

OSTS “How-To” Guide

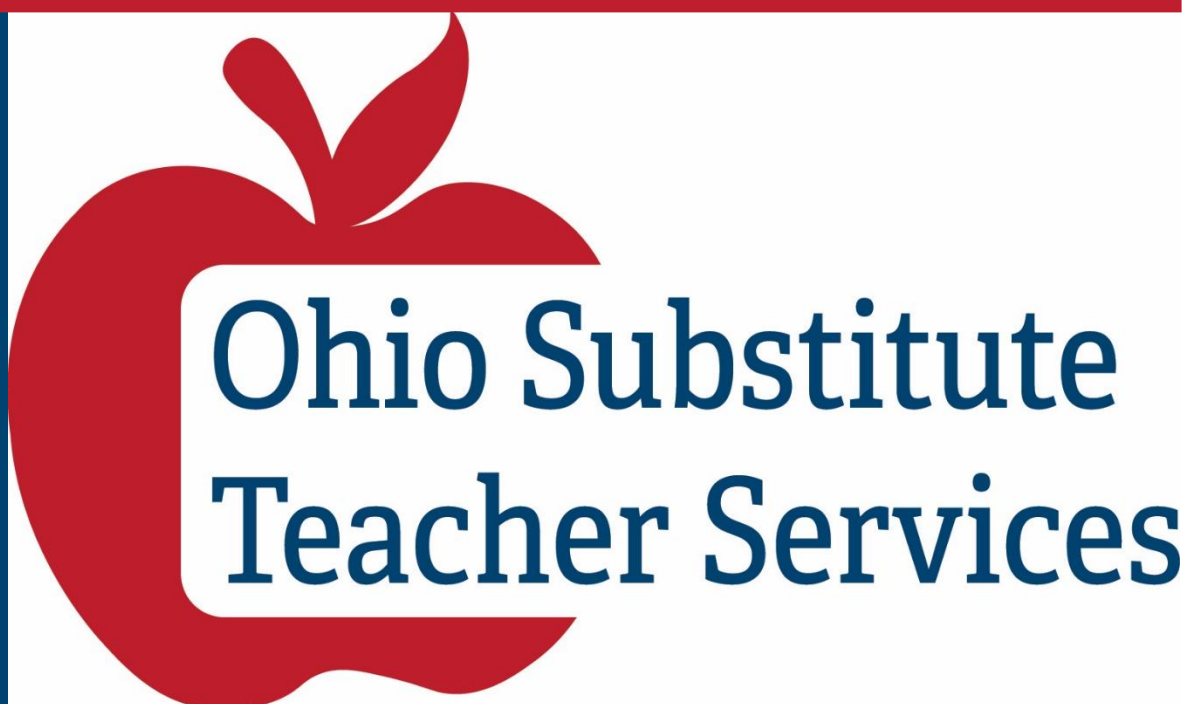


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STAFF LIST REPORT

View a list of all the employees at your school and see information pertaining to them.

Go to Navigation > Reports > Employee > Staff List

Initially, the report will be blank. To view it, click on the Search button. You can filter the information by employee type, school, or active status. Once you have selected the filter of choice, click the Search button. (See sample below.)

Important: Check the Staff List Report each year before school opens to be sure all additions, deletions, and corrections have been made to your account.

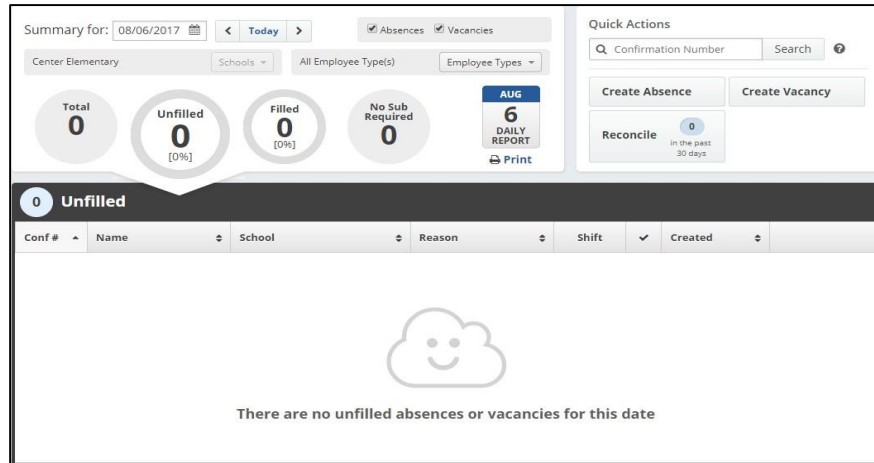
Report missing items/corrections.

