

Assigning a Substitute

absence-help.frontlineeducation.com/hc/en-us/articles/115003265927-Assigning-a-Substitute

These options may or may not be available, depending on the settings determined by your district. Please contact your System Administrator if you require assistance.

Some employees are granted the permission to assign a substitute to their absence. If this option is enabled, you will see a **"Create & Assign Sub"** button at the bottom of the "Absence" tab.

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', '2 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. The main area is for 'December 16'. On the left is a calendar for December 2019 with the 16th highlighted. Below the calendar is a 'Helpful Hint' about selecting multiple days. The main form fields are:

- Substitute Required:** A radio button set with 'Yes' selected.
- Absence Reason:** A dropdown menu showing 'Personal Day'.
- Time:** A dropdown menu showing 'Full Day' and a time range of '08:00 AM to 03:00 PM'.
- Notes to Administrator:** A text area with a 255 character limit.
- Notes to Substitute:** A text area with a 255 character limit.
- FILE ATTACHMENTS:** A section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button.
- Shared Attachments:** A section for shared files.

 At the bottom of the form are three buttons: 'Cancel', 'Create Absence and Assign Sub' (which has a checkmark), and 'Create Absence'.

Assign a Substitute During Absence Creation

Once your absence details are entered, click the **"Create Absence & Assign Sub"** button. This selection will open a new window where a sub can be chosen.

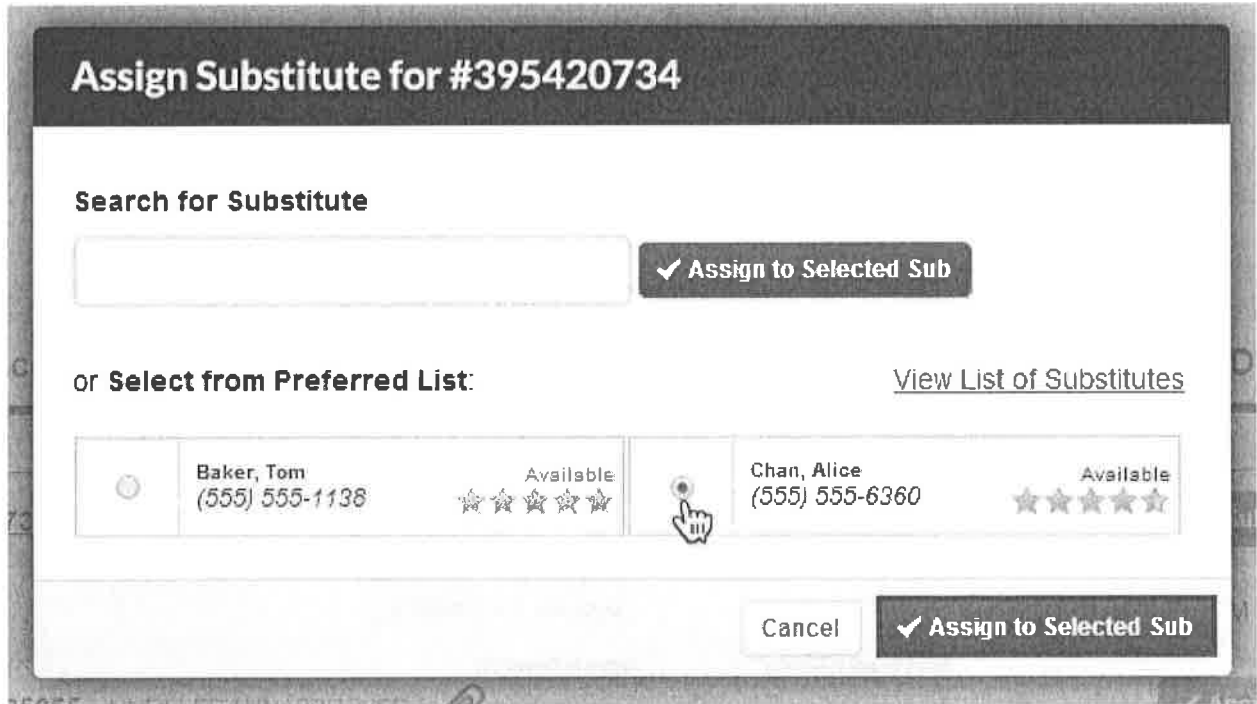
Pro Tip

You do not have to immediately assign a substitute. The system allows you to create your absence and assign a sub at a later time.

In the pop-up window that appears, you can use the search option to locate a substitute by their last name, or you can browse a list of available substitutes or choose a sub from your Preferred Substitutes list.

Click the radio button beside the substitute you want to assign and click **Assign to Selected Sub** to complete the process.

It is your responsibility to communicate with a substitute and confirm their willingness to accept a job prior to the completion of this assignment process. **The system will not automatically notify the substitute.**



Assign a Substitute to an Existing Absence

To view a list of your currently scheduled absences, click the **"Scheduled Absences"** tab on the home page. If you did not already assign a sub, you will see the "Assign Sub" option beside the absence in question. Click this button to complete the absence assignment process (as outlined above).

Create Absence		3 Scheduled Absences		0 Past Absences		0 Denied Absences	
Date ▲	Reason	Location	Duration	Time			
CONFIRMATION # 395420734	UNFILLED / UNAPPROVED				Assign Sub	View Details	
16 Dec 2019	Personal Day	Jaspers Elementary School	1 Full Day	8:00 AM - 3:00 PM			
CONFIRMATION # 394834367	UNFILLED / UNAPPROVED				Assign Sub	View Details	
19 Dec 2019	Personal Day	Jaspers Elementary School	1 Full Day	8:00 AM - 3:00 PM			
CONFIRMATION # 395096149	UNFILLED / NO APPROVAL REQUIRED				Assign Sub	View Details	
20 Dec 2019	Illness > Personal Illness	Jaspers Elementary School	1 Full Day	8:00 AM - 3:00 PM			

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