



FRONTLINE PROCESS:

HOW TO LOG ONTO FRONTLINE USING SINGLE SIGN-ON & CREATING AN ABSENCE (EMPLOYEE)


Scenario: Reporting an Absence (Time-Off) from Work

To report time-off from work, you have the option of using a smartphone device or computer. From the computer, go to: www.fcusd.org > **Staff** > [Frontline Absence Management](#). From the right-side of the Welcome to Frontline Absence Management page, click [Log In Page to Frontline Management System](#) and follow the [Frontline Single Sign-On Instructions](#).

Step 1: Download the Frontline Education Mobile App on your smartphone or mobile device.



Note: Alternatively, you can scan the QR Code below.

 **Note:** You can alternately scan the following Apple/Android QR code for quick access.

Apple Device



Android Device

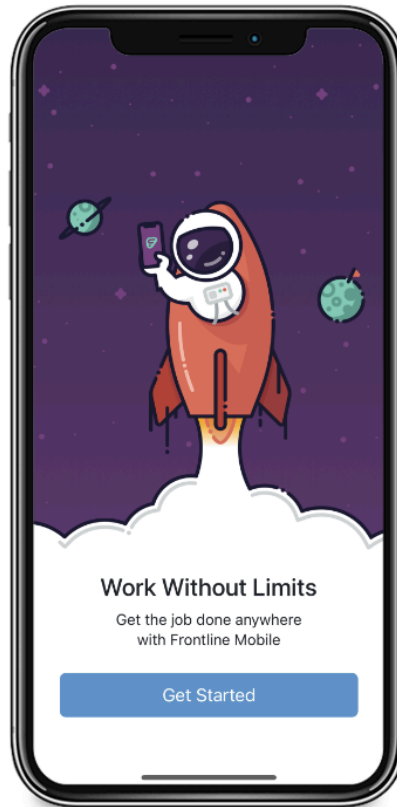




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Step 2: Once the download is complete, a welcome page will display. Click on **Get Started** to proceed.



Step 3: From the login screen, follow the [Frontline Single Sign-On Instructions](#).

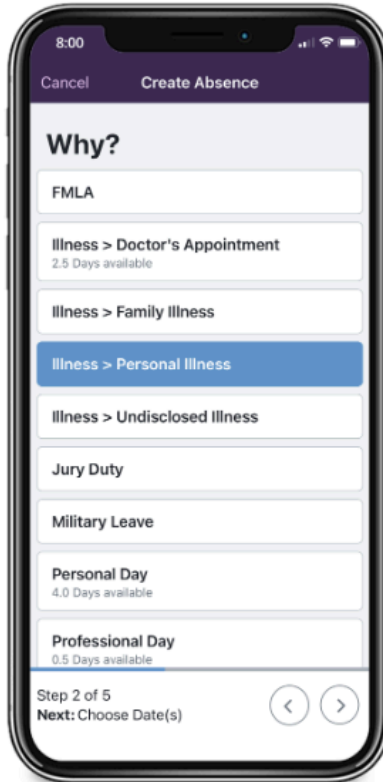
Step 4: Click on **Menu > Absences > Create Absence**



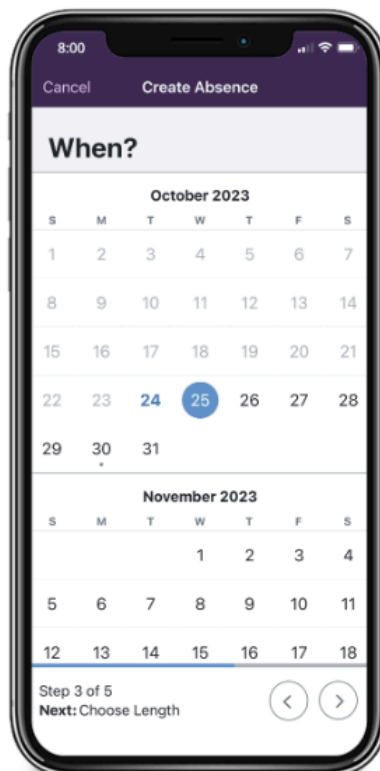
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Step 5: Select the **Absence Reason** under the **“Why?”** screen.



