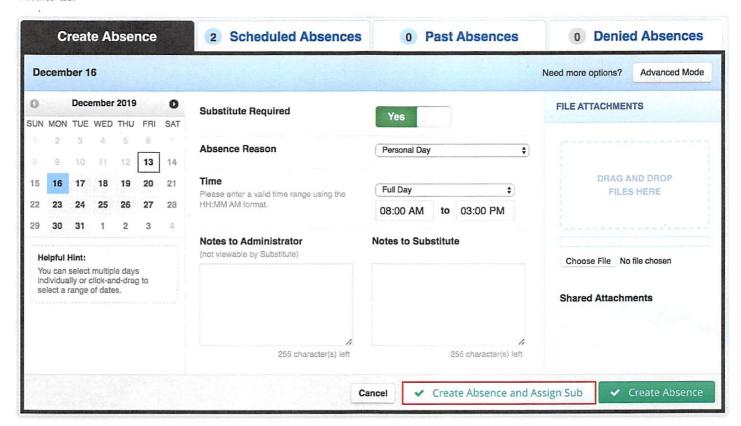
Assigning a Substitute

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These options may or may not be available, depending on the settings determined by your district. Please contact your System Administrator is you require assistance.

Some employees are granted the permission to assign a substitute to their absence. If this option is enabled, you will see a "Create & Assign Sub" button at the bottom of the "Absence" tab.



Assign a Substitute During Absence Creation

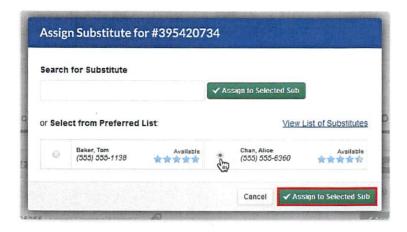
Once your absence details are entered, click the "Create Absence & Assign Sub" button. This selection will open a new window where a sub can be chosen.

🎨 Pro Tip: You do not have to immediately assign a substitute. The system allows you to create your absence and assign a sub at a later time.

In the pop-up window that appears, you can use the search option to locate a substitute by their last name, or you can browse a list of available substitutes or choose a sub from your Preferred Substitutes list.

Click the radio button beside the substitute you want to assign and click Assign to Selected Sub to complete the process.

'C' Note: It is your responsibility to communicate with a substitute and confirm their willingness to accept a job prior to the completion of this assignment process. The system will not automatically notify the substitute.



Assign a Substitute to an Existing Absence

To view a list of your currently scheduled absences, click the "Scheduled Absences" tab on the home page. If you did not already assign a sub, you will see the "Assign Sub" option beside the absence in question. Click this button to complete the absence assignment process (as outlined above).

