



## FRONTLINE PROCESS:

### CREATING AN ABSENCE / REPORTING TIME-OFF (EMPLOYEE)

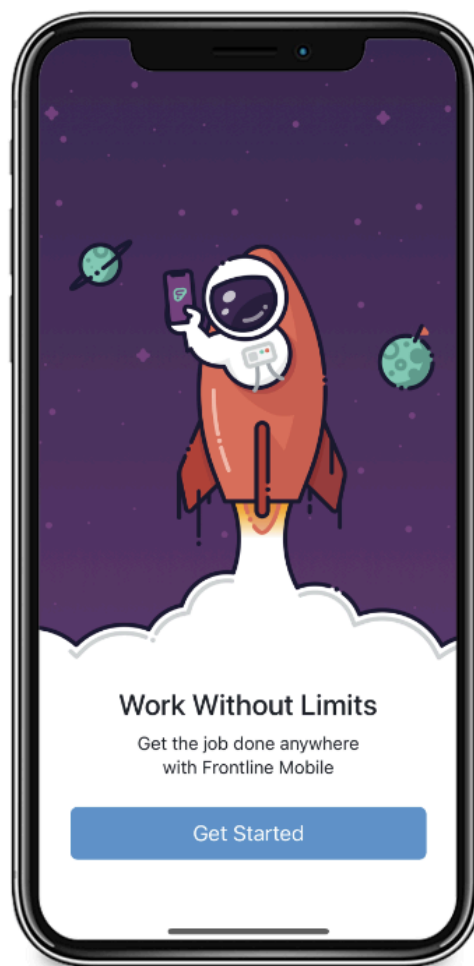
**Scenario:** Reporting an Absence (Time-Off) from Work

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](http://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](#).

### CREATING AN ABSENCE / REPORTING TIME-OFF FROM THE FRONTLINE MOBILE APP

**Step 1:** Click on **Get Started** to proceed.





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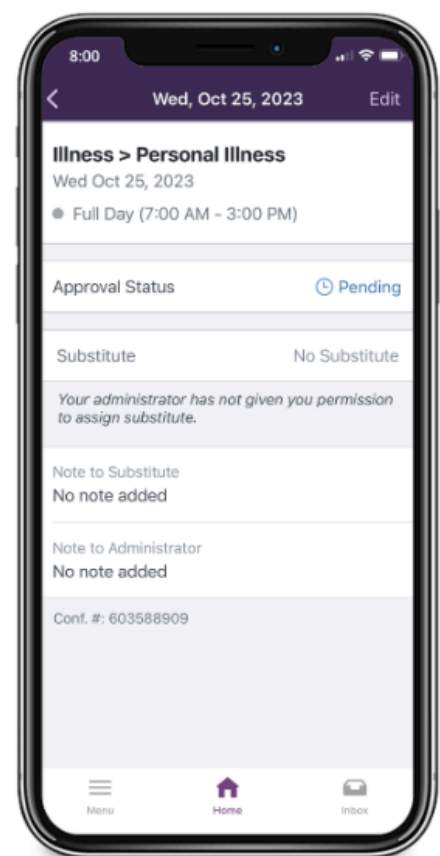
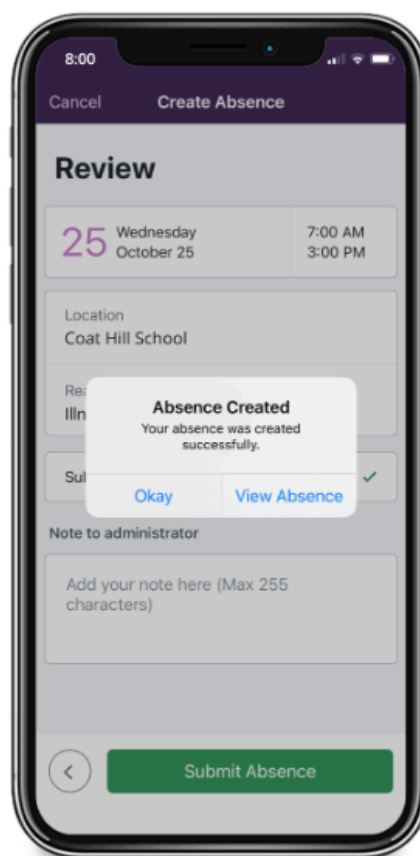
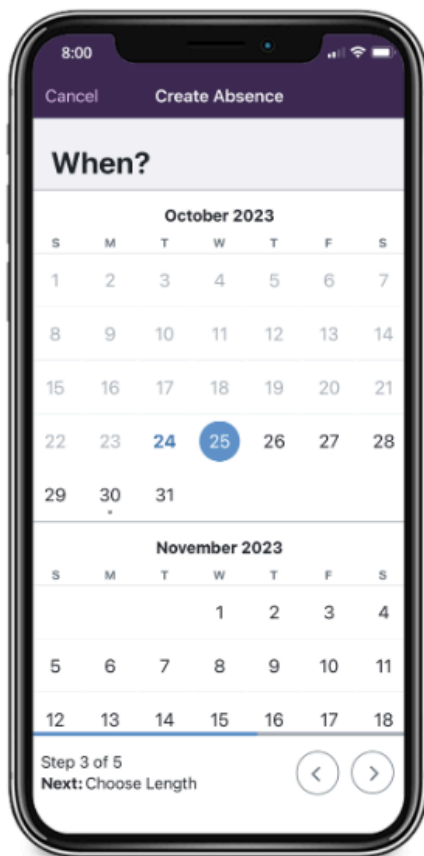
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**Step 2:** From the login screen, click on **Sign in with the Organization SSO**.

