

Frontline Absence Management

Entering an Absence Guide

When you log in to Frontline, you are automatically brought to the Absence Management screen. At the top of the screen shows the next few months, specifying the days the district is closed or in-service days. To enter an absence, scroll down to the bottom of the screen and confirm that the “Create Absence” tab is selected.

The screenshot displays the Frontline Absence Management interface. At the top, three calendar grids for February 2023, March 2023, and April 2023 are shown. A legend below indicates that blue squares represent Absences, orange squares represent Closed Days, and yellow squares represent In-service days. Below the legend is a navigation bar with four tabs: "Create Absence" (highlighted with a red circle), "0 Scheduled Absences", "7 Past Absences", and "0 Denied Absences".

The "Create Absence" form is open, showing a date selection calendar for February 2023 with the 3rd highlighted. The form includes the following fields:

- Substitute Required:** No
- Absence Reason:** Select One (dropdown menu)
- Time:** Full Day (dropdown menu), 08:00 AM to 04:30 PM
- Notes to Administrator:** (not viewable by Substitute), 255 character(s) left
- FILE ATTACHMENTS:** DRAG AND DROP FILES HERE, Choose File, No file chosen
- Shared Attachments:**

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Select the day of your absence. If needed, you can use the arrows at the top of the calendar under “Create Absence” to move to future months. If your absence is multiple days, you will need to select each day.

NOTE: If you are entering a sick absence for the day of, the system only allows this up until 2 hours prior to your shift start time. If you are past that window, please contact your Head Secretary to enter your absence for you.

Create Absence | 0 Scheduled Absences | 7 Past Absences | 0 Denied Absences

March 06 - March 09 | Need more options? | Advanced Mode

March 2023

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	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

Substitute Required No

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
08:00 AM to 04:30 PM

Notes to Administrator
(not viewable by Substitute)
255 character(s) left

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen

Shared Attachments

Cancel | Create Absence

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Once you have selected the days of your absence, you will need to select if a Substitute is required, the reason for your absence, and the times of your absence.

If you are not sure if a substitute is required, please check with the Head Secretary of your building. You can change the substitute required section by clicking on the green "Yes".

If you do not see the appropriate absence reason, please email HR.

The time will automatically default to a full day. If the hours of your normal day are wrong, please let HR know. If you will only be gone for a partial day, you can type the hours you'll be absent in the boxes. Please pay close attention to the AM and PM.

The screenshot displays the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', '0 Scheduled Absences', '7 Past Absences', and '0 Denied Absences'. The main area shows a calendar for March 2023 with dates 06-09 selected. A red circle highlights the following fields:

- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu with 'Select One' as the current selection.
- Time:** A dropdown menu set to 'Full Day', with input boxes for '08:00 AM' and '04:30 PM'.

Other visible fields include 'Notes to Administrator' and 'Notes to Substitute', both with 255 character limits. A 'FILE ATTACHMENTS' section on the right contains a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

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Lastly, you can include a note to your Administrator and to the Substitute. Some absence reasons require a note, so I find putting a note in every time helpful. Notes to substitutes can be helpful, for example: classroom is fragrance free, please report to the elementary school, or the secretaries have my sub plans.

Once everything is set up the way you'd like, select "Create Absence"

Create Absence 0 Scheduled Absences 7 Past Absences 0 Denied Absences

March 06 - March 09 Need more options? Advanced Mode

March 2023

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	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

Substitute Required No

Absence Reason JURY/COURT

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
08:00 AM to 04:30 PM

Notes to Administrator (not viewable by Substitute)
Sent in my jury summons to Stephanie Wheatley
210 character(s) left

Notes to Substitute
255 character(s) left

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen
Shared Attachments

Cancel

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Once you have hit submit, you will get a confirmation of the absence and it will now appear under the “Schedule Absences” tab. If you need to edit the upcoming absence, you can select “View Details” then “Edit Absence”. NOTE: Some absence reasons will not allow you to edit once you have entered the absence.

The screenshot shows the 'Scheduled Absences' tab with a count of 1. Below the tabs is a table with columns: Date, Reason, Location, Duration, and Time. A row shows an absence from 06 Mar to 09 Mar 2023, with reason 'JURY/COURT', location 'Fiscal Services Department', duration '1 Full Day', and time '8:00 AM - 4:30 PM'. A 'View Details' button is circled in red.

The screenshot shows the 'View Absence' details for Stephanie Wheatley. The absence is for 'March 06 - March 09' at 'Fiscal Services Department'. The reason is 'JURY/COURT' and the time is '08:00 AM to 04:30 PM'. The status is 'No Substitute Required / Unapproved'. An 'Edit Absence' button is circled in red. The page also includes a calendar view for March 2023, a 'Notes & Attachments' section, and an 'ABSENCE SUMMARY' section.