




NEW!! Absence Reporting for Employees – We No Longer Use SubFinder

Go to www.beaverton.k12.or.us | District | Departments | Human Resources | Absence Management
 | Go to Absence Management. Login using your provided ID number and PIN.

Creating an Absence: Now that you’ve logged in, scroll down the screen so you can see the “**Create Absence**” tab. Select the date of the absence on the calendar, the “**Absence Reason**” and the “**Time**” of the absence (only if it’s different from what is listed). If you are going to have a substitute and need them to come at a different time than your absence, select the  and enter the time for the substitute to report. If your substitute will report at the same times as your absence, please ignore this button. You can enter “**Notes to the Substitute**” but **PLEASE DO NOT ENTER TEXT INTO THE “NOTES TO ADMINISTRATOR” FIELD**. You can also add file attachments the sub will need here. Once finished, select either “**Create Absence & Assign Sub**” (**ONLY** if you have already **confirmed** a substitute for this absence), OR “**Create Absence**” if you don’t need a substitute or if you don’t have a pre-arranged substitute.

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' tab is active. Below the tabs is a calendar for August 2016 with the 2nd highlighted. To the right of the calendar are several input fields: 'Substitute Required' (Yes), 'Absence Reason' (01 SICKNESS), 'Time' (08:00 AM to 06:00 PM), and 'Substitute Report Time' (Custom, 08:00 AM to 06:00 PM). There are also text areas for 'Notes to Administrator' and 'Notes to Substitute'. On the right side, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Browse...' button. At the bottom, there are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

District Goal: WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

If you selected “Create Absence & Assign Sub” your next step will be to assign your **confirmed** substitute. Type their name in and select them. Be sure to select “Assign to Selected Sub”. Once the “Confirm Assignment” shows, select the “Confirm and Assign” if this substitute shows “Available”.

Assign Substitute for # 213594103

Search for Substitute

Test, Sub ←

or Select from Preferred List: [View List of Substitutes](#)

No Substitute in Preferred List

Assign Substitute for # 213594103

Confirm Assignment

Test, Sub Available ←

Please confirm that you have already communicated this position with the person you are about to assign.

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Absences created will be listed under the “**Scheduled Absences**” tab until the absence has passed. Changes can be made to absences by selecting the “**Confirmation #**” and absences can be deleted by selecting “**Delete**”.

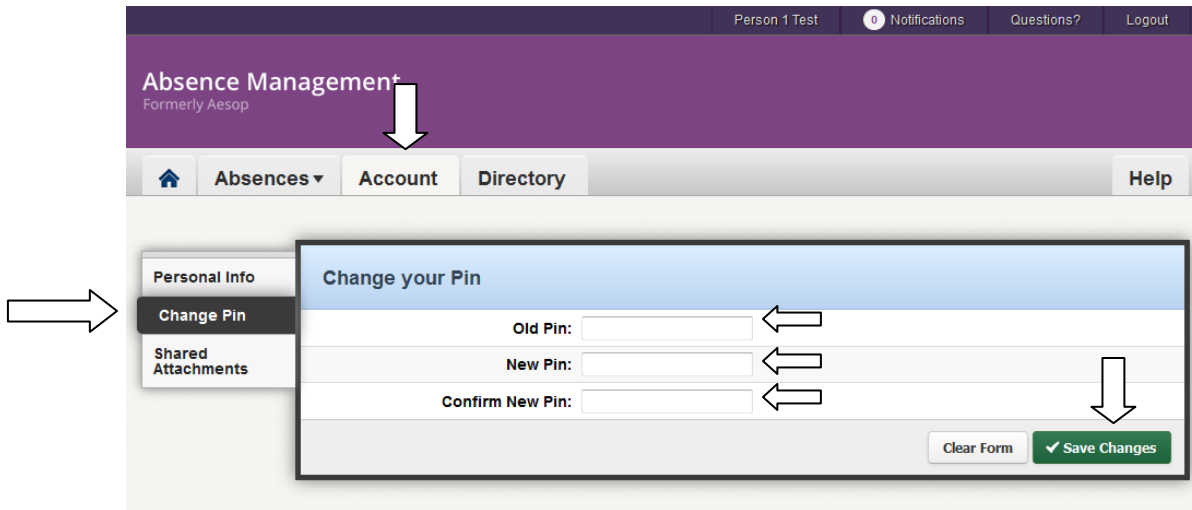
↓

Create Absence		1 Scheduled Absences		1 Past Absences	
Date	Reason	Location	Duration	Time	
CONFIRMATION # 213594103		TEST, SUB / NO APPROVAL REQUIRED		<input type="button" value="✗ Delete"/> <input type="button" value="View Details"/>	
15 Jun 2016	SICKNESS	Jacob Wismer Elem	1 Full Day	8:00 AM - 4:00 PM	

