

ABSENCE MANAGEMENT

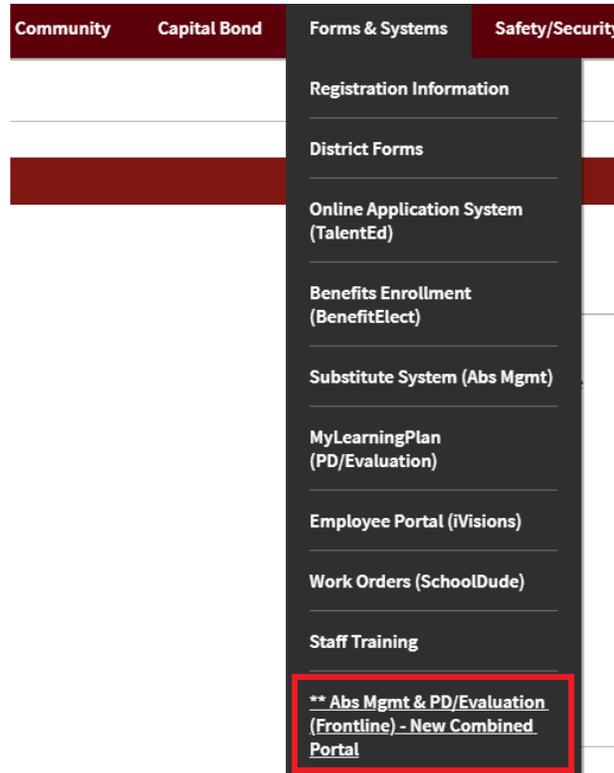
I. Access Absence Management

There are 3 ways to access Absence Management

1. Web address

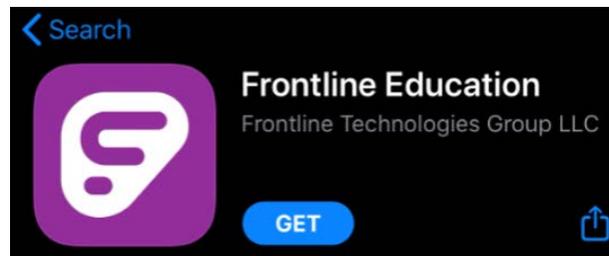
app.frontlineeducation.com OR aesonline.com

2. Go to the district web site under Forms & Systems menu select the “Abs Mgmt” item from the menu



Once you have successfully logged in to Frontline, make sure you are in the **Absence Management** module. If not, use the drop down menu on the top left corner to change to the correct module.

3. Smartphone app (free for iPhone and Android): “**Frontline Education**”
Use code **7354** to connect to West Linn-Wilsonville SD



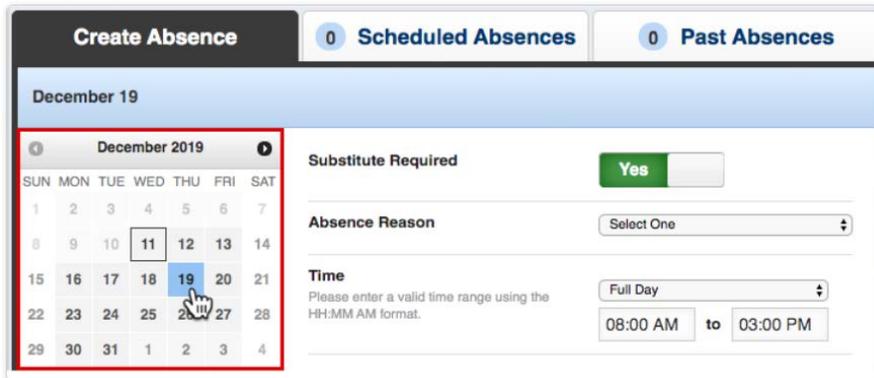
II. Create Absence (Basic)

You can create an absence via the "Create Absence" tab on the homepage or via the "Absences" option in your side navigation.

