

# 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.

**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

**Substitute Required**  Yes

**Absence Reason**

**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

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file chosen

**Shared Attachments**

- Vanderbilt HS Code of Conduct.xlsx  
High School Rules

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.

**Create Absence** 5 Sched

Thu, Apr 17

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

**Substitute Required**

**Absence Reason**

**Time**  
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. The days do not have to be consecutive.

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
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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.

April 2014

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30	31	1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	1	2	3

## 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**

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

to

**Notes to Administrator**  
(not viewable by Substitute)

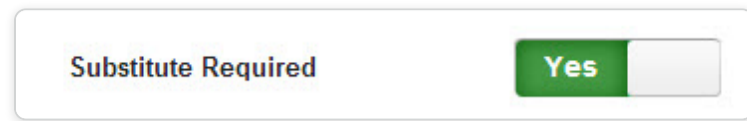
255 character(s) left

**Notes to Substitute**

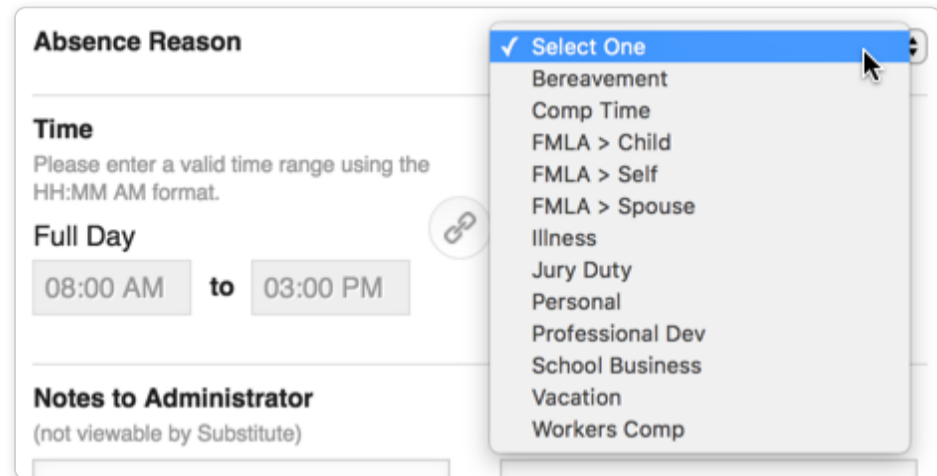
255 character(s) left

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

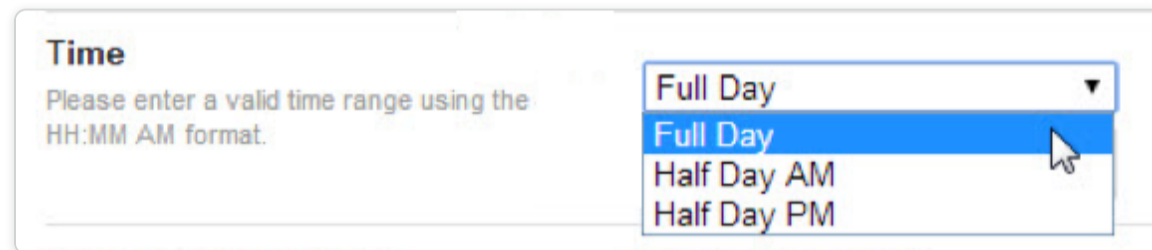
**Substitute Required:** This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

A toggle switch labeled "Substitute Required" with a green "Yes" button and a grey "No" button. The "Yes" button is currently selected.

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

A form titled "Absence Reason" with a "Time" section and a "Notes to Administrator" section. The "Time" section has a "Full Day" label and two time input boxes showing "08:00 AM" and "03:00 PM". A dropdown menu is open, showing a list of absence reasons: "Select One", "Bereavement", "Comp Time", "FMLA > Child", "FMLA > Self", "FMLA > Spouse", "Illness", "Jury Duty", "Personal", "Professional Dev", "School Business", "Vacation", and "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.

