

Creating a Basic Absence

There are many things you can do and see on your absence management website. But as an employee, one of the most important things is the ability to create an absence. We have made it easy for you to do this right on the home page.

Absence creation may look different for you depending on your District's settings.

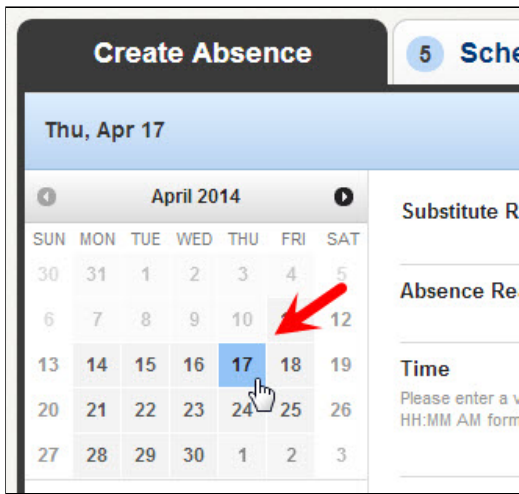
In most cases, you can create an absence right from the home page under the "Create Absence" tab.

The screenshot shows the 'Create Absence' interface with three tabs: '5 Scheduled Absences', '4 Past Absences', and '0 Denied Absences'. The 'Create Absence' tab is active. The form includes a calendar for April 2014 with the 11th highlighted in blue. 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' (Yes), 'Absence Reason' (Select One), 'Time' (Full Day, 08:00 AM to 03:00 PM), 'Notes to Administrator' (not viewable by Substitute), and 'Notes to Substitute'. A 'FILE ATTACHMENTS' section has a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and 'No file chosen' text. A 'Shared Attachments' section lists 'Vanderbilt HS Code of Conduct.xlsx' and 'High School Rules'. At the bottom are 'Cancel' and 'Create Absence' buttons.

For more advanced absence scenarios, you'll want to click the **Advanced Mode** button. [Click here to learn more about Advanced Mode Absences.](#)

Select the Date (or Dates)

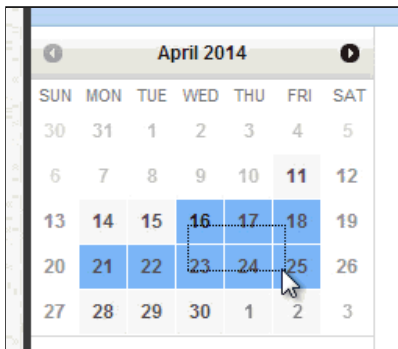
When selecting your absence date, simply click on the single day and it will be highlighted in blue.



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



If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.



Entering Absence Details

Once you've chosen the date(s) of the absence, it's time to enter the rest of the absence details.

Substitute Required Yes

Absence Reason Select One

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

Let's go over what each of these details mean:

Substitute Required: This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

Substitute Required Yes

Absence Reason: Choose your absence reason from the drop-down list.

Absence Reason

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)

- Select One
- Bereavement
- Comp Time
- FMLA > Child
- FMLA > Self
- FMLA > Spouse
- Illness
- Jury Duty
- Personal
- Professional Dev
- School Business
- Vacation
- Workers Comp

Time: Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.

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

- Full Day
- Full Day
- Half Day AM
- Half Day PM

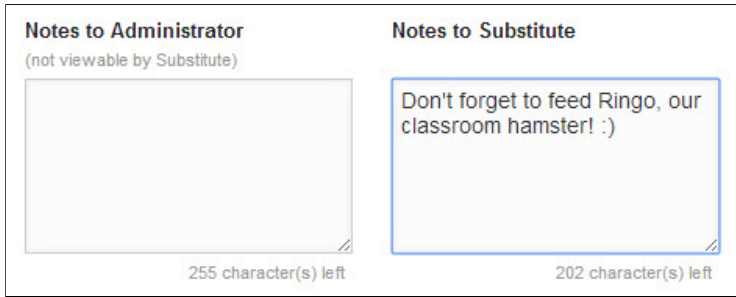
If you do need to enter custom times, choose **Custom** from the drop-down and then enter the custom times in the boxes provided.

Operational Details

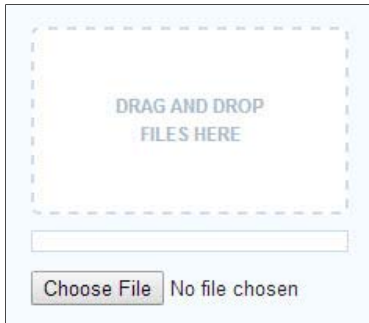
There are a couple of optional things you can do as well before saving the absence.