Staff List							
Employee Name	Login ID	PIN	Identifier	Active	Needs Sub	Avg Sub Experience	# Ratings
Coal Hill School							
Teacher							
Chesterton, Ian (1) 5th Grade Teacher Phone: (419) 221-0456	4192210456	3574	927206625	Yes	Optional	★★★★★	2
Clifford, Ray (1) Teacher Phone: (555) 555-1293	5555551293	4551	927206627	No	Optional	No Feedback	0
Fox, Tim (1) High School Science Teacher Phone: (555) 498-1283	5554981283	4541	927206617	Yes	Optional	★★★★★	3
Gallow, Tara (1) Teacher Phone: (555) 555-1317	5555551317	4575	927206651	Yes	Optional	No Feedback	0

TO START YOUR DAY

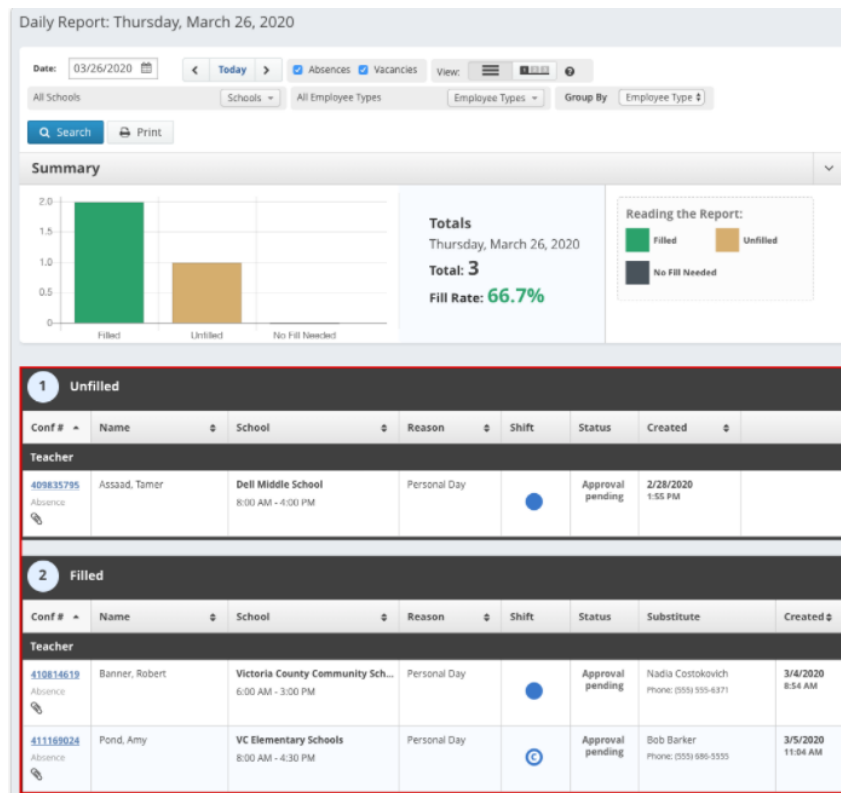
Every Day

1. Log into your Campus User Home Page (See Sample Below)
2. Access your Daily Report
3. Print the Substitute Sign-In Report



RUN DAILY REPORT

- Click on Daily Report Button on homepage (dashboard)
~ or ~
- Go to Navigation > Reports > Absence > Daily Report



SUBSTITUTE SIGN-IN REPORT

Go to Navigation > Reports > Absence > Substitute Sign-In

Recommendation: *Use the form throughout the day to make notes of changes/additions/switches/use of regular staff to cover classes*

Use the form at the *end of the day* to complete the OSTs reconciliation process.

ABSENCE REPORTS

Select a Report Change...

Substitute Sign In

Date Range:

08/06/2017

08/06/2017

☒ Absences
☒ Vacancies

Center Elementary

Schools

All Employees

Employees

All Employee Types

Employee Types

All Substitutes

Substitutes

All Vacancy Profiles

Vacancy Profiles

Order By:

☒ Date
☐ Employee

☐ Print with Page Breaks

Search

Print to PDF

Substitute Sign In

To begin, please perform a search above.

3 Substitute Sign In

Substitute	Signature	Start/End	Employee	Conf. #
Wednesday, January 29, 2020				
Alice Chan Vanderbilt High School		Full Day 07:00 AM - 03:00 PM	Chesterton, Ian 5th Grade Teacher	402708413
Tom Baker Columbia Elementary School External ID: jon@theorange.c		Half Day AM 08:00 AM - 12:00 PM	Noble, Donna Science Teacher Teacher	402750788
Tom Baker Dell Middle School External ID: jon@theorange.c		Half Day PM 12:30 PM - 04:30 PM	Noble, Donna Science Teacher Teacher	402750788

CREATING AN ABSENCE

The Absence Management system is designed for employees to create their own absences in the system. As an Administrator, you may have to create an absence for an employee from time to time when certain circumstances arise.

To start the creation process: click the **Create Absence** button found in the "Quick Actions" box on your home page, reference the "Absences" option in your side navigation, or directly search for an employee.

Absence Management Victoria County School District

Summary for: 01/22/2020 Today Absences Vacancies

All Schools Schools All Employee Type(s) Employee Types

Total 1 Unfilled 0 [0%] Filled 1 [100.0%] No Sub Required 0

JAN 22 DAILY REPORT

Quick Actions

Create Absence Create Vacancy

Approve 4 in the next 45 days Reconcile 11 in the past 30 days

1 Filled

Conf #	Name	School	Reason	Shift	Substitute	Created
401180132 Absence	Banner, Robert	Victoria County Community...	Jury Duty		Julie Chen	1/22/2020 9:07 AM

SELECT EMPLOYEE

If you did not directly search for an employee, then the first step in absence creation involves the selection of the employee who requires the absence. You can search for the employee by their last name via the search box, or you can narrow down results and select the first letter of the employee's last name via the letter selector.