**Step 3:** Click on **Menu > Absences > Create Absence**

**Step 4:** Select the **Absence Reason** under the “Why?” screen.

**Step 5:** Select a date (or date range) from the calendar and press the > **arrow** on the bottom right to proceed.





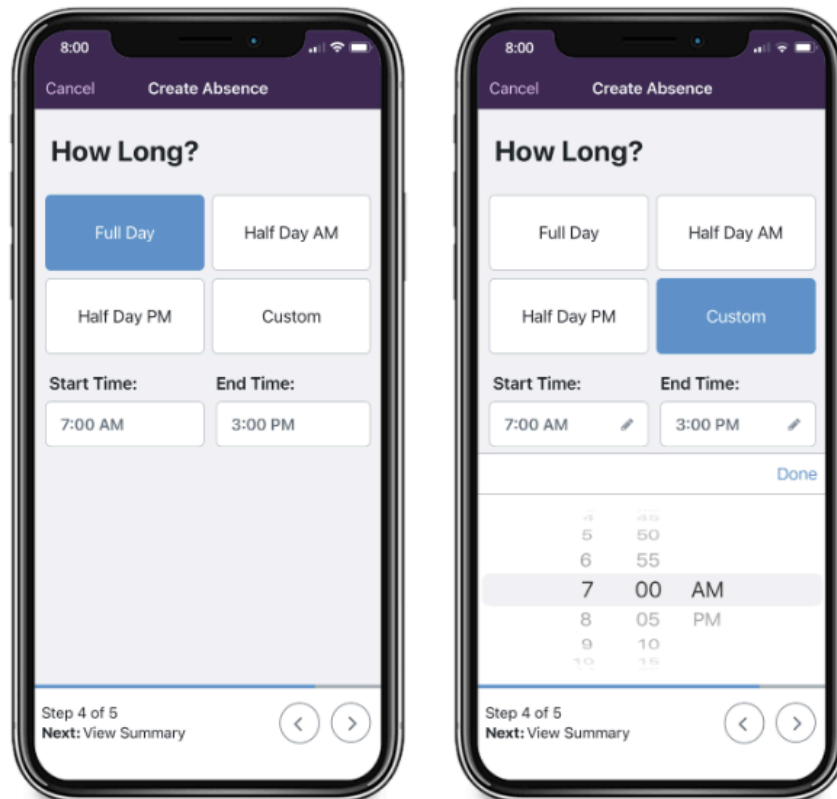
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#### Step 6: "How Long?"