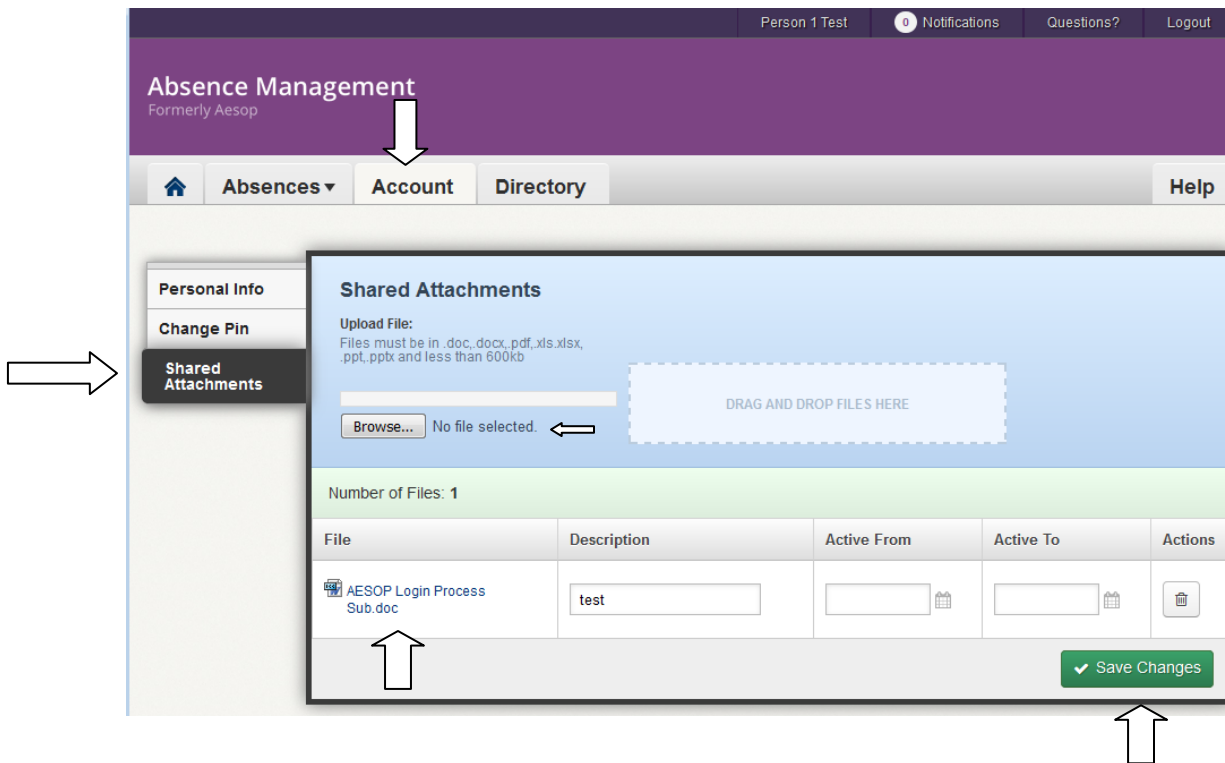
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Your absence has now been recorded. You can also review your “Scheduled Absences” or review “Past Absences”.

Changing Your PIN: Select the “Change Pin” tab. Enter the original PIN provided and **ENTER YOUR FIVE-DIGIT EMPLOYEE ID** number as your “New Pin”. Select “Save Changes”. **This immediately becomes your PIN for your next login.**



Sharing Documents: Select the “Shared Attachments” tab. If there are documents you always want attached to your absences for the sub to see, you can upload them here. Remember: these are attached to **EVERY** absence. An example might be emergency sub plans including class schedules in case you don’t have time to provide detailed instructions. Remember to select “Save Changes”.



If you choose, you may also enter absences on the Absence Management phone system at 1-800-942-3767. When using the phone system, first enter your ID number (your Employee ID preceded by 6 zeros and THEN your PIN number. Then follow the automated instructions to record your absence.

Need Help? Email the Absence Management Team!
sub_management@beaverton.k12.or.us