Step 6: Select a date (or date range) from the calendar and press the **> arrow** on the bottom right to proceed.





FRONTLINE PROCESS:

HOW TO LOG ONTO FRONTLINE USING SINGLE SIGN-ON & CREATING AN ABSENCE (EMPLOYEE)

Step 7: "How Long?"

Certificated staff will choose from the following options: Full Day, Half Day AM, or Half Day PM.

Classified staff will have the opportunity to enter a Start Time and End Time.

Two smartphone screens are shown side-by-side, both displaying the 'How Long?' screen in the Frontline app. The top bar of both screens is purple with 'Cancel' and 'Create Absence' buttons. The title 'How Long?' is in bold. The left screen shows four buttons: 'Full Day' (blue), 'Half Day AM', 'Half Day PM', and 'Custom'. Below these are 'Start Time' (7:00 AM) and 'End Time' (3:00 PM) fields. The right screen shows the same buttons, but 'Custom' is blue. Below the time fields is a 'Done' button and a time picker showing 7:00 AM. At the bottom, both screens show 'Step 4 of 5' and 'Next: View Summary' with navigation arrows.

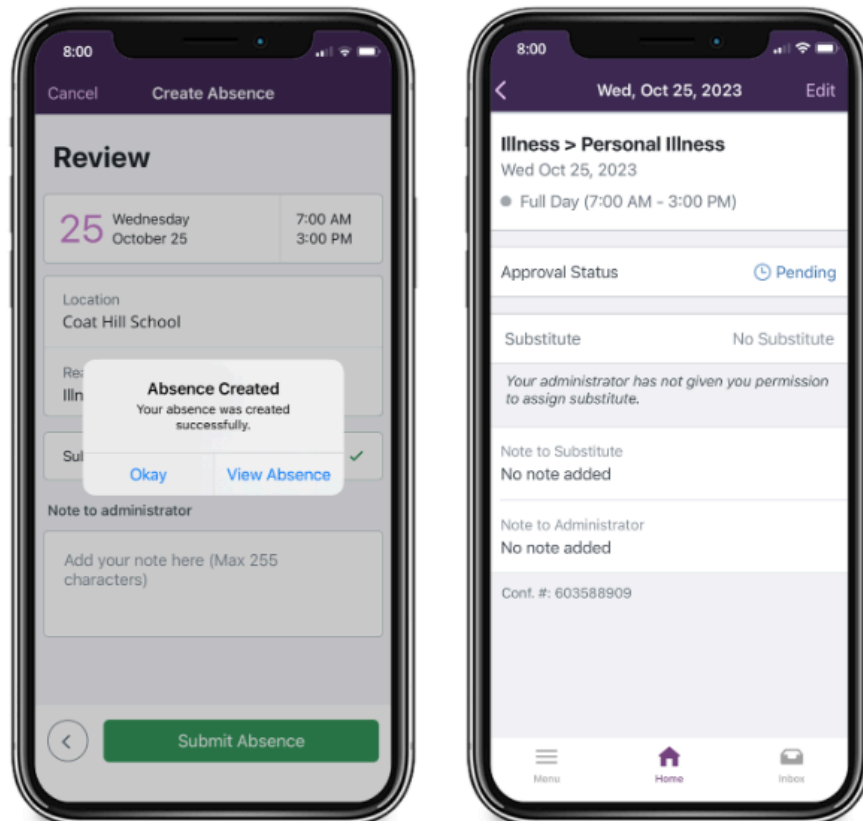
Step 8: Based on your position, you may be asked if a Substitute is required to work in your absence. If so, enter instructions for the Substitute under the **Note to Substitute** box.



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Step 9: Review the absence > enter a **Note to Administrator** (Supervisor/Manager) regarding the absence, and click on the **Submit Absence** button at the bottom of screen. A confirmation message and # will appear.





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From the Frontline Absence Management homepage, you can create an absence via the “Create Absence” tab or via the “Absences” option on the left-hand side of the navigation page.