The screenshot displays the 'Absence Management' interface for 'West Linn-Wilsonville SD 3'. At the top, the user is identified as 'Joe Montana Employee'. The main area shows three calendar views for December 2019, January 2020, and February 2020. A legend below the calendars indicates 'Absences' (blue), 'Closed Day' (orange), and 'In-Service Day' (yellow). The 'Create Absence' form is highlighted with a red border and contains the following sections:

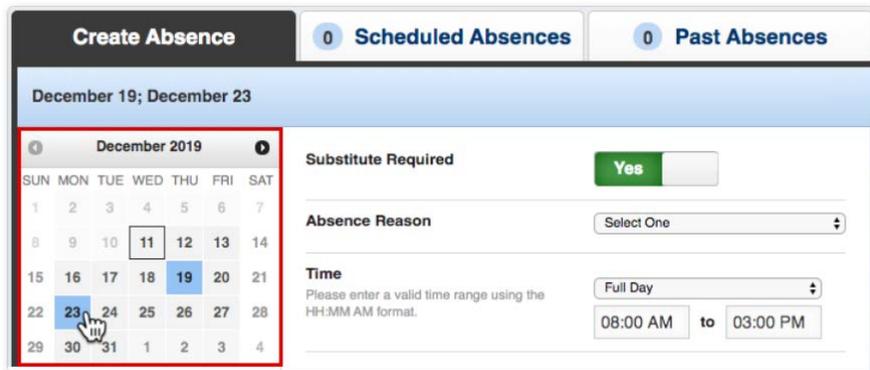
- Navigation:** 'Create Absence' (active), '0 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'.
- Date Selection:** 'Please select a date' with a calendar for December 2019. The date '11' is selected.
- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu labeled 'Select One'.
- Time:** A dropdown menu set to 'Full Day' and a time range selector showing '08:00 AM' to '03:00 PM'.
- Notes:** Two text areas for 'Notes to Administrator' and 'Notes to Substitute', both with a 255 character limit.
- Helpful Hint:** A box stating: 'You can select multiple days individually or click-and-drag to select a range of dates.'
- File Attachments:** A section for 'FILE ATTACHMENTS' with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. Below it is a 'Shared Attachments' section.
- Buttons:** 'Cancel' and 'Create Absence' (with a checkmark icon).

When selecting your absence timeframe, click on the desired date within the calendar. (The system will highlight your selection in blue.)



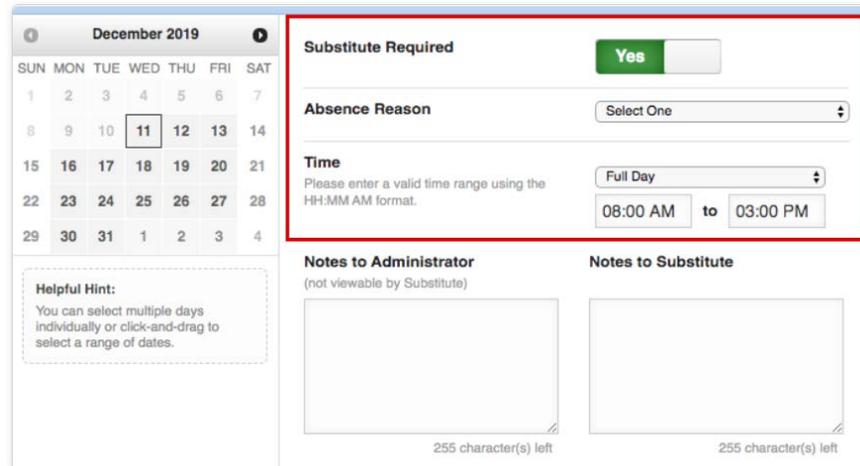
The screenshot shows the 'Create Absence' interface. At the top, there are two tabs: 'Scheduled Absences' and 'Past Absences', both showing a count of 0. Below the tabs is a header for 'December 19'. A calendar for 'December 2019' is displayed on the left, with the 19th highlighted in blue. To the right of the calendar are several form fields: 'Substitute Required' with a 'Yes' toggle, 'Absence Reason' with a 'Select One' dropdown, and 'Time' with a 'Full Day' dropdown and a time range of '08:00 AM to 03:00 PM'. A note below the time field says 'Please enter a valid time range using the HH:MM AM format.'

