Employee User Guide
How To Create An Absence
Steps:

1. Click "Create Absence".

2. Select an "Absence Reason" from the drop down menu. 
   
   NOTE: The absence reason will apply to all dates selected in step 3.
Employee User Guide

How To Create An Absence

Steps:

1. **DOES NOT REPEAT: FOR INDIVIDUAL DATES SELECTION**
   For individual based date(s) selected from the calendar view.

2. **DAILY: FOR DAY-BASED OCCURRENCE**
   For consecutive dates of absences.
   - Weekdays: Monday to Friday
   - All Week: Sunday to Saturday
   - **Start Date**: 11/1/2022
   - **End Date**: 11/9/2022
   - **Duration**: repeats daily, weekdays: Monday to Friday until 11/9/2022

3. **WEEKLY: FOR WEEK-BASED OCCURRENCE**
   For weekday based absences.
   - (Ex. Tuesdays & Thursdays from 11/1/22-11/2/22)
   - **Start Date**: 11/1/2022
   - **End Date**: 11/24/2022
   - **Duration**: repeats weekly, on Tuesday and Thursday until 11/24/2022

4. **MONTHLY: FOR MONTHLY OCCURRENCE (BY DATES)**
   (Ex. every 1st & 15th of the month from 11/1/22-1/1/22)

5. **MONTHLY: FOR MONTHLY OCCURRENCE (BY DAY OF WEEK)**
   (Ex. every Monday & Friday of the month from 11/1/22-1/1/22)
Steps:

4. **IF you have MULTIPLE WORK LOCATIONS AND/OR CLASSIFICATIONS, the "Select Schedule(s)" screen will appear.**

To view your location/classification schedule, click on the gray arrow to expand the view. A drop down will display with the days of the week & times of your work schedule for the location/classification selected.

Check the box for the work locations/classifications that apply to your dates of absence.

Once completed, click "Next".

**NOTE:** If you report an absence for multiple work locations/classifications, you will be issued separate Job #s for each after clicking "Submit" in Step 5.
Steps:

5. Your work schedule will appear at the very top of the screen.

- **IF you have MULTIPLE WORK LOCATIONS AND/OR CLASSIFICATIONS** you will see a 1/2, 1/3, etc. This means you are viewing part 1 of 2, part 1 of 3, etc.

There is a new "Advanced Absence" button, when selected more details/options will appear in the "Schedule" section that may be modified if applicable.

The "Substitute" section is where you can select:

- **"Best Match"** - a general substitute (our system calls certified substitutes before non-certified)
- **"Specify"** - enter a substitute's name and select them from the drop down menu. **Specified substitutes will be called first.**
- **"Prearranged"** - enter a substitute's name and select them from the drop down menu. **Prearranged substitutes will NOT be called by our system and are assigned to the job.**

"Class Instructions" can be left with any important information that the substitute should know. **NOTE: The text field has a 1,000 character limit.**

For Employees with one work location/classification, you will select the blue "Submit" button at the bottom right of the screen to complete the process and receive a Job Number.

**NOTE:** Employees reporting an absence for multiple work locations/classifications, will repeat Step 5 again for each after clicking "Next". Once all work locations/classifications have been reviewed, the blue "Submit" button will appear.

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**IF a substitute is NOT required, indicate it here by checking the box.**

**Employees with multiple work locations/classification will not see the "Submit" button until all work locations/classifications have been reviewed.**
YOU HAVE SUCCESSFULLY CREATED YOUR ABSENCE!!

After clicking "Submit" in Step 5, you will see a green bar appear near the top of your screen with the message that your absence has been created and a Job Number is assigned. The Job Number is confirmation that your absence has been recorded in our system.

Your absence entry will also appear (in date order) on your "Absence" page.