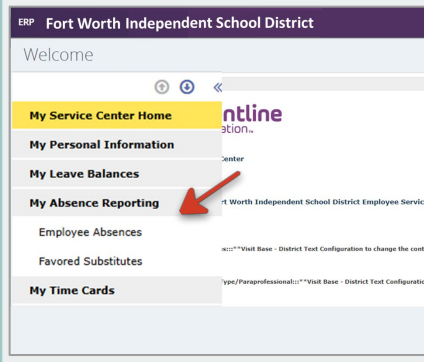


Overview: This document provides a step-by-step process for creating and submitting absences using Frontline ESC. Positions that require a substitute will have the ability to assign a sub when creating absences.

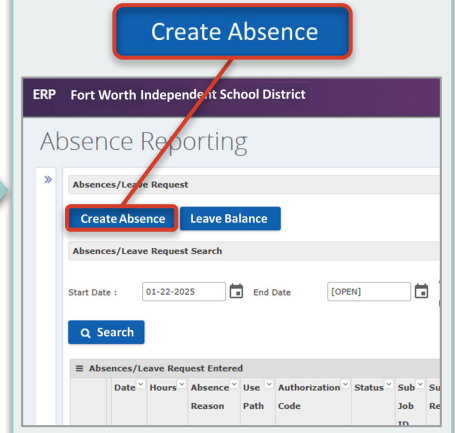
Step 1: Navigate to Classlink. Click **Frontline Employee Service Center** icon.



Step 2: Click **My Absence Reporting**. Select **Employee Absences**.



Step 3: Click **Create Absence**.



Step 4: Enter absence start and end dates, reason, and all other required information.

Step 5: Enter *Substitute Details* if applicable. Click **Submit**.

Need Additional Assistance?



Contact Business Systems at **817-814-2270** or visit <https://supporthub.fwsd.org> to submit a help ticket (Select Frontline ERP).



Visit [ERP Central Training](#) to view all training resources for Frontline ERP.