The screenshot displays the Frontline Absence Management interface for the Victoria County School District. The user is logged in as Joe Montana, an Employee. The interface shows three calendar views for December 2019, January 2020, and February 2020. The 'Create Absence' tab is active, showing options for Scheduled Absences, Past Absences, and Denied Absences. The 'Please select a date' section shows a calendar for December 2019 with the 11th selected. The 'Substitute Required' section has a 'Yes' button. The 'Absence Reason' section has a dropdown menu. The 'Time' section has a dropdown menu for 'Full Day' and a time range of 08:00 AM to 03:00 PM. The 'Notes to Administrator' and 'Notes to Substitute' sections have text input areas. The 'File Attachments' section has a 'Choose File' button and a 'No file chosen' message. The 'Shared Attachments' section is empty. The bottom of the form has 'Cancel' and 'Create Absence' buttons.

Absence Management Victoria County School District Joe Montana Employee

December 2019

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	31				

January 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	31	

February 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

Create Absence 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

December 2019

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	31	1	2	3	4

Substitute Required Yes

Absence Reason Select One

Time Full Day 08:00 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



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Date Selection

When selecting your absence timeframe, click on the desired date within the calendar. The system will highlight your selection in blue).



Absences can be created up to one year in advance when created on the web.

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', '0 Scheduled Absences', and '0 Past Absences'. Below the tabs, the date 'December 19' is displayed. A calendar for December 2019 is shown on the left, with the date '19' highlighted in blue. To the right of the calendar, there are fields for 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu set to 'Select One'), and 'Time' (set to 'Full Day' with a time range of '08:00 AM' to '03:00 PM').

You can also click on multiple days to create a multi-day absence, and the days do not have to be consecutive.

The screenshot shows the 'Create Absence' interface with multiple date selections. The tabs at the top are the same. Below the tabs, the dates 'December 19; December 23' are displayed. The calendar for December 2019 shows both '19' and '23' highlighted in blue. The fields for 'Substitute Required', 'Absence Reason', and 'Time' are the same as in the previous screenshot.



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Absence Details

The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.

December 2019

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	31	1	2	3	4

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required ☒ **Yes**

Absence Reason

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

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Substitute Required

Depending on the position and District settings, the "Substitute Required" field will indicate whether the Frontline system will call-out for a substitute.

Absence Reason

In the "Absence Reason" dropdown list, select the appropriate reason.

Time

For **Certificated** staff, you have the option to select Full Day or Half Day Absence from the dropdown list. You can enter or modify the start and end times for when a substitute will need to be scheduled.

For **Classified** staff, you will need to enter the start and end times of your absence and the total hours taken for time-off in the "Time Absent" field.



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Notes to Administrator

This field is informational only and viewable only to you and the Supervisor/Manager and Frontline Campus User with Administrator-level permissions.

Notes to Substitute

Provide quick and clear instructions to the substitute (i.e. lesson plans, checking in with the Front Office, etc.).

Substitute Required	<input checked="" type="checkbox"/> Yes
Absence Reason	Personal Day
Time Please enter a valid time range using the HH:MM AM format.	Full Day 08:00 AM to 03:00 PM
Notes to Administrator (not viewable by Substitute)	Notes to Substitute
<div></div> <div>255 character(s) left</div>	<div>Please remember to feed Frodo, our classroom hamster! :)</div> <div>199 character(s) left</div>



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Saving the Absence

Once you have filled in all required fields, click the Create Absence button at the bottom right corner.

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

December 19 | Need more options? | Advanced Mode

December 2019

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 31 1 2 3 4

Substitute Required | Yes

Absence Reason | Personal Day

Time | Full Day | 08:00 AM to 03:00 PM

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

Notes to Administrator (not viewable by Substitute)

255 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

198 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File | No file chosen

Lesson Plan.docx | Classroom Plans

Shared Attachments

Cancel | **Create Absence**

Once the absence is saved, you will see a message with a confirmation number (AKA "Job Number"), and the absence will appear under the "Scheduled Absences" tab.

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

CONFIRMATION # 394834367

19 Dec 2019 | Personal Day | Folsom Cordova Unified School District | 8:00 AM - 3:00 PM | View Details

Confirmation

Your Confirmation Number is 394834367

Ok