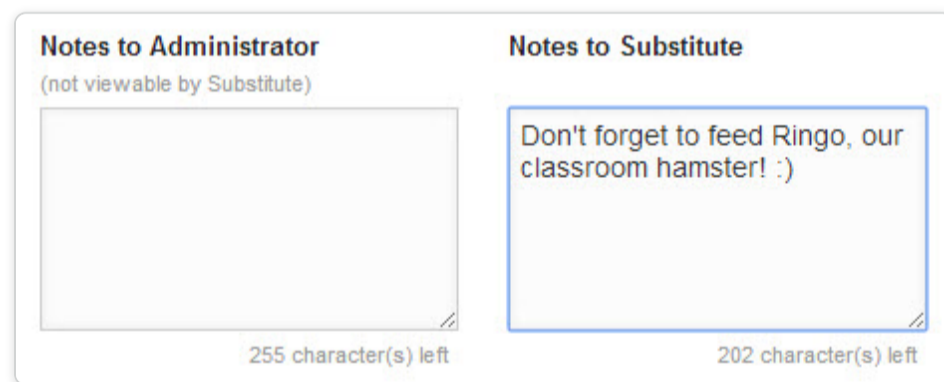
A form titled "Time" with a "Full Day" dropdown menu. The dropdown menu is open, showing options: "Full Day", "Half Day AM", and "Half Day PM".

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

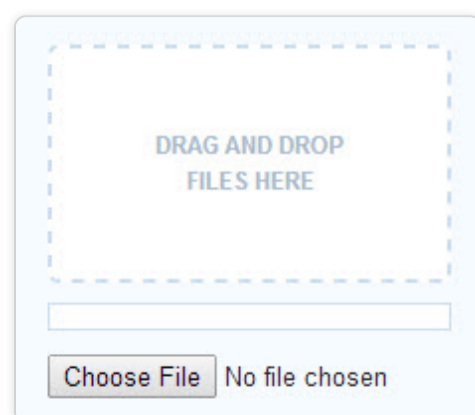
## Operational Details

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.