With the employee located, click the radio button beside the employee's name and click Fill out Details to proceed.

Absence: Create Absence

Select Employee Fill out Details Review & Confirm Done

Step 1: Select Employee Next Step: Fill out Details

Search: Last Name

Search by Letter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Name	Identifier	Phone	School
A			
☒ Assaad, Tamer	927206618	(555) 555-1284	Dell Middle School (+2)
B			
☐ Banner, Robert	927206637	(777) 686-0230	Victoria County Community Scho...
☐ Barker, Bob	9128345670	(912) 834-5670	Victoria County Community Scho...
☐ Bauer, Jack	927206648	(555) 555-1314	Dell Middle School
☐ Blanche, Barry	927206612	(555) 555-1278	Dell Middle School

FILL OUT DETAILS

Absence: Create Absence

Select Employee Fill out Details Review & Confirm Done

Step 2: Fill out Absence Details for Asaad, Tamer View by Day Variation Next Step: Review & Confirm

Viewing by day

Add Days to Absence

Start Date End Date Su M Tu W Th F Sa

School Absence Type Start Time End Time

Absence Reason

Budget Code Accounting Code

Cancel Add Day(s)

Absence Details:

1. **Start/End Date**
The calendar allows you to select the dates when your absence will occur. Click the "From" and "To" calendar icons to choose a date range.
2. **School**
If the employee works at more than one location, you will need to designate where this absence will occur via the "School" dropdown.
3. **Absence Reason**
This dropdown lets you choose the reason for this absence (e.g., Extra Sub, Open Position, etc.).
4. **Absence Type**
This dropdown allows you to set the absence as a full day, half day AM, half day PM, or custom time.
5. **Start/End Time**
These entries allow you to change the times by clicking on the text boxes and typing in your desired times. *If enabled, you may also have the option to enter/adjust a separate substitute report time (as outlined here).
6. **Budget Code**
This dropdown allows you to choose a budget code for this absence.
7. **Accounting Code**
This dropdown allows you to choose an accounting code for the absence.
8. **Add Days**
Once you are finished, click Add Days to include these days into the absence wizard.

Once the initial details of the absence are created, you can review your entries and add attachments, as needed, prior to completing the creation process.

The "Day" view will include your previously entered information at the top (e.g., the date(s), location, absence reason, etc.). *If any of this information needs to be updated, you can select the Add Day(s) button, or you can add the updates directly via this page.

Absence: Create Absence

Select EmployeeFill out DetailsReview & ConfirmDone

Step 2: Fill out Absence Details for **Assaad, Tamer**

View byDayVariation

Next Step: Review & Confirm

Viewing by dayAdd Day(s)

Date

05/28/2020

Thursday

U

School

Dell Middle School

Absence Type

Full Day

Start Time

08:00 AM

End Time

04:00 PM

Absence Reason

Personal Day

Budget Code

Select One

Accounting Code

Select One

Date

05/29/2020

Friday

U

School

Dell Middle School

Absence Type

Full Day

Start Time

08:00 AM

End Time

04:00 PM

Absence Reason

Personal Day

Budget Code

Select One

Accounting Code

Select One

Notes & Attachments

Notes to Administrator

(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Substitute

(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

ABSENCE SUMMARY

Substitute Required

Yes

Hold Until

No Hold

Thursday, May 28, 2020

Friday, May 29, 2020

Dell Middle School

8:00 AM - 4:00 PM

Personal Day

SUBSTITUTE REQUIRED

This "Substitute Required" option may already be predetermined for you, but in some cases, you may be permitted to choose whether a substitute is needed. If this scenario applies, click the dropdown beneath the Absence Summary to choose between the "Yes" or "No" option, based on your need.

View by

Day

Variation

Next Step:

Review & Confirm

ABSENCE SUMMARY

Absence Type

Full Day

Start Time

08:00 AM

End Time

04:00 PM

Substitute Required

Yes

Hold Until

No Hold

View by

Day

Variation

Next Step:

Review & Confirm

ABSENCE SUMMARY

Absence Type

Full Day

Start Time

08:00 AM

End Time

04:00 PM

Substitute Required

Yes

Hold Until

No Hold

No Hold

Hold For 10 Minute(s)

Hold For 30 Minute(s)

Hold For 1 Hour(s)

Hold For 2 Hour(s)

Hold For 4 Hour(s)

Hold For 12 Hour(s)

Hold For 1 Day(s)

Hold Until 1 Day(s) before Absence Start

Hold Until 12 Hour(s) before Absence Start

Hold Until 4 Hour(s) before Absence Start

Hold Until 2 Hour(s) before Absence Start

Hold Until 1 Hour(s) before Absence Start

Hold Until Absence Start

Hold Indefinitely

ADD A NOTE

There are three different types of notes that can be added to an absence.

- **Notes to Administrator**
 - Viewable by Admin and Employee.
- **Notes to Substitute**
 - Viewable by Admin, Employee, and Substitute.
 - Substitute will only be able to view once the assignment has been accepted.
- **Admin-Only Notes**
 - Viewing by Admin only.

