

Frontline Absence Management

Creating an Absence-Step by Step

- Go to the Frontline website www.frontlineeducation.com
 - Sign in on menu on the left side, scroll down and click on sign in under Absence Management
- OR
- Navigate to the PCPS Website and follow the following links: PCPSnet, Employee Quick Links, Frontline (Absence Management)
 - Enter your “ID or Username” and “PIN or password” and click sign in.
 - Select the Create Absence Tab. Click on the calendar to select the date that you want to be out.
 - Select the Absence reason and if it is a full or half day.
 - Select Substitute Required: Yes or No.
 - Select Substitute Report Time full or half day. You can be out all day and only need a sub for half day, so select accordingly.
 - You may choose to Create and Assign Substitute **ONLY IF YOU HAVE CONFIRMED WITH THAT PERSON** or you may Create Absence and let AESOP search for your substitute.
 - For Professional or Administrative Leave - In the Notes to Administrator box enter all information about where you are going, and all costs. Example: Leadership Conference Richmond 11/1-11/3, Registration \$100, Lodging \$89 per night, Meals to be reimbursed with DETAILED receipt, will need SBO Car. If there is NO COST, please enter that so the approvers will know there is no cost to the School Division. If your school is paying with in school money please indicate that as well.
 - Upload/Attach your completed registration form, completed Professional Leave Request Form and any additional information that you have about the absence. The Professional Leave Request Form can be found by logging into the PCPS website, Navigate to PCPSnet, click on Frontline Absence management. You will then see a link to the form.
 - If payment is needed from the school board office for registration, please send the Completed Professional Leave Request and registration forms to Jean Rae Hulstine at SBO so that she can issue payment.
 - Select “Create Absence” when all information has been entered.