	1 Unfill Conf# • 555979884 Absence	[50.0%] ed Name Adria, Katara	<ul> <li>\$ School</li> <li>Beacon School</li> </ul>	Reason     Personal Day	REPORT ⊖ Print			Created 6/13/2023 10:23 AM	in the past 30 days

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5	Sign in with a Frontline ID
Fron	line Username
Front	line Password
	🕞 Sign In with Frontline ID
	Forgot Username Forgot Password
	Having trouble signing in? Click here for more information
	Or Sign In with Organization SSO



Min: 11

Max Visibility Comments

30 0

Max: 30

0

Hrs

Days 0

Mins

Hrs

Action

1

+ Add Substitute(s)

Select

Reading the Report:

# PREFERRED SUBSTITUTES

Create a list of substitutes that you prefer to work at your school, if permissions allow. Go to **Settings** > **School** >**Preferred Substitutes** to calculate visibility lead time and manage subs affiliated with your list.

### STAFF LIST REPORT

This report provides a detailed list of all employees and vacancy profiles at your school. Go to **Reports** > **Employee** > **Staff List**.

# SUBSTITUTE SIGN-IN REPORT

This report generates a list of substitutes who are scheduled to work each day. Print it and prompt substitutes to sign it upon arrival. Go to **Reports > Absence > Substitute Sign In**.

1 Substitute Sign In						
Substitute	Signature	Start/End	Employee	Conf. #		
Wednesday, June 14, 2023						
David Caughill Victoria County Community Schools	<u>x</u>	Full Day 11:00 AM - 06:00 PM	<b>Barker, Bob</b> Teacher	586064756		

DEFAULTS

Name

Coulson, Phil

Summary

**Calling Sequence** 

Use Random Order

% Lead Time

100

O Use Call Order

Job Visibility

100 % Lead Time

Visibility Calculator

Min Visibility

11 0

# MOBILE OPTIONS

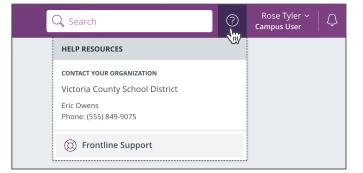
You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to features such as absence approval and other absence tracking tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

## GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.

## ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:



٠	Getting Started	•

Popular Questions

