

Assigning a Substitute While Creating an Absence

Once an [absence is created](#), you can assign a substitute prior to completing the creation process, or you can access the absence details (via the confirmation number) and [assign the sub at a later time](#).



VIDEO

Check out our related video - [Assign & Remove Subs \(2:54\)](#) - as you review this topic.

In this example, let's examine the final assignment steps you would take in the "Review & Confirm" step during the initial absence creation process.

You will see a button that says **Create Absence and Assign Sub** once you complete the initial absence details. Click this button to save the absence and manually assign a substitute.

Absence: Create Absence

Select Employee Fill out Details **Review & Confirm** Done

Step 3: Review and Confirm details for **Blanche, Barry** Next Step: **✓ Create Absence and Assign Sub** **✓ Create Absence**

January 31 at Dell Middle School		ABSENCE SUMMARY	
Absence Reason	Illness > Family Illness	Substitute Required	Yes
Time	Full Day (04:00 PM-11:59 PM)	Hold Until	No Hold
Budget Code	None Selected		

A new window will open where you can search for and select the substitute you want to assign. (Type the last name of the substitute you are looking for or browse the list.)

Once the sub is located, click the green **Assign** button next to the substitute's name.

Search for Substitute:

Only show qualified and available substitutes

15 Call(s) remaining

Substitute Name	Assign	Qualified and Available Checks						Additional Checks			Call Now
		Skill Match	Other job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time	
B											
Baker, Tom (555) 555-8897 Paycode: Regular Sub Rate	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Assign </div>	<div style="background-color: #90ee90; border-radius: 15px; padding: 5px; display: inline-block;"> Qualified and Available </div>						<div style="background-color: #e6f2ff; border-radius: 5px; padding: 5px; display: inline-block;"> </div>			<div style="background-color: #e6f2ff; border-radius: 5px; padding: 5px; display: inline-block;"> </div>
Barker, Bob (555) 686-5555 Paycode: Regular Sub Rate	<div style="background-color: #4CAF50; color: white; padding: 2px; display: inline-block;"> Assign </div>	<div style="background-color: #90ee90; border-radius: 15px; padding: 5px; display: inline-block;"> Qualified and Available </div>						<div style="background-color: #e6f2ff; border-radius: 5px; padding: 5px; display: inline-block;"> </div>			<div style="background-color: #e6f2ff; border-radius: 5px; padding: 5px; display: inline-block;"> </div>

[Additional Resources: Viewing Substitute Availability](#)

A pop-up window will appear that asks you to confirm the assignment.



It is important that you communicate with the substitute and confirm with them that they are willing to fill the job *before* you assign it to them.

To assign the sub to the absence, click the green **Assign** button.

Search for Substitute:

Only show qualified and available substitutes

📞 15 Call(s) remaining

Substitute Name	Assign	Additional Ch
B		Over worked Rejected by Sub Visible to Sub
Baker, Tom (555) 555-8897 ★★★★★	<input checked="" type="checkbox"/> Assign	
Barker, Bob (555) 686-5555 ★★★★★	<input checked="" type="checkbox"/> Assign	

Assign Substitute For # 403615569

Confirm Assignment

Baker, Tom
(555) 555-8897 Available

Please confirm that you have already communicated this position with the person you are about to assign.

Qualified and Available