

Frontline Absence Management

Frontline's Absence Management system is used to request a substitute when you are absent. You will need to submit all of your absences into Absence Management, even if you do not need a sub. One of the options on the request is to mark if a sub is needed or not.

How can I Access Absence Management?

- Frontline website: FrontlineEducation.com/signin/
- Frontline App (info in email)
- By Phone: 1-800-942-3767

Below is what a request looks like. You fill in date(s), Absence Reason, Time (drop down options are Full Day, Half Day AM, Half Day PM, or Custom), and Substitute Required. Please review the information to ensure everything is accurate, then click on Create Absence.


The screenshot shows the 'Create Absence' form with the following sections:

- Navigation:** 'Create Absence' (active), '0 Scheduled Absences', '0 Past Absences'.
- Date Selection:** 'Please select a date' with a calendar for September 2021. The date 28 is selected. A 'Helpful Hint' box states: 'You can select multiple days individually or click-and-drag to select a range of dates.'
- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu set to 'Select One'.
- Time:** A dropdown menu set to 'Full Day' with a time range of '08:00 AM to 03:30 PM'. A chain icon is next to it.
- Substitute Report Time:** A dropdown menu set to 'Full Day' with a time range of '08:00 AM to 03:30 PM'.
- Notes to Administrator:** A text area labeled '(not viewable by Substitute)' with a 255 character(s) left indicator.
- Notes to Substitute:** A text area with a 255 character(s) left indicator.
- File Attachments:** A section titled 'FILE ATTACHMENTS' with a dashed box for 'DRAG AND DROP FILES HERE', a 'Choose File' button, and 'No file chosen' text. Below it is a 'Shared Attachments' section.
- Buttons:** 'Cancel' and 'Create Absence' (with a checkmark icon).

Time Frames for Requests



Submit your absence ASAP but at least 90 minutes before the start of your absence. The system will not allow you to submit a request if the absence starts in less than 60 minutes. Under extenuating circumstances, you may be in this position. In which case, you will want to contact your building main office secretary.

Quarter Day Absence

If you take $\frac{1}{4}$ day off, you will need to request a sub for $\frac{1}{2}$ day. We do this because a sub will not pick up a 1-2 hour assignment. In the diagram above, under the section titled Time, indicate when you will actually be absent. For a $\frac{1}{4}$ day, click on custom, then input the time. Full and half day times are already set up in the system based on your schedule. Then click on the chain icon  which will allow you to access the right side titled Substitute Report Time. In this section indicate when the sub should report. If you are taking a $\frac{1}{4}$ day in the afternoon, then request the sub for Half Day PM.

Preferred Substitutes

You have the ability to choose up to 5 preferred subs in the system. Anyone that you mark as a preferred sub will be offered your sub requests first, before the assignment is offered the all subs. To create your Preferred Subs, click on Accounts in the left Navigation menu, then click on Preferred Substitutes. Click on Add Substitute which will give you a list of all subs that are eligible to work in your title. Add whichever you choose. Once you have names on your list, you mark who you want to be preferred (up to 5) by clicking on the heart to the left of their name. Red heart means they are a preferred sub. You can change your preferred subs at any time.

Order	Name
  1	Test, Test

VCS Human Resources works with BOCES to input all of your information in Absence Management. If any of your information is accurate, please let HR know.

Time Frames for Full Time Teachers

<u>ECS, VPS, VIS</u>
AM Half Day: 8:00-11:45
PM Half Day: 11:45-3:30

<u>VJH</u>
AM Half Day: 7:25-11:10
PM Half Day: 11:10-2:55

<u>VSHS</u>
AM Half Day: 7:20-11:05
PM Half Day: 11:05-2:50

Quarter Day for 7 ½ Hour Staff = 1 hour 53 minutes