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## Creating a Basic Absence

Updated - August 8, 2018



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.

Create Absence
5 Scheduled Absences
4 Past Absences
0 Denied Absences

Please select a date
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** Select One

**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**

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

- Vanderbilt HS Code of Conduct.xlsx
- High School Rules

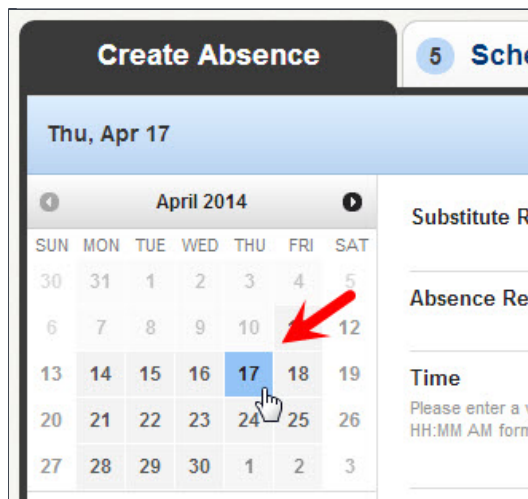
Cancel
Create Absence

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.

**Note:** Absences can be create up to one year in advance when created on the web.



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, its time to enter the rest of the absence details.

The screenshot shows a form with the following sections:

- Substitute Required:** A toggle switch currently set to "Yes".
- Absence Reason:** A dropdown menu currently showing "Select One".
- Time:** A section with a dropdown menu set to "Full Day" and two input fields for "08:00 AM" and "03:00 PM". A note below reads: "Please enter a valid time range using the HH:MM AM format."
- Notes to Administrator:** A text area with a note "(not viewable by Substitute)" and a character count of "255 character(s) left".
- Notes to Substitute:** A text area with a character count of "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.

A close-up of the "Substitute Required" section, showing the label "Substitute Required" and a toggle switch that is currently in the "Yes" position.

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

The screenshot shows the "Absence Reason" dropdown menu open, displaying a list of options:

- Select One (checked)
- 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.

Notes to Administrator (not viewable by Substitute)	Notes to Substitute
<div style="border: 1px solid #ccc; height: 80px;"></div> <p>255 character(s) left</p>	<div style="border: 1px solid #ccc; padding: 5px;">Don't forget to feed Ringo, our classroom hamster! :)</div> <p>202 character(s) left</p>

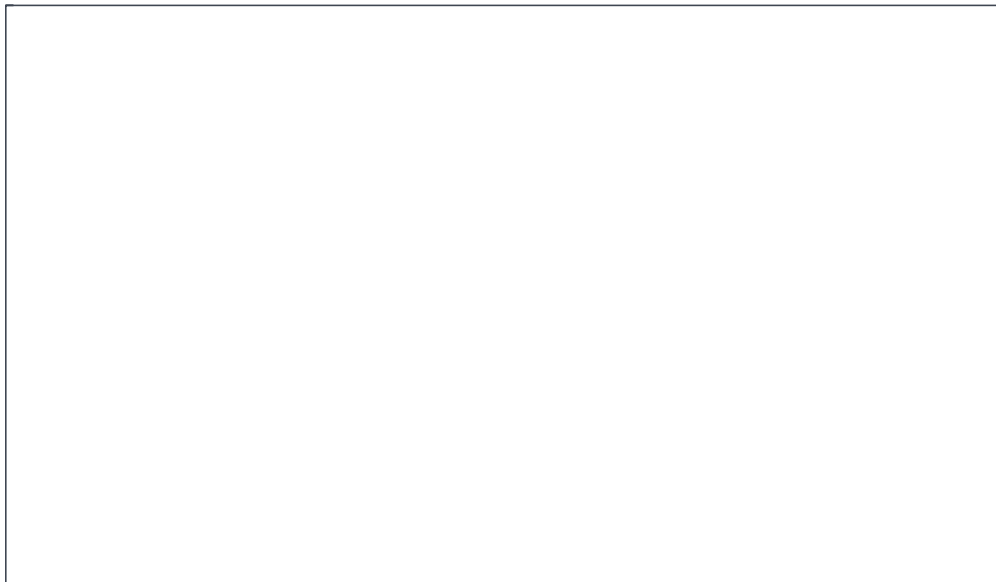
**Attach a File:** Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

DRAG AND DROP  
FILES HERE

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No file chosen

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**.

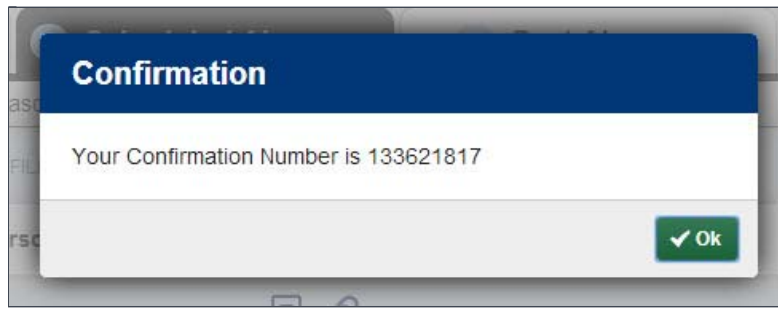
### Saving the Absence

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

The screenshot shows the 'Create Absence' interface with the following details:

- Calendar:** April 2014, Friday, April 18th is selected.
- Substitute Required:** Yes
- Absence Reason:** Personal Day
- Time:** Full Day, 08:00 AM to 03:00 PM
- Notes to Administrator:** (not viewable by Substitute)
- Notes to Substitute:** Please feed Ringo, our classroom hamper! :)
- FILE ATTACHMENTS:** Lesson Plan.docx (No Description...)
- Shared Attachments:** Vanderbilt HS Code of Conduct.xlsx (High School Rules)
- Buttons:** Cancel, **Create Absence** (highlighted with a red arrow)

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.

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