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.
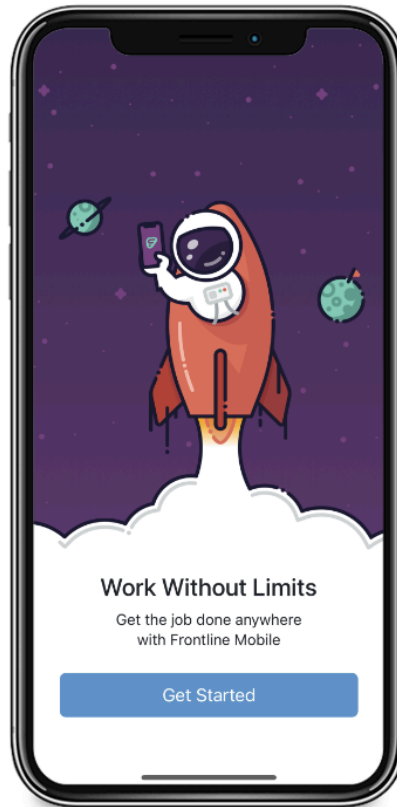
Apple Device	Android Device

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

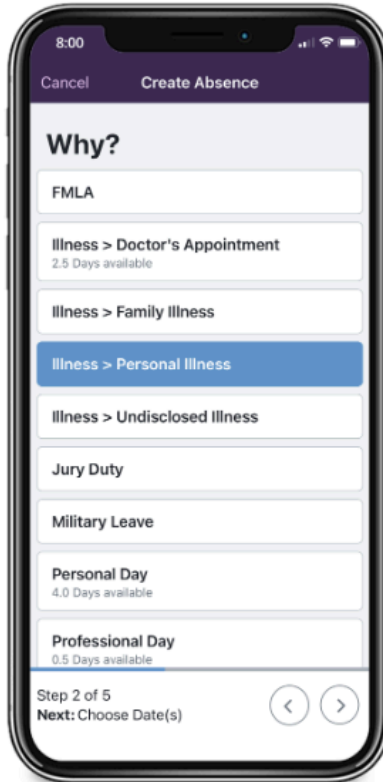**Step 3:** From the login screen, follow the **Frontline Single Sign-On Instructions**.
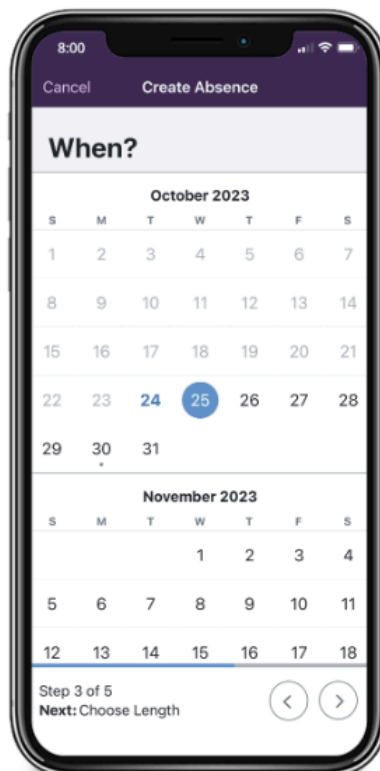
Step 4: Click on *Menu* > *Absences* > *Create Absence*

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.

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.

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.

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.

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.

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.

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

Absence Details

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

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.

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.).

Saving the Absence

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

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.