**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 7:** 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 8:** 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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### **CREATING AN ABSENCE / REPORTING TIME-OFF FROM THE FRONTLINE WEBSITE**

**FIRST-TIME USERS:** Make sure to enter your contracted work schedule under your Frontline Personal Info page.

**Absence Times:** Your contracted work schedule from **Start Time to End Time** (includes split-shift schedules). If you have a scheduled 30-minute unpaid lunch break, you will enter this under the **Half-Day AM End Time** and **Half-Day PM Start Time**.

**Substitute Report Times:** Defaults to your assigned work schedule. You can customize the substitute's report time when you create an absence.

The screenshot shows the 'Personal Info' page in the Frontline system. The page is divided into several sections: 'General Information', 'Address', 'Absence Times', and 'Substitute Report Times'. A large red arrow points to the 'Absence Times' section. The 'Absence Times' section contains the following fields:

Absence Times	
Start Time:	8:00 am
Half Day AM End Time:	2:00 pm
Half Day PM Start Time:	2:30 pm
End Time:	4:30 pm

The 'Substitute Report Times' section contains the following fields:

Substitute Report Times	
Start Time:	<input type="text"/>
Half Day AM End Time:	<input type="text"/>
Half Day PM Start Time:	<input type="text"/>
End Time:	<input type="text"/>

A 'Save Changes' button is located at the bottom right of the page.



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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.

**IMPORTANT:** Absences can be entered for up to 24-hours for the same day. Once it is past the cutoff time, Frontline will not allow you to enter the absence. Inform your Administrative Assistant (Campus User) on site to report the absence on your behalf.

1. Use the calendar picker to select a date or a range of dates.
2. Absence Reason: Select the reason from the drop-down menu.
3. Time: Defaults to your profile's work schedule. The Start and End Time of your whole work day (inclusive of split-shifts).
4. Time Absent: The number of hours that you were absent for the day.
5. Notes to Administrator: Quick notes regarding the absence to communicate to the Supervisor.

The screenshot displays the Frontline Absence Management interface. At the top, there are three calendar pickers for October 2024, November 2024, and December 2024. Below the calendars is a legend: a blue square for 'Absences', an orange square for 'Closed Day', and a yellow square for 'In-service day'. The main form is titled 'Create Absence' and has two tabs: '1 Scheduled Absences' and '2 Past Absences'. The 'Scheduled Absences' tab is active. The form includes a date picker for 'October 2024' with the 25th selected. A 'Helpful Hint' box states: 'You can select multiple days individually or click-and-drag to select a range of dates.' The form fields are: 'Substitute Required' (No), 'Absence Reason' (Select One), 'Time' (08:00 AM to 04:30 PM), 'Time Absent' (empty), and 'Notes to Administrator' (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 a 'Shared Attachments' section. At the bottom, there are 'Cancel' and 'Create Absence' buttons.



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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.

### Create Absence

0 Scheduled Absences      0 Past Absences

December 19

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**

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

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

### Create Absence

0 Scheduled Absences      0 Past Absences

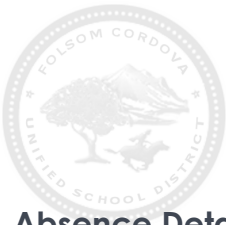
December 19; December 23

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**

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

The screenshot displays the 'Create Absence' interface. At the top, there are three tabs: 'Scheduled Absences' (0), 'Past Absences' (0), and 'Denied Absences' (0). The main area shows a calendar for December 2019 with the date 19 selected. To the right of the calendar, there are several fields: 'Substitute Required' (Yes), 'Absence Reason' (Personal Day), and 'Time' (Full Day). There is also a 'FILE ATTACHMENTS' section with a dashed box for dragging files. Below the calendar, there are two 'Helpful Hint' boxes. The bottom section of the form has two text areas: 'Notes to Administrator (not viewable by Substitute)' and 'Notes to Substitute', both with a 255 character limit.

**Absence Reason:** In the **Absence Reason** drop-down 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.



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**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.