Notes & Attachments		⌵
Notes to Administrator (Viewable only by Administrator and Employee)	Notes to Substitute (Viewable by Administrator, Employee, and Substitute)	
255 character(s) left	Please remember to feed Frodo, the classroom's hamster mascot. 193 character(s) left	
Admin-Only Notes (Viewable only by Administrator)		
255 character(s) left		

REVIEW AND CONFIRM

Once you have filled out the required and optional information, click the blue **Review & Confirm** button to proceed to the final step.

The screenshot shows the 'Review & Confirm' interface. At the top, there's a 'View by' section with 'Day' and 'Variation' tabs, and a 'Next Step:' section with a 'Review & Confirm' button. Below this, there's a summary section for 'ABSENCE SUMMARY' with a collapse icon. The main area displays the absence details: 'Absence Type' (Full Day), 'Start Time' (08:00 AM), and 'End Time' (04:00 PM). To the right, there are options for 'Substitute Required' (Yes) and 'Hold Until' (No Hold).

Need to create a more complex absence? Check out the article [Using Absence Variations in Frontline Central](#). The Review & Confirm page allows you to review all the absence details and perform one of the following steps:

Click **Create Absence** to create the absence and save your work.

Click the **Create Absence and Assign Sub** button to save the absence and assign a substitute of your choosing. To learn more about substitute assignments, please review [Assigning a Substitute while Creating an Absence in Frontline Central](#).

The screenshot shows the 'Absence: Create Absence' page. At the top, there's a progress bar with steps: 'Select Employee', 'Fill out Details', 'Review & Confirm', and 'Done'. The current step is 'Review & Confirm'. Below this, there's a 'Next Step:' section with two buttons: 'Create Absence and Assign Sub' and 'Create Absence'. The main area displays the absence details for 'Asaad, Tamer'. It shows two days of absence: '05/28/20 Thursday' and '05/29/20 Friday'. For each day, it shows 'Dell Middle School', 'Personal Day', 'Absence Times' (8:00AM - 4:00PM (Full Day)), 'Budget Code' (None Selected), and 'Accounting Code' (None Selected). To the right, there's a summary section for 'ABSENCE SUMMARY' with a collapse icon. It shows 'Substitute Required' (Yes) and 'Hold Until' (No Hold). Below this, there's a list of dates: 'Thursday, May 28, 2020' and 'Friday, May 29, 2020', followed by 'Dell Middle School' and '8:00 AM - 4:00 PM Personal Day'. At the bottom, there's a 'Notes & Attachments' section with three rows: 'Notes to Administrator' (None), 'Notes to Substitute' (Please remember to feed Frodo, the classroom's hamster mascot.), and 'Admin-Only Notes' (None).

If you create the absence (and opt to assign the sub later), you will see a green box that contains a confirmation number. *This number can be used later to search for the absence in the system.

Below the green box is where you can take several "Next Step" actions including assigning a sub, approving/denying the absence, deleting the absence, and a few other options.

Absence: Create Absence

Select EmployeeFill out DetailsReview & ConfirmDone

Your Absence has been scheduled.
Your confirmation number is 415026747.

Absence Summary for Assaad, TamerPrint this Page

Substitute Required

Yes

File Attachments

2 Files (View File)

Notes to Administrator

None

May 28 - May 290 out of 2 Days Reconciled

School

Dell Middle School

Absence Reason

Personal Day

Start/End Times

Full Day (8:00 AM-4:00 PM)

Next Steps

View Absence

Assign Sub to this Position

Approval Status: Unapproved

Approvals Received: 0/1

Last Approval Action: Not Available

Comments:

255 character(s) left

ApproveDenyDeny Part

Assaad, Tamer

Create another Absence

Logout of Aesop

Delete this Absence

Hold for 30 minutes

ASSIGNING A SUBSTITUTE

These options may or may not be available, depending on the settings determined by your district. Please contact your System Administrator if you require assistance.

Some employees are granted the permission to assign a substitute to their absence. If this option is enabled, you will see a **"Create & Assign Sub"** button at the bottom of the "Absence" tab.

Create Absence | 2 Scheduled Absences | 0 Past Absences | 0 Denied Absences

June 09 | Need more options? | Advanced Mode

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	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

Substitute Required Yes

Absence Reason Personal Day

Time Full Day
Please enter a valid time range using the HH:MM AM format.
11:00 AM to 06:00 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

Homework schedule.docx

Cancel | **Create Absence & Assign Sub** | Create Absence

ASSIGN A SUBSTITUTE DURING ABSENCE CREATION

Once your absence details are entered, click the **"Create Absence & Assign Sub"** button. This selection will open a new window where a sub can be chosen.

In the pop-up that appears, you can use the search option to locate a substitute by their last name, or you can browse a list of available substitutes or choose a sub from your Preferred Substitutes list.

Click the radio button beside the substitute you want to assign and click **Assign to Selected Sub** to complete the process.

**** It is your responsibility to communicate with a substitute and confirm their willingness to accept a job prior to the completion of this assignment process. The system will not automatically notify the substitute. ****

ASSIGN A SUBSTITUTE TO AN EXISTING ABSENCE

To view a list of your currently scheduled absences, click the "**Scheduled Absences**" tab on the home page. If you did not already assign a sub, you will see the "Assign Sub" option beside the absence in question. Click this button to complete the absence assignment process (as outlined above).