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



This screenshot shows the 'Create Absence' interface with a multi-day selection. The header now shows 'December 19; December 23'. The calendar for 'December 2019' has both the 19th and 23rd highlighted in blue. The form fields on the right are identical to the previous screenshot: 'Substitute Required' (Yes), 'Absence Reason' (Select One), and 'Time' (Full Day, 08:00 AM to 03:00 PM).

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



This is a close-up view of the 'Create Absence' form details. On the left is a calendar for 'December 2019' with the 19th selected. To the right are the form fields: 'Substitute Required' (Yes), 'Absence Reason' (Select One), and 'Time' (Full Day, 08:00 AM to 03:00 PM). Below these are two text areas: 'Notes to Administrator (not viewable by Substitute)' and 'Notes to Substitute', both with a '255 character(s) left' limit. A 'Helpful Hint' box is located at the bottom left, stating: 'You can select multiple days individually or click-and-drag to select a range of dates.'

Substitute Required

Depend on your position, you may or may not have the option to choose if a substitute is needed for the absence. To change the option from Yes to No, just click to move the slider.

Absence Reason

Choose your absence reason from the dropdown list. (These options are pre-determined for you by your system Administrator.)

Absence Reason

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

Notes to Administrator
(not viewable by Substitute)

Select One
Select One
BBereavement Leave
JJury Duty
LDistrict Curriculum
LField Trip
LOther Grant
LPDFund
LSchool Business
LSpEd Training
LWLEA
Mentor Grant
SSick Leave
TPersonal Leave
UUnpaid Leave
Vacation

Time

Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? You also have the option to choose a custom absence as well. If you do need to enter custom times, choose **Custom** from the dropdown menu and enter the custom times in the boxes provided.

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

Notes to Administrator
(not viewable by Substitute)

Full Day
✓ Full Day
Half Day AM
Half Day PM
Custom

The system also provides a few optional entries (e.g. notes to Admin, notes to Sub. etc.) to further support those will review and fulfill your absence.

The screenshot shows a form for entering an absence. At the top, there is a 'Substitute Required' toggle set to 'Yes'. Below that is the 'Absence Reason' dropdown menu, currently set to 'Personal Day'. The 'Time' section includes a 'Full Day' dropdown and a time range selector set to '08:00 AM to 03:00 PM'. There are two text input areas: 'Notes to Administrator (not viewable by Substitute)' and 'Notes to Substitute'. The 'Notes to Substitute' area contains the text: 'Please remember to feed Frodo, our classroom hamster :)'. To the right of the form is a 'FILE ATTACHMENTS' section with a dashed box for dragging files, a 'Choose File' button, and a 'Shared Attachments' section.

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

This screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. Below the tabs is a calendar for December 2019 with the 19th highlighted. The form fields are the same as in the previous screenshot, but the 'Notes to Substitute' character count is now 198. At the bottom right, there is a 'Cancel' button and a red 'Create Absence' button.

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.

The confirmation message box has a blue header with the word 'Confirmation'. Below the header, it says 'Your Confirmation Number is 394834367'. At the bottom right of the box is a green 'Ok' button with a checkmark icon.

Note: For Maintenance, Nutrition Service, IT & CREST

After your absence is created, your supervisor will receive a notification email to approve your absence. Once your supervisor approves or deny your leaves, you will receive a notification email of their decision.

