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.

		February 2023									ch 20	23						April 2023						
		SUN	MOM	N TU	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3	4					1	2	3	4								1
		5	6	7	8	9	10	11		5	6	7	8	9	10	11		2	3	4	5	6	7	8
		12	13	14	15	16	17	18		12	13	14	15	16	17	18		9	10	11	12	13	14	15
		19	20	21	22	23	24	25		19	20	21	22	23	24	25		16	17	18	19	20	21	22
		26	27	28						26	27	28	29	30	31			23	24	25	26	27	28	29
		_																						
	Ci	reat	e Ab	osen ate	ce		0	Sche	edul	ed A	» Abse	nce	S	7	Pa	ast A		ence	s	Need	0 more of	Deni	ed A	bse dvance
	Ci	reat selec Febr	e At a da ruary 2	osen ate 2023	ce		0 Substi	Sche	edul	ed A	» \bse	nce	s No	7	Pa	ast A	bs	ence	s	Need	0 more of	Deni ptions?		bse
	Ci ease : MON	reat selec Febr	e Ab stada ruary 2 WED	ate 2023	Ce)	0 Substit	Sche tute Re	edul	ed A	° \bse	nce	s No	7	Pa	ast A		ence	S	Need	0 more of	Deni ptions? ACHMI	ed A	bse dvance
	Ci ease : MON 30	reat selec Febr TUE 31	e Ab stada ruary 2 WED 1	DSEN ate 2023 THU 2 [Ce FRI SA 3 4	X T - C	0 Substit	Sche tute Re ce Rea	equire	ed A	» \bse	nce	S No	7	Pa	ast A	bs	ence	s	Need	0 more of	Deni ptions? ACHMI		bse dvance
	CI ease : MON 30 6	reat selec Febr TUE 31 7	e At stada ruary 2 WED 1 8	DSEN ate 2023 THU 2 [9	Ce FRI S/ 3 4 10 11	X X X X X X X X	0 Substit Absen Fime	Sche tute Re ce Rea	equire	ed A	bse	nce	No Sele	7 ct One	Pa	ast A	Abs	ence	s	Need	0 more of	Deni ptions? ACHMI		dvance
	Ci ease : MON 30 6 13	reat selec Febr 31 7 14	e Ab tada ruary 2 WED 1 8 15	DSEN ate 2023 THU 2 [9 16	Ce FRI S/ 3 4 10 11 17 11	P S S S S S S S S S S	0 Substit Absen Fime Please e HEMM	Sche tute Re ce Rea	equire	ed A ed	bse	nce	No Sele	7 ect One Day	Pa	ast A		ence	s	Need	0 more of	Deni ptions? ACHMI DRAG FIL		dvance DROP RE
	CI MON 30 6 13 20	reat selec TUE 31 7 14 21	e Ak tt a da wed 1 8 15 22	DSEN ate 2023 THU 2 [9 16 23	Ce FRI S4 3 4 10 11 17 11 24 23	X X X X X X X X	0 Substit Absen Fime Please e HE:MM	Sche tute Re ce Rea enter a v	Added under the second	ed A ed	bse	the	No Sele	ct One Day	to	04:	Abs 30 P	ence	s ·	Need	0 more o	Deni ptions? ACHMI DRAG FIL		dvance DROP RE
	C1 MON 30 6 13 20 27	reat selec TUE 31 7 14 21 28	e At tt a da tt a da WED 1 8 15 22 1	DSEN ate 2023 THU 2 [9 16 23 2	Ce FRI SA 3 4 10 11 17 11 24 22 3 4	X T - X X T - X X X X X X X X	0 Substi Absen Fime Please e HH:MM	Sche tute Re ce Rea enter a v AM form	Add edul equire ason alid tim at.	ed A ed	λ bse	the contract of the second sec	No Sele	ct One Day	Pre 3	ast A	Abs 30 P	ence	S	Fil	0 more of	Deni ptions? ACHMI DRAG	ed A A ENTS	dvance DROP RE
e	Ct ease : 30 6 13 20 27	Febr TUE 31 7 14 21 28 dint:	e Ak tt a da tuary : WED 1 8 15 22 1	ate 2023 THU 2 [9 16 23 2	Ce FRI S/ 3 4 10 11 17 11 24 22 3 4))))))))	0 Substin Absen Fime Please e HH:MM.	Sche tute Re cce Rea hnter a v AAM form to Adn vable by	Added and a second	ed A ed	Le using	nce:	No Sele Full 08:0	7 Internet of the second secon	Pe e	04:	Abs 30 P	ence	S	Need		Deni potions? ACHMI DRAG FIL	ed A A ENTS	dvance DROP DROP
e	CI MON 30 6 13 20 27 elpful ł	reat select TUE 31 7 14 21 28 Hint: select	e Ak ta da truary 2 WED 1 8 15 22 1 multipl	ate 2023 THU 2 [9 16 23 2 2	CCE FRI S& 3 4 10 11 11 17 11 224 22 3 4	P S S F F F F F F F F F F	0 Substi Absen Fime HH:MM Notes 1	Sche tute Re ce Rea enter a v to Adm	edul equire ison alid tim iat.	ed A ed ne rang	Abse	the	No Sele Full 08:C	7 Inct One Day 00 AM	Pre	04:	30 P	ence	s	Fil	0 more of LE ATT, Choos	Deni ptions? ACHMI DRAG FIL	AND ESHE	dvance DROP RE
	CI MON 30 6 13 20 27 27	Febr TUE 31 7 14 21 28 Hint: select Illy or co ange	e At ta di tuary : WED 1 8 15 22 1 1 multipl click-an of date	ate 2023 THU 2 [9 16 23 2 2 e days s.	CCE FRI SA 3 4 10 1 17 1 17 1 24 2 2 3 4	P S S F F F F F F F F F F	0 Substit Absenv Please e Please e Votes i not view	Sche tute Re enter a v to Adm vable by	adul equire ason alid tim at. Subst	ed A ed	k bse	the state of the s	No Sele 08:0	7 Inct One Day 00 AM	Pt	04:	30 P	ence	s	Need Fill	0 more of LE ATT, Choos	Deni ptions? ACHMI DRAG FIL	ed A A ENTS AND I ES HE	dvance DROP RE le cho:

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 Absence	es 7 Past Absences	0 Denied Absences
March 06 - March 09			Need more options? Advanced Mode
March 2023 O SUN MON TUE WED THN FRI SAT	Substitute Required	No	FILE ATTACHMENTS
26 27 28 1 2 3 4 6 7 8 9 10 11 12 13 14 15 16 17 18 13 20 21 22 23 24 25 26 27 28 29 30 61 1 Helpful Hint: You can select multiple days individually or click-and-drag to select a range of dates. 5	Auserice Reason Time Please enter a valid time range using the HH:MM AM format. Notes to Administrator (not viewable by Substitute)	Select One Full Day 08:00 AM to 04:30 PM	DRAG AND DROP FILES HERE Choose File No file chosen Shared Attachments
			Cancel Create Absence

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.

Create Absence							Scheduled Absences	7 Past Absences	0 Denied Absences
Ma	irch (06 - N	larch	09					Need more options? Advanced Mode
0 SUN	MON	Ma	wed	023 THU	FRI	0 SAT	Substitute Required	Yes	FILE ATTACHMENTS
26 5	27 6	28 7	1 8	2 9	3 10	4 11	Absence Reason	Select One	
12 19	13 20	14 21	15 22	16 23	17 24	11 25	Time Please enter a valid time range using the NH:MM AM format.	Full Day V 08:00 AM to 04:30 PM	DRAG AND DROP FILES HERE
He Yo inv se	21 elpful I ou can dividua elect a i	Hint: select ally or o range	multipl click-an of date	e days ad-drag s.	51 g to		Notes to Administrator (not viewable by Substitute)	Notes to Substitute	Choose File No file chosen Shared Attachments
									Cancel Create Absence

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.

Create Absence 0 Scheduled Absences 7 Past Absences **Denied Absences** 0 March 06 - March 09 Advanced Mode Need more options? 0 March 2023 0 FILE ATTACHMENTS Substitute Required No SUN MON TUE WED THU FRI SAT 27 28 1 2 3 Absence Reason JURY/COURT × 6 7 8 9 10 DRAG AND DROP Time 13 14 15 16 17 Full Day × FILES HERE Please enter a valid time range using the 21 22 23 24 25 20 HH:MM AM format. 08:00 AM to 04:30 PM 27 28 29 30 31 1 Notes to Administrator Notes to Substitute (not viewable by Substitute) Helpful Hint: Choose File No file chosen You can select multiple days Sent in my jury summons to individually or click-and-drag to Stephanie Wheatley select a range of dates. Shared Attachments 255 character(s) left 210 character(s) left ✓ Create Absence Cancel

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

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.

Create Absence	1 Schedu	led Absences	7 Pas	t Absences	0 Denie	ed Absences
Date	Reason	Location		Duration	Time	
CONFIRMATION # <u>559696938</u>	NO SUBSTITUTE REQ	UIRED / UNAPPROVED	Ø 0		٢	View Details
06 Mar - 09 Mar 2023	JURY/COURT	Fiscal Services Dep	artment	Full Day	8:00 AM - 4:30	РМ

	ih 0	6 - 1 	Marc	sh 0	9	VNEA	ILEI, STEFRANE	Hours Per Day: 8.5 Created:	2/3/2023	11:45 AM Last Update: 2/3/20	23 11:45 A
Ma	eh O	6 M	arch	09 a	at Fi	scal s	Services Department		*	NEXT STEPS	^
0		Ма	rch 2(023		0	Absence Reason	JURY/COURT		Status: No Substitute Require	d
26	MON 27	TUE 28	WED	тни 2	FRI 3	SAT 4	Time	Full Day		ABSENCE SUMMARY	^
5	6	7	8	9	10	11		08:00 AM to 04:30 PM		Substitute Required	No
12	13	14	15	16	17	18					
	20	21	22	23	24	25				Monday, March 06, 2023	
	27	28	29	30	31	1				Tuesday, March 07, 2023 Wednesday, March 08, 2023	
Not	es &	Atta	chme	ents					*	Thursday, March 09, 2023 8:00 AM - 4:30 PM JURY/COURT	
No (Vi	otes t ewabl	o Ad e only	minis by Adr	trato ninistra	r ator ar	nd Empl	loyee)	Notes to Substitute (Viewable by Administrator, Employee, and Substitute)			
Se	ent in	my j	ury s	ummo	ons t	o Ster	phanie Wheatley	None			