Create Absence					
2 Scheduled Absences					
0 Past Absences					
0 Denied Absences					
Date	Reason	Location	Duration	Time	
CONFIRMATION # 584856656 UNFILLED / UNAPPROVED					
09 Jun 2023	Personal Day	Victoria County Community Schools	1 Full Day	11:00 AM - 6:00 PM	
CONFIRMATION # 584856871 UNFILLED / UNAPPROVED					
12 Jun 2023	Jury Duty	Victoria County Community Schools	1 Full Day	11:00 AM - 6:00 PM	

SWITCHING AN ASSIGNED SUBSTITUTE

You may occasionally need to reassign an absence assignment to a different substitute, and this task can be completed in a few quick steps.

You will first need to [access the absence in question](#). In this example, we will select the confirmation number via the "Filled" option in the Dashboard Summary details (as shown below).

Summary for: 02/03/2020 < Today > ☒ Absences ☒ Vacancies

All Schools Schools All Employee Type(s) Employee Types

Total
2

Unfilled
0
[0%]

Filled
2
[100.0%]

No Sub Required
0

FEB
3
DAILY REPORT
[Print](#)

Quick Actions

Create Absence

Create Vacancy

Approve **3**
In the next 45 days

Reconcile **7**
In the past 30 days

2 Filled

Conf #	Name	School	Reason	Shift	✓	Substitute	Created
403842720 Absence	Bauer, Jack CTU Agent	Dell Middle School	Illness > Personal Ill...	●	NA	Bob Barker	2/3/2020 7:14 AM
403843014 Absence	Beasley, Pam	Coal Hill School	Illness > Family Illn...	●	NA	Nadia Costokovich	2/3/2020 7:15 AM

Once on the "Absence Details" page, click the green **Reassign Sub** button. This allows you to remove the current substitute and replace them with another sub.

Absence **Absence Log** **Approvers** **Approver Log** **Available Subs** **Call History**

[Edit Absence](#) [Reconcile](#) [Delete](#)

February 03 at Dell Middle School *Unreconciled*

Select the day(s) you will be out:
From 02/03/2020 To 02/03/2020

February 2020

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	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

Absence Reason Illness > Personal Illness

Time Full Day
08:00 AM to 03:00 PM

Hours Sub Worked

Budget Code Budget Code One

Accounting Code None Selected

Pay Code Regular Sub Rate

Notes & Attachments

NEXT STEPS

Status: Filled by **Bob Barker**

★ ★ ★ ★ ★

[Unassign](#) [Reassign Sub](#)

[Create another Absence for this Employee](#)

Feedback

[Leave Feedback about Substitute](#)

[Leave Feedback from Substitute](#)

ABSENCE SUMMARY

Substitute Required Yes

This will open a new window where you can search for the substitute you want to assign. (*Take note, the system indicates the currently assigned substitute with a blue highlight.)

Type the last name of the substitute in the search box or browse the list, and once the new sub is located, click the green **Reassign** button beside the substitute's name.

A pop-up window will appear that asks you to confirm the assignment.

Search for Substitute:

☒ Only show qualified and available substitutes

📞 15 Call(s) remaining

Substitute Name	Assign	Qualified and Available Checks						Additional Checks			Call Now
		Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time	
B											
Barker, Bob (555) 686-5555 ★★★★★	✖ Unassign	✔ Qualified and Assigned								📞	
Barrowman, George (555) 555-6361 (No Rating)	✔ Reassign	✔ Qualified and Available								📞	
C											

To assign the sub to the absence, click the green **Reassign** button.

Search for Substitute:

☒ Only show qualified and available substitutes

📞 15 Call(s) remaining

Reassign Substitute For # 403842720

Confirm Assignment

Barrowman, George
(555) 555-6361 Available

Please confirm that you have already communicated this position with the person you are about to assign.

Cancel

✔ Reassign

Substitute Name	Assign	Qualified and Available Checks						Additional Checks			Call Now
		Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time	
B											
Barker, Bob (555) 686-5555 ★★★★★	✖ Unassign	✔ Qualified and Assigned								📞	
Barrowman, George (555) 555-6361 (No Rating)	✔ Reassign	✔ Qualified and Available								📞	
C											

REMOVING A SUBSTITUTE FROM AN ABSENCE

If plans change for an assigned substitute, you can easily remove that substitute from the absence.

A substitute can be removed from an existing absence via the absence's Details page. Use your dashboard filters to [locate and select the absence in question](#).

The dashboard shows a summary for 02/03/2020. It includes filters for Absences and Vacancies, and a table of filled absences. The table has columns for Conf #, Name, School, Reason, Shift, Substitute, and Created. Two absences are listed: one for Jack Bauer at Dell Middle School and one for Pam Beasley at Coal Hill School. The first absence is highlighted with a red box.

Conf #	Name	School	Reason	Shift	Substitute	Created
403842720 Absence	Bauer, Jack CTU Agent	Dell Middle School	Illness > Personal Illn...	●	NA Bob Barker	2/3/2020 7:14 AM
403843014 Absence	Beasley, Pam	Coal Hill School	Illness > Family Illn...	●	NA Nadia Costokovich	2/3/2020 7:15 AM

From the "Absence Details" page, click the **Unassign** button on the right side of the page.

The page shows details for an absence on February 03 at Dell Middle School. It includes a calendar view, a table of absence details, and a sidebar with next steps. The sidebar has a red box around the 'Unassign' button.