This email is to notify you that the absence Conf# 416149606 has been Approved by Hughes

The following are the details of the job:

Job Summary

Starting On : 7/15/2020
School : ADMINISTRATION
Title : Accounts Payable
Teacher : Wood, Holly
Substitute : Not Assigned Yet
Confirmation # : 416149606 This job does not need a substitute

Job Days

School/Reason

ADMINISTRATION
Date: 7/15/2020
Employee Times: 8:00 AM - 4:30 PM
Substitute Report Times: 8:00 AM - 4:30 PM
Reason : Jury Duty - A

This email is to notify you that the absence Conf# 416149614 has been Denied by Hughes

The following are the details of the job:

Job Summary

Starting On : 7/16/2020
School : ADMINISTRATION
Title : Accounts Payable
Teacher : Wood, Holly
Substitute : Not Assigned Yet
Confirmation # : 416149614 This job does not need a substitute

Job Days

School/Reason

ADMINISTRATION
Date: 7/16/2020
Employee Times: 8:00 AM - 4:30 PM
Substitute Report Times: 8:00 AM - 4:30 PM
Reason : Jury Duty - A

Note: For Licensed employees & Paraeducators

Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, etc.)

The screenshot shows a web form for creating an absence. On the left, there are several sections: 'Substitute Required' with a 'Yes' button; 'Absence Reason' with a dropdown menu set to 'Personal Day'; 'Time' with a dropdown set to 'Full Day' and a time range of '08:00 AM to 03:00 PM'; 'Notes to Administrator' with a text area and '255 character(s) left'; and 'Notes to Substitute' with a text area containing 'Please remember to feed Frodo, our classroom hamster! :)' and '199 character(s) left'. On the right, a sidebar titled 'FILE ATTACHMENTS' contains a dashed box with the text 'DRAG AND DROP FILES HERE', a 'Choose File' button, and the text 'No file chosen'. Below this is a section for 'Shared Attachments'.

To attach a file before creating absence, click the Choose File button and browse your computer for the file you want to attach. If you are using a web browser (e.g. Chrome), you may also be able to drag the file right into the drop area.

III. Create Absence with Variation (Advanced)

Let's say you need to account for a sick leave to go to doctor in the first half of the absence and you want to go to your kid's game so you take a personal day for the second half of the absence. For these unique scenarios, you can create variations within the "Advanced Mode" of the absence creation tool.

In the "Create Absence" tab on the home page, click the Advanced Mode button.

The screenshot shows the 'Create Absence' form with the 'Advanced Mode' button highlighted in a red box. The form includes a calendar for July 2020, a 'Substitute Required' dropdown set to 'No', an 'Absence Reason' dropdown set to 'Select One', and a 'Time' dropdown set to 'Full Day' with input fields for '08:00 AM' to '08:00 AM'. There is also a 'Notes to Administrator' text area and a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom, there are 'Cancel' and 'Create Absence' buttons.

While in Advanced Mode, fill out the top section as if you were creating an absence just for the first half of the day. Then, once complete, click the button + **Add New Variation**.

The screenshot shows the 'Absence' form with a variation added. The 'Absence Reason' dropdown is set to 'SSick Leave' and the 'Time' dropdown is set to 'Half Day AM' with input fields for '08:00 AM' to '12:00 PM'. A red box highlights the '+ Add New Variation' button. The right sidebar shows 'NEXT STEPS' with 'Status: No Substitute Required' and 'ABSENCE SUMMARY' with 'Substitute Required: No' and 'Tuesday, July 21, 2020 8:00 AM - 12:00 PM SSick Leave'. At the bottom, there are 'Create Absence' and 'Cancel' buttons.

This will expand the absence creation area with a new section called "Variation #2".
Select the same day of absence.

The screenshot shows the 'Absence' creation interface. It features two sections for 'Variation #1' and 'Variation #2', both for 'July 21 at ADMINISTRATION'. Each section includes a calendar for July 2020 with the 21st highlighted, an 'Absence Reason' dropdown set to 'SSick Leave', and a 'Time' dropdown set to 'Half Day AM' with a range from 08:00 AM to 12:00 PM. The interface also includes 'Add New Variation' and 'Delete This Variation' buttons, and a 'Notes & Attachments' section at the bottom. On the right side, there are sections for 'NEXT STEPS' (Status: No Substitute Required), 'ABSENCE SUMMARY', and a list of variations.

A "Resolve Conflicts" message may pop up. Simply select **Resolve manually** then click Ok.

