

Human Resources

Phone: (707) 556-8921 ext. 50044

Fax: (707) 638-3569

Email: hr@vcusd.org

Frontline: Absence Management on the Phone

STEP 1: Call 1 (800) 942-3767

STEP 2: Enter I.D. number, followed by the # sign. This will be the 10-digit phone number that HR has on file for you.

- If you have multiple numbers on file, most employees were defaulted to the cell phone number.
- If you have a preferred number that is already on file, you may contact us via email (shown above) or by phone.
 - **Certificated staff/Classified staff** – (707) 556-8921, ext. 50032
- If you have a number change, you will need to come into HR to complete a change form or you can email us (shown above)

STEP 3: Enter your PIN number, followed by the # sign. This PIN is 4-5 digits long, assigned by Frontline – unless changed by you.

- If you do not remember your PIN, please contact our Recruitment Assignment Specialists using the number above.

Step 4: Select (press the corresponding digit) your reason for calling and enter the necessary information.

Press 1: **Create an absence** (within the next 30 days)

- Press 2: Enter an absence for the **following work day**
Enter the number of days
Full day
 - Press 1: Specify a time (The system does not recognize specific employee schedules, you will need to enter your shift times here.)
 - Enter a 4-digit start time (i.e. 0700 for 7:00)
Press 1: For “a.m.”
Press 2: For “p.m.”
 - Enter a 4-digit end time (i.e. 0400 for 4:00)

****SEE BACK FOR LIST OF ABSENCE REASONS****

- Press 3: Enter an absence for **another day** (within 30 days)

****SEE BACK FOR LIST OF ABSENCE REASONS****

Press 3: **Review your upcoming absences**

Press 4: **Review/Cancel a specific absence**

Press 5: **Review/Change your personal information**

Select your absence reason:

Press 1	Illness
Press 2	Personal Business
Press 3	Bereavement
Press 4	Professional Development
Press 5	Jury Duty
Press 6	Annual Vacation (<i>Classified ONLY, pre-approved by manager</i>)
Press 7	Fieldtrip
Press 8	IEP
Press 9	Medical/Dental Appointment
Press 10	Organizational Leave
Press 11	Peer Observation
Press 12	Personal Necessity
Press 13	School Meeting/Training
Press 14	Teacher Support Committee