Field	Value
Absence Reason	Illness > Personal Illness
Time	Full Day 08:00 AM to 03:00 PM
Hours Sub Worked	
Budget Code	Budget Code One
Accounting Code	None Selected
Pay Code	Regular Sub Rate

A pop-up window will appear with a series of prompts.

These prompts include the following:

"Unassign" Options	
Allow substitute to see job after removal	Leave this box unchecked if you do not want this job to appear to the substitute as an available job once they have been removed.
Notify substitute regarding removal	Leave this box checked if you want the system to send the substitute a notification that they have been removed.
Restrict the substitute from seeing jobs on [date] because he or she is canceling within 1 hour of the start time.	Checking this box will prevent the substitute from seeing jobs on the same day of the cancellation (if they are canceling within an hour of the absence's start time).
Requested By	Choose who requested that the substitute be removed or if the substitute was a no-show. Absence Management will record this information.
Cancellation Reason	Choose a reason to indicate why this substitute was removed from the absence.

Once you have made your selections, click the red **Unassign** button.

VIEWING SUBSTITUTE AVAILABILITY

As a Campus User, you can use Absence Management to quickly check for qualified and available substitutes and then assign one of those substitutes to an absence.

LOCATING THE ABSENCE

To see which substitutes are qualified and available, you will first need to navigate to the "Absence Details" page for the absence in question, as outlined below.

Use the "Search" bar in the Quick Actions menu if you know the confirmation number or reference the "Unfilled" section from either your summary panel or the Daily Report. (You can reference this article if you have any questions.)

In this example, the absence was located using the "Unfilled" indicator in the summary panel. Once located, you can select the confirmation number link to proceed.

Summary for: 01/31/2020

< Today >

☒ Absences ☒ Vacancies

All Schools

Schools

All Employee Type(s)

Employee Types

Total
3

Unfilled
2
[66.7%]

Filled
1
[33.3%]

No Sub
Required
0

JAN
31
DAILY
REPORT
Print

Quick Actions

Q Confirmation Number Search ?

Create Absence Create Vacancy

Approve 6 in the next 45 days Reconcile 18 in the past 30 days

2 Unfilled

Conf #	Name	School	Reason	Shift	✓	Created
397099582 Absence	Jones, Indiana	Vanderbilt High School	Personal Day	●	✓	1/3/2020 8:33 AM
403469814 Absence	Beasley, Pam	Coal Hill School	Illness > Personal Illness	●	NA	1/31/2020 7:08 AM

"AVAILABLE SUBS" TAB

Once you reach the "Absence Details" page, you will see a number of tabs above the absence information. Click the **Available Subs** tab to be taken to the list of qualified and available substitutes for this absence.

View Absence #403469814 - Beasley, Pam Status: **Unfilled** / No Approval Required

January 31 Hours Per Day: 9 | Created: 1/31/20 7:08 AM | Last Update: 1/31/20 7:12 AM

[Renotify Favorite Subs](#)

Absence
Absence Log
Approvers
Approver Log
Available Subs
Call History

Edit Absence
✓ Reconcile
✕ Delete

January 31 at Coal Hill School *Unreconciled*

Select the day(s) you will be out:

From To

01/31/2020 - 01/31/2020

January 2020

SU	MO	TU	WE	TH	FR	SA
29	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	31	1

Absence Reason Illness > Personal Illness

Time Full Day
08:00 AM to 05:00 PM

Budget Code None Selected

Accounting Code None Selected

NEXT STEPS

Status: **Unfilled**

✓ Assign Sub

[Create another Absence for this Employee](#)

ABSENCE SUMMARY

Substitute Required Yes

Friday, January 31, 2020

Coal Hill School

At the top of the page, you can search for a specific substitute by last name, and you can also select the checkbox to filter by only qualified and available substitutes.

Absence
Absence Log
Approvers
Approver Log
Available Subs
Call History

Search for Substitute:

☒ Only show qualified and available substitutes

📞 15 Call(s) remaining

		Qualified and Available Checks						Additional Checks			
Substitute Name	Assign	Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time	Call Now

**** Qualified and available**" means that the substitute has the correct skills to fill in for the absent employee and they do not have any conflicting jobs or "Non-Workdays". ******

The Absence Management system will perform a number of checks to see which substitutes are qualified and available. If you see a green indicator across all columns, that means the substitute has passed all checks and can be assigned.

If you see a red "x" in a column for the substitute, that means the substitute has failed that check.

		Qualified and Available Checks						Additional Checks			
Substitute Name	Assign	Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time	Call Now
B											
Baker, Tom (555) 555-8897 ★★★★★	✓ Assign	✓ Qualified and Available									☎
Barker, Bob (555) 686-5555 ★★★★★	✓ Assign	✓ Qualified and Available									☎
Barrowman, George (555) 555-6361 (No Rating)	✓ Assign	✓ Qualified and Available									☎
C											
Caughill, David (100) 000-0001 ★★★★☆	✓ Assign					✗					☎

** If you see a red “x” in the substitute’s row, that means the sub cannot see the job on their website and they will not be called for this job. **

SYSTEM CHECKS

Each column in the list of substitutes represents a check the system makes to determine if a substitute is qualified and available. Reference the following identifiers to better understand what each option represents:

Qualified and Available Checks						Additional Checks		
Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time

Qualifications	
Skill Match	<i>Is the substitute qualified based on the skills assigned to them to fill in?</i> • A blank column indicates the substitute is qualified. • An "x" in the column indicates the substitute is not qualified. • A time and date represents the time/date that the substitute will become qualified and available based on your district's settings.
Other Job	<i>Is the substitute working another job that conflicts with this one?</i> • A blank column indicates there is no conflicting job. • An "x" in the column indicates the substitute has a conflicting job.
Non-Work Day	<i>Did the substitute indicate they cannot work on this date?</i> • A blank column indicates there is no conflicting "Non-Work Day". • An "x" in the column indicates the sub has scheduled a "Non-Work Day" that conflicts with this job.
Excluded	<i>Has the sub been marked as excluded by the employee, school, or district?</i> • A blank column indicates the substitute has <i>not</i> been excluded. • An "x" in the column indicates the sub has been marked as excluded.
Preferred School	<i>Does the substitute prefer to work at this school?</i> • A blank column indicates the sub is ok with working at this location. • An "x" in the column indicates the sub has indicated they do not prefer to work at this location.
Rejected by Sub	<i>Has the substitute already been offered this job and rejected it?</i> • A blank column indicates the sub has not previously rejected this job. • An "x" in the column indicates the sub has been offered this job and has rejected it.
Visible to Sub	<i>Based on district's settings, is this job within the sub's lead time visibility?</i> • A blank column indicates the job is within the sub's lead time visibility. • Visible to Sub A date and time in the column indicates the job is not currently in their visibility but will be at that date and time. • An "x" in the column indicates the job will not be visible by the sub.

Is the substitute ok with being called at the current time?

In Sub Call Time

- A blank column indicates the current time is within the sus's call times
- An "x" in the column indicates the subs has indicated they do not want to be called at the current time.

ASSIGN THE SUB

You will be able to assign any substitute who is qualified and available. Depending on the permissions you have been assigned, you may be able to assign a sub who does not pass all system checks. For example, a sub who does not prefer to work at a school could still be assigned to a job at that school.

If there is a green **Assign** button next to the Substitute's name, you can assign that substitute to the job. Simply click the button and the substitute will be assigned.

Substitute Name	Assign	Qualified and Available Checks						Additional Checks			Call Now
		Skill Match	Other Job	Non-Work Day	Excluded	Preferred School	Over worked	Rejected by Sub	Visible to Sub	In Sub Call Time	
B											
Baker, Tom (555) 555-8897 ★★★★★	✓ Assign	✓ Qualified and Available									📞
Barker, Bob (555) 686-5555 ★★★★★	✓ Assign	✓ Qualified and Available									📞

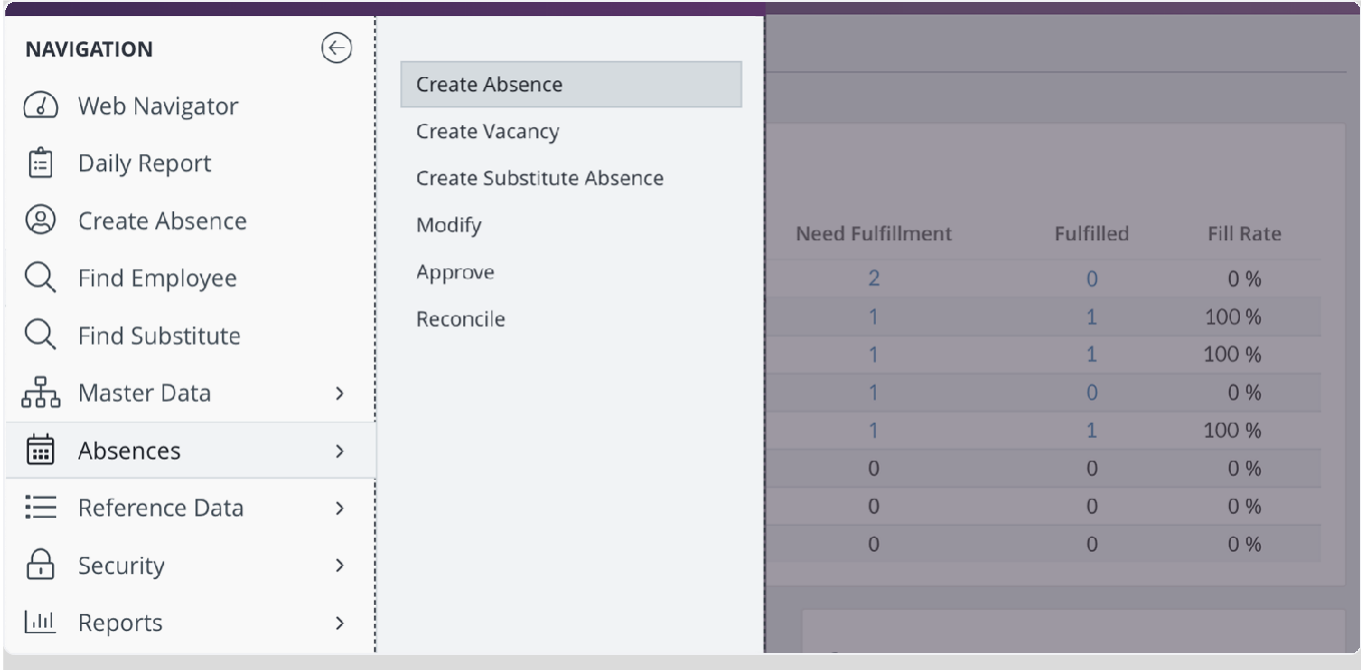
** Always confirm with the substitute that they are willing to work the job before you assign them. Clicking "Assign" is not a request for them to work the job. It indicates that you have confirmed with them that they will be working the job. **

