








# Editing Absence Details

Employees can review, edit, or even delete the details for a scheduled absence, provided the absence has not yet started, it is unfilled by a substitute, and districts have provided the necessary permissions.

 **Access & Visibility:** Absence visibility and options to edit/delete are managed by your district. These options may or may not be available, depending on your enabled setup. Please reach out to your District Admin via the  **Help Resources** icon if you require assistance.

## Accessing Absence Details

If you wish to make an adjustment, click the "**Scheduled Absences**" tab on your homepage and select **View Details** beside the absence in question.

Create Absence		1 Scheduled Absences		1 Past Absences		1 Denied Absences	
Date	Reason	Location	Duration	Time			
CONFIRMATION # <a href="#">280493733</a>		UNFILLED / UNAPPROVED					
24 Nov 2017	<b>Personal Day</b>	Victoria County Community Schools	 Full Day	11:00 AM - 6:00 PM			

Selection of "View Details" will open the Absence Details page. From here, you can review the current information associated with this absence, including the scheduled time, absence reason, notes, attachments, etc. If changes are required, click **Edit Absence** in the top left corner of the page.

# Common Errors Employees Encounter When Creating an Absence

You may occasionally encounter an error when you create an absence, but there's no need to worry. You can reference this article to identify and resolve a few of these common error types.

## Table of Contents

- Allotted Balance Exceeded
- Absence in Conflict With Another Absence
- Empty Notes to Administrator Field
- Cutoff Time Has Passed
- Select a Date
- Select an Absence Reason

## Allotted Balance Exceeded

### ❗ Error

Saving this Absence would exceed the allotted balance for the Absence Reason [Absence Reason] by [number of days].

### ✅ Solution

This message indicates you do not have enough allotted time to save the absence. Just keep in mind that you may also see this message temporarily on days when your balance has been adjusted.

If you believe your balance is incorrect, contact your district's absence management administrator.

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for '0 Scheduled Absences', '1 Past Absences', and '0 Denied Absences'. The main content area is for 'November 06'. A red error banner at the top of the form reads: 'Saving this absence would exceed the allotted balance for the Absence Reason "Personal Day" by 1.0 Days'. Below the error, there is a calendar for 'November 2020' with the 6th highlighted. The form fields include: 'Substitute Required' (Yes), 'Absence Reason' (Personal Day), 'Time' (Full Day, 07:00 AM to 03:00 PM), 'Notes to Administrator' (255 character(s) left), and 'Notes to Substitute' (255 character(s) left). On the right, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and 'No file chosen' text. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

## Absence in Conflict With Another Absence

### ❗ Error

This absence cannot be entered because it is in conflict with a previously entered Absence. [date in conflict]

### ✅ Solution

This message indicates that the absence overlaps with another scheduled absence, and you cannot save the absence when this event occurs. Review your scheduled absences to identify the conflict and make the necessary adjustments.

The screenshot shows the 'Create Absence' form with a red error banner at the top stating: 'This absence cannot be entered because it is in conflict with a previously entered absence. (11/06/20)'. The form includes a calendar for November 2020 with the 6th selected. The 'Absence Reason' is set to 'Personal Day', 'Substitute Required' is 'Yes', and 'Time' is 'Full Day' from 07:00 AM to 03:00 PM. There are empty text areas for 'Notes to Administrator' and 'Notes to Substitute', each with a 255 character limit. A 'Helpful Hint' box explains that multiple days can be selected. The 'FILE ATTACHMENTS' section is empty, and the 'Create Absence' button is disabled.

## Empty Notes to Administrator Field

### ❗ Error

The Absence Reason [Absence Reason] requires the Notes to Administrator field to be filled in.

### ✅ Solution

The selected absence reason requires that you type a note in the "Notes to Administrator" field before saving. Contact your administrator directly if you are uncertain about what information to provide.

**Create Absence** | 0 Scheduled Absences | 1 Past Absences | 0 Denied Absences

November 06 Need more options? Advanced Mode

**The absence reason "Personal Day" requires the "Notes to Administrator" field to be filled in.**

**November 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Substitute Required** Yes

**Absence Reason** Personal Day

**Time** Please enter a valid time range using the HH:MM AM format. Full Day 07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute) 255 character(s) left

**Notes to Substitute** 255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

Cancel

## Cutoff Time Has Passed

### ! Error

The cutoff time for entering an absence for [date] has passed.

### ✓ Solution

Some schools do not allow employees to create last-minute absences in the system. If your school adheres to this policy, you may need to contact your absence management administrator to report any last-minute absences.

**Create Absence** | 0 Scheduled Absences | 1 Past Absences | 0 Denied Absences

November 06 Need more options? Advanced Mode

**The cutoff time for entering an absence for 11/06/20 has passed.**

**November 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Substitute Required** Yes

**Absence Reason** Personal Day

**Time** Please enter a valid time range using the HH:MM AM format. Full Day 07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute) 255 character(s) left

**Notes to Substitute** 255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

Cancel

## Select a Date

### ! Error

Please select at least one date.

### ✓ Solution

This message indicates that you have not selected a date or dates for your absence. Simply select the appropriate date(s) from the calendar provided.

**Create Absence** | 0 Scheduled Absences | 1 Past Absences | 0 Denied Absences

Please select a date Need more options? Advanced Mode

**November 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Substitute Required** Yes

**Absence Reason** Personal Day

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
255 character(s) left

**FILE ATTACHMENTS**  
DRAG AND DROP FILES HERE  
Choose File No file chosen  
Shared Attachments

Cancel Create Absence

## Select an Absence Reason

### ❗ Error

Please select an absence reason.