The 'Resolve Conflicts' dialog box displays the message: "The following dates overlap with a previous variation. What would you like to do?". Below the message, the date 'Tue, Jul 21' is listed. A dropdown menu is open, showing four options: 'Remove from this variation', 'Remove from this variation', 'Keep on this variation and remove from all others', and 'Resolve manually'. The 'Resolve manually' option is highlighted with a red box. An 'Ok' button is visible in the bottom right corner.

Once the second half of the absence date is complete, click the **Create Absence** button.

The screenshot displays the 'Absence' management interface. At the top, there are 'Create Absence' and 'Cancel' buttons. The main area is divided into two sections for 'Variation #1' and 'Variation #2', both for 'July 21 at ADMINISTRATION'. Each variation includes a calendar for July 2020 with the 21st highlighted, an 'Absence Reason' dropdown, and a 'Time' range selector. Variation #1 is set to 'SSick Leave' from 08:00 AM to 12:00 PM. Variation #2 is set to 'TPersonal Leave' from 12:30 PM to 04:30 PM. On the right, a 'NEXT STEPS' panel shows 'Status: No Substitute Required' and an 'ABSENCE SUMMARY' section listing the two variations. At the bottom, another 'Create Absence' button is highlighted with a red box.

Note: You can also use Advanced Mode to create variations in a period of absence (several days).

IV. View Scheduled Absences

Any upcoming absences that you have created in Absence Management can be found under the "Scheduled Absences" tab on your home page. The number on the tab indicates how many absences you have scheduled.

The screenshot displays a user interface for managing absences. At the top, there are three calendar views for January 2020, February 2020, and March 2020. Below the calendars is a legend: blue for Absences, orange for Closed Day, and yellow for In-service day. A navigation bar contains four tabs: 'Create Absence', '2 Scheduled Absences', '2 Past Absences', and '0 Denied Absences'. The 'Scheduled Absences' tab is active, showing a table with the following data:

Date	Reason	Location	Duration	Time
CONFIRMATION # 400391502 COULSON, PHIL / APPROVED View Details				
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM
CONFIRMATION # 396507552 BAKER, TOM / UNAPPROVED View Details				
31 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM

Each absence is represented by two lines. The top line shows the confirmation number, fill status, and approval status. The second line shows the date of the absence, absence reason, and the times of the absence.

If the absence is a multi-day absence, you can expand it to view the individual days by clicking the expand icon.

This screenshot shows the same interface as the previous one, but with the first multi-day absence expanded. The table now includes an additional row for the second day of the absence:

Date	Reason	Location	Duration	Time
CONFIRMATION # 400391502 COULSON, PHIL / APPROVED View Details				
20 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM
21 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM
CONFIRMATION # 396507552 BAKER, TOM / UNAPPROVED View Details				
31 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM

V. View Past Absences

The "Past Absences" tab (located on the homepage) retains a list of absences that have occurred within the past 30 days.

You can review the basic details of each absence (e.g. location, duration, etc.) at a glance, or you can click the confirmation number or the View Details button beside an absence for additional details.

The screenshot displays the 'Past Absences' tab in a web application. At the top, there are three calendar views for February 2020, March 2020, and April 2020. 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 content area has four tabs: 'Create Absence', '1 Scheduled Absences', '2 Past Absences' (which is selected), and '1 Denied Absences'. Below the tabs, a green banner states 'This list shows absences for the past 30 days. [View More...](#)'. A table lists the following absences:

Date	Reason	Location	Duration	Time	
CONFIRMATION # 396507500 BARROWMAN, GEORGE / UNAPPROVED View Details					
13 Jan 2020	Professional Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM	
CONFIRMATION # 400391502 COULSON, PHIL / APPROVED View Details ★★★★★					
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM	

If you need to see your absence history from more than 30 days ago, click the **View More** link at the top of the "Past Absences" list or navigate to Absences > Past Absences in the side navigation.