CREATING A NEW ABSENCE FOR A MULTI- SCHOOL EMPLOYEE

If an employee works at more than one location, their absences can be entered in just a few easy steps. This scenario is appropriate if you want a single sub for both variations; otherwise, you should enter separate absences.

SELECT EMPLOYEE

To start the creation process, select **Absences > Create Absence** in your side navigation, or use the new **Create Absence** menu item in the side navigation for one-click access.



The first step in absence creation involves the selection of the employee who requires the absence. You can search for the employee by their last name via the search box, or you can narrow down results and select the first letter of the employee's last name via the letter selector.

With the employee located, click the radio button beside the employee's name and click **Fill out Details**.

Absence: Create Absence
Use Old Version
Select Employee
Fill out Details
Review & Confirm
Done

Step 1: Select Employee
Next Step: Fill out Details

Search: Robinson

Search by Letter

Name	Identifier	Phone	School
R			
Robinson, Thelma	10003	(000) 111-2222	Cool Beans Elementary (+1)

Next Step: Fill out Details

FILL OUT DETAILS

Now you can fill in the absence details. In this example, the employee works at two locations. The first absence day occurs at one location (e.g. Cool Beans Elementary), and the second day occurs at the other (e.g. Trebond High School). This means you will need to create a variation.

ABSENCE DETAILS: "DAY" VIEW

Using the "Day" view, the system will provide a pop-up box where you will enter the absence information (as you would with any other absence). This includes the date, absence reason, time, and any other information that is needed.

Absence Details	
Start/End Date	The calendar allows you to select the dates when your absence will occur. Click the "From" and "To" calendar icons to choose a date range.
School	If the employee works at more than one location, you will need to designate the first location where this absence will occur. (You will assign the second location on the next page.)
Absence Reason	This dropdown lets you choose the reason for this absence (e.g. Extra Sub, Open Position, etc.).

Absence Type	This dropdown allows you to set the absence as a full day, half day AM, half day PM, or custom time.
Start/End Time	These entries allow you to change the times by clicking on the text boxes and typing in your desired times. *If enabled, you may also have the option to enter/adjust a separate substitute report time. See Separate Substitute Report Times .
Budget Code	This dropdown allows you to choose a budget code for this absence.
Accounting Code	This dropdown allows you to choose an accounting code for the absence.
Add Days	Once you are finished, click Add Days to include these days into the absence wizard.

Once the initial details of the absence are created, you can review your entries and add attachments, as needed, prior to completing the creation process. This second page is also where you will adjust the location for the different schools.

Step 2: Fill out Absence Details for **Robinson, Thelma** View by **Day** Variation Next Step: **Review & Confirm**

Viewing by day Add Day(s)

Date

02/19/2020

Wednesday

School

Cool Beans Elementary

Absence Type

Full Day

Start Time

05:30 AM

End Time

11:30 AM

Absence Reason

Personal Time

Sub Times

Full Day

Start Time

05:00 AM

End Time

11:30 AM

Budget Code

Select One

Accounting Code

Select One

Date

02/20/2020

Thursday

School

Trebond High School

Absence Type

Full Day

Start Time

05:30 AM

End Time

11:30 AM

Absence Reason

Personal Time

Sub Times

Full Day

Start Time

05:00 AM

End Time

11:30 AM

Budget Code

Select One

Accounting Code

Select One

ABSENCE SUMMARY

Substitute Required
Yes

Hold Until
No Hold

Wednesday, February 19, 2020
Thursday, February 20, 2020
Trebond High School
5:30 AM - 11:30 AM
Personal Time

REVIEW AND CONFIRM

Once you have filled out the required and optional details, click the blue **Review & Confirm** button to proceed to the final step.

The Review & Confirm page allows you to review all the absence details and perform one of the following steps:

Page Options	
Make Changes	Fill out Details if you need to go back and edit a previous step.
Create Absence	Click Create Absence to create the absence and save your work.

Page Options	
Assign Substitute	Click the Create Absence and Assign Sub button to save the absence and assign a substitute of your choosing.

Step 3: Review and Confirm details for Robinson, Thelma
Next Step:
Create Absence and Assign Sub
Create Absence

Variation # 1 February 19 at Cool Beans Elementary		ABSENCE SUMMARY	
Absence Reason	Personal Time	Substitute Required	
Time	Full Day (05:30 AM-11:30 AM)	Yes	
Substitute Report Time	Full Day (05:30 AM-11:30 AM)	Hold Until	
Budget Code	None Selected	No Hold	
Accounting Code	None Selected	Variation # 1	
Variation # 2 February 20 at Trebond High School		Cool Beans Elementary	
Absence Reason	Personal Time	5:30 AM - 11:30 AM	
Time	Full Day (05:30 AM-