Notes: You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the

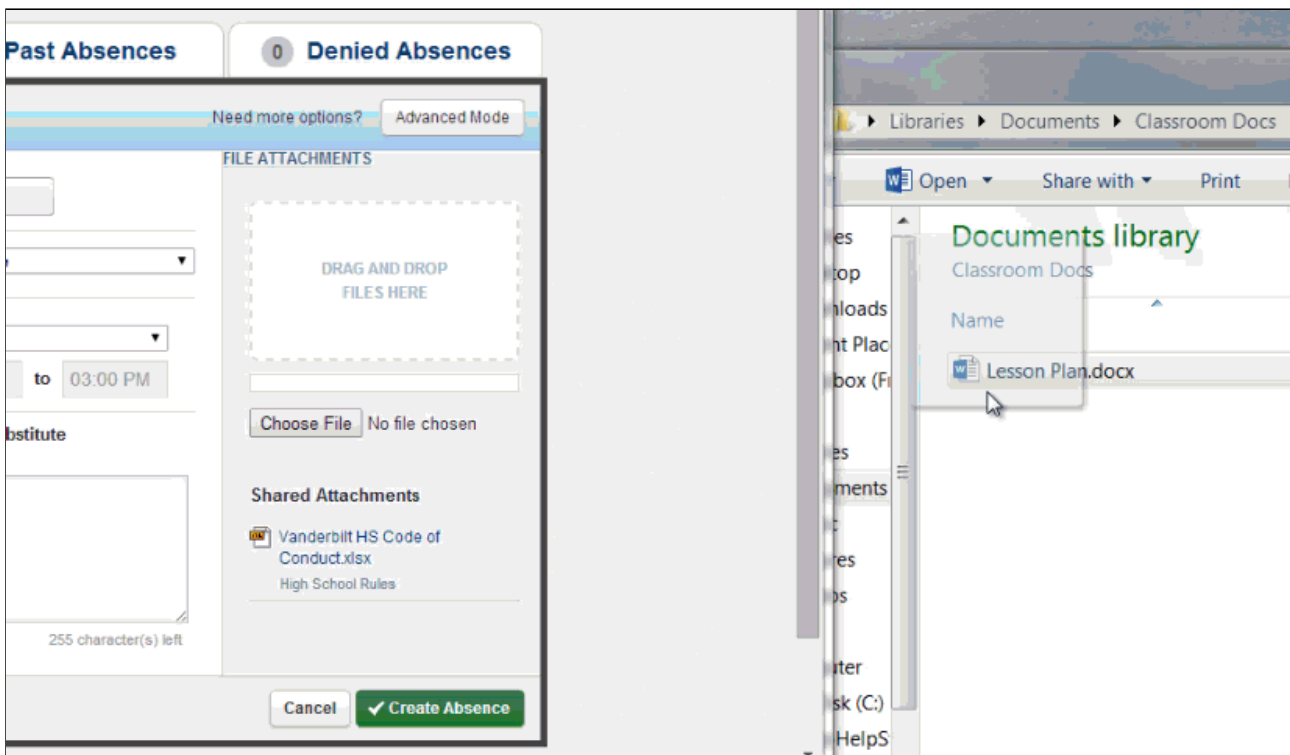
administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.



Attach a File: Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.



To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area you see in the example below.



Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

Saving the Absence

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

Create Absence

5 Scheduled Absences

4 Past Absences

0 Denied Absences

Fri, Apr 18

Need more options? Advanced Mode

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	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	1	2	3

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

Substitute Required 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)

255 character(s) left

Notes to Substitute

Please feed Ringo, our classroom hampter! :)

211 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File

No file chosen

Lesson Plan.docx

No Description...

Shared Attachments

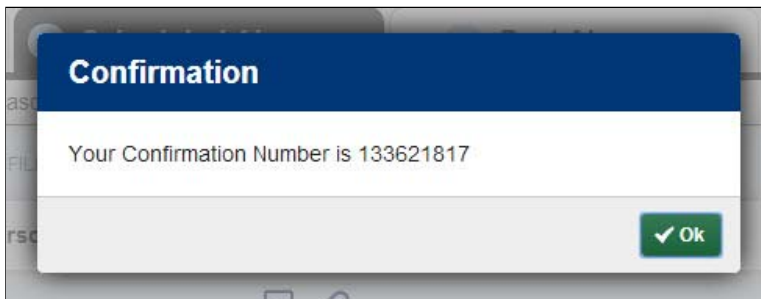
Vanderbilt HS Code of Conduct.xlsx

High School Rules

Cancel

✓ Create Absence

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.



Congratulations! You're done entering your absence into absence management. Now, go get some coffee.