This close-up screenshot shows the 'View More...' link highlighted with a red box. The link is located at the top of the 'Past Absences' list, above the table header. The table header and the first row of the table are also visible:

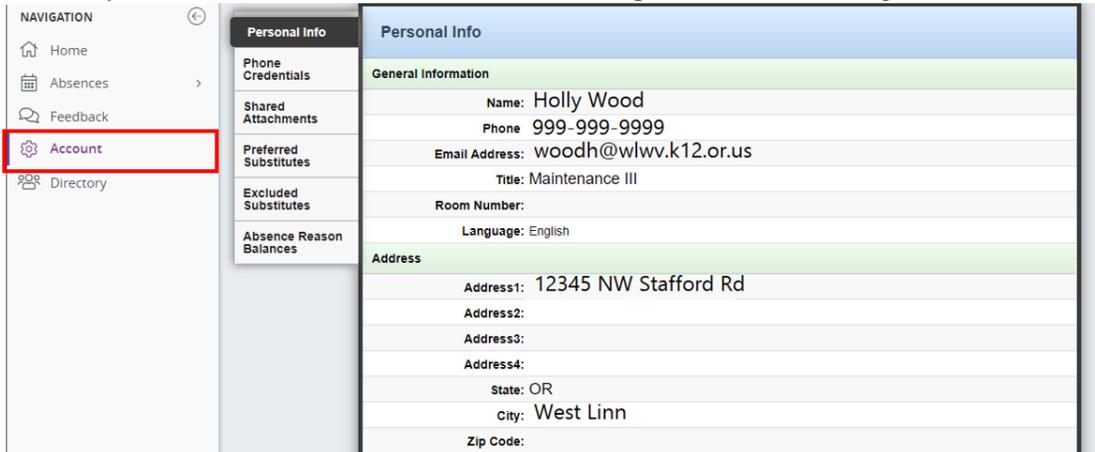
Date	Reason	Location	Duration	Time	
CONFIRMATION # 396507500 BARROWMAN, GEORGE / UNAPPROVED View Details					
13 Jan 2020	Professional Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM	

This selection opens a history of past absences. From here, you can filter timeframes from the last 60 days to the last 90 days, 120 days, and beyond. Simply select a timeframe option at the top of the page.

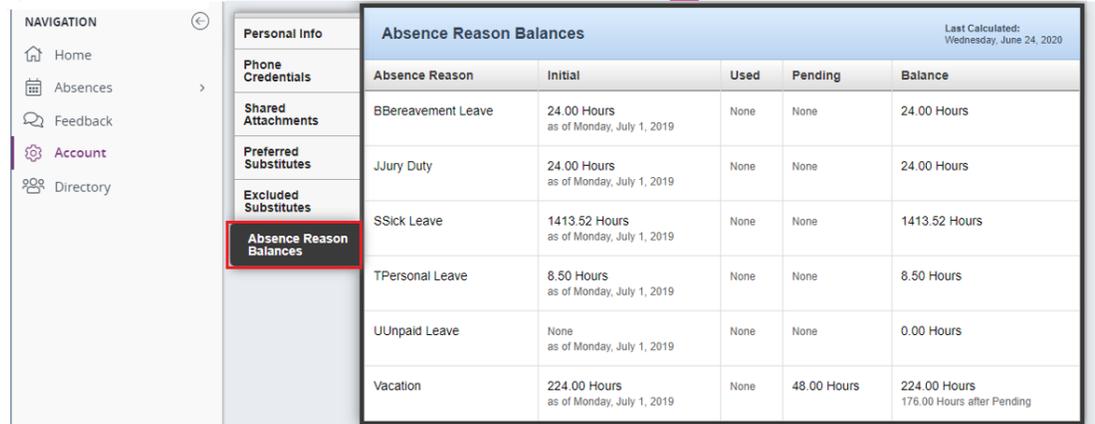


VI. View Absence Balance

To view your absence balance, click on the Account option in the side navigation



Now click the Absence Reason Balances tab to the left of the page



Here's a quick key to help you understand the columns on the Absence Reasons Balances page:

- Initial - This is the initial number of days or hours given to you for this absence reason.
- Used - The number of days or hours you have used so far.
- Pending - The number of days or hours that you have scheduled for upcoming absences.
- Balance - This is your current absence reason balance. You can also see your "Days/Hours after Pending" balance which calculates in your pending time.