### ✅ Solution

This message indicates that you have not selected a reason for your absence. Choose an absence reason from the dropdown beside "Absence Reason."

**Create Absence** | 0 Scheduled Absences | 1 Past Absences | 0 Denied Absences

November 13 Need more options? Advanced Mode

**November 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Substitute Required** Yes

**Absence Reason** Select One  
Please select an absence reason

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
255 character(s) left

**FILE ATTACHMENTS**  
DRAG AND DROP FILES HERE  
Choose File No file chosen  
Shared Attachments

Cancel Create Absence

## Recommended for you

[Infographic]  
Great  
Teachers...

utm\_source=referral&utm\_

Webinar

Takeaways:  
3 Ways t...

(https://www.insights/credentialeducation/blog

2103046-Aw@b-referral&utm\_sour

View Absence # 280493733 - Barker, Bob Status: **Unfilled / Unapproved** ([Details](#))  
 Hours Per Day: 7 | Created: 11/22/2017 9:16 AM | Last Update: 11/22/2017 9:19 AM

**November 24**

**Absence** | Available Subs

[Edit Absence](#) [Delete](#)

November 24 at Victoria County Community Schools

November 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**Absence Reason** Personal Day

**Time** Full Day  
11:00 AM to 06:00 PM

**Notes & Attachments**

**NEXT STEPS**

Status: **Unfilled**  
[Assign Sub](#)

**ABSENCE SUMMARY**

Substitute Required **Yes**

Friday, November 24, 2017  
11:00 AM - 6:00 PM  
Personal Day

## Editing Absence Details

The editor mode allows you to adjust the absence details. You can review each section below and make adjustments, as needed.

[Save Absence](#) [Save Absence and Assign](#) [Cancel](#) [Delete](#)

November 24 at Victoria County Community Schools

November 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**Absence Reason**

**Time**   
Please enter a valid time range using the HH:MM AM format.  
 to

[+ Add New Variation](#)

**Notes & Attachments**

[Save Absence](#) [Save Absence and Assign](#) [Cancel](#) [Delete](#)

### 🔍 Review the Date Range

Click the day(s) on the calendar to indicate a new absence timeframe. (You can click on one or multiple days, and the days do not have to be consecutive.)

November 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**Absence Reason**

---

**Time**  
Please enter a valid time range using the HH:MM AM format.

---

### ➔ Review the Absence Reason

Reference the "Absence Reason" dropdown to select a new reason from the list provided.

**November 24 - November 27 at Victoria County Community Schools** ⤴

November 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

**Absence Reason** Personal Day ⤵

---

**Time**  
Please enter a valid time range using the HH:MM AM format.

Full Day ⤵

11:00 AM
to
06:00 PM

---

### ➔ Review the Absence Time

Review the "Time" dropdown to choose an absence type (Full Day, Half Day, etc.). Based on your district setup, you may have the option to choose a custom absence as well.

**Absence Reason** Personal Day ⤵

---

**Time**  
Please enter a valid time range using the HH:MM AM format.

- ✓ Full Day
- Half Day AM
- Half Day PM
- Custom

⤵

---

### ➔ Determine if a Substitute is Required

Reference the "Absence Summary" to determine whether a substitute is required. (Your district may not give you permission to do this).

The screenshot shows the absence management interface for the period November 24 - November 27 at Victoria County Community Schools. At the top, there are buttons for "Save Absence", "Save Absence and Assign", "Cancel", and "Delete". Below the header, there is a calendar for November 2017 with dates 22, 23, 24, and 27 highlighted. To the right of the calendar are form fields for "Absence Reason" (set to "Personal Day") and "Time" (set to "Full Day" with a time range of 11:00 AM to 06:00 PM). On the far right, there is an "ABSENCE SUMMARY" section with a "Substitute Required" field set to "Yes", which is highlighted with a red box. Below this, the summary lists the dates and time range: Friday, November 24, 2017; Monday, November 27, 2017; 11:00 AM - 6:00 PM; Personal Day.

### ➔ Add a New Variation

Determine whether you need to add a new **variation** and select **+Add New Variation** if the Advanced Mode is needed.

This screenshot is similar to the one above, showing the absence management interface. The main difference is that the "+ Add New Variation" button at the bottom left is highlighted with a red box, indicating the next step in the process.

### ➔ Add, Remove, or Change Notes

You have the ability to leave notes for your administrator and for the substitute who will fill in for you. The notes you leave for the administrator will *not* be visible to the substitute, but the notes you leave for the substitute *will* be visible to the administrator.



### Notes & Attachments

#### Notes to Administrator

(Viewable only by Administrator and Employee)

255 character(s) left

#### Notes to Substitute

(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

## ➔ Remove or Upload Documents




You also have the option to attach files to your absence for the substitute to see, such as lesson plans or seating charts. Click **Choose File** to attach Word, Excel, and/or PDF files.

### File Attachments


DRAG AND DROP FILES HERE

**Choose File** No file chosen

#### Uploaded Files

 Seating Chart.docx No Description...		
--	--	--

#### Related Files

 Homework schedule.docx
---

## ➔ Save Changes

Once you are finished, click **Save Absence** to record your changes.

## Absence Created in Error

If your circumstances change, or if you have created an absence in error, you can press the **Delete** button (if provided the permission) to remove the absence from your

schedule. Just remember, the "Delete" option may not always be available, depending on the date of the absence and district settings.