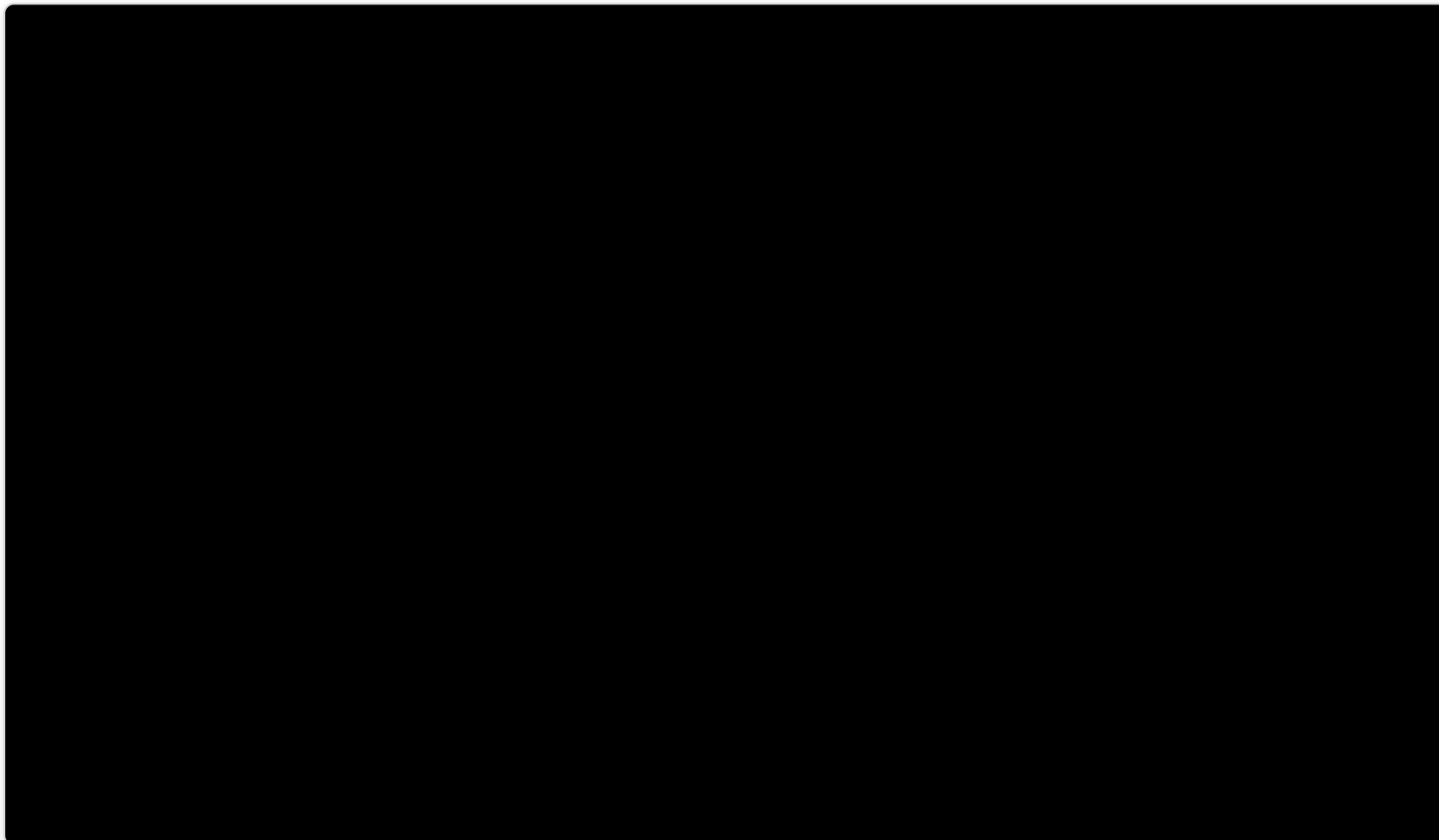
Two text input boxes. The first is labeled "Notes to Administrator" and has a note "(not viewable by Substitute)". The second is labeled "Notes to Substitute" and contains the text "Don't forget to feed Ringo, our classroom hamster! :)".

**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.

A file upload area with a dashed border and the text "DRAG AND DROP FILES HERE". Below it is a "Choose File" button and the text "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.

**Create Absence** | 5 Scheduled Absences | 4 Past Absences | 0 Denied Absences

Fri, Apr 18 | Need more options? | Advanced Mode

**April 2014**

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**Substitute Required**  Yes

**Absence Reason** Personal Day

**Time** Full Day  
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**  
Please feed Ringo, our classroom hamper! :)  
211 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File | No file chosen

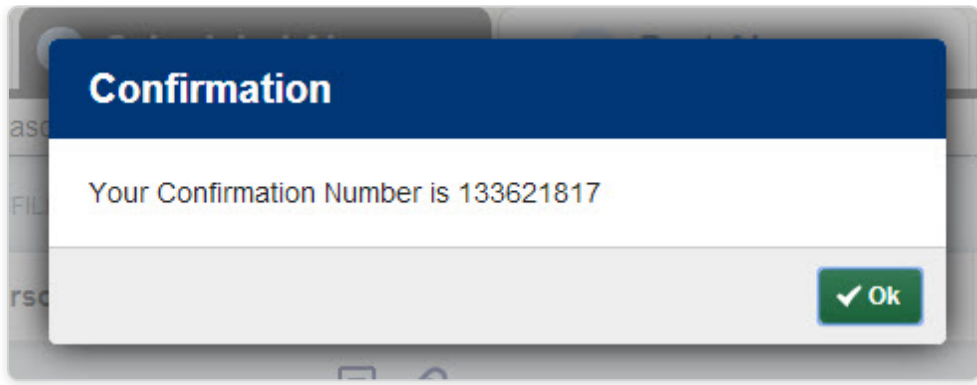
Lesson Plan.docx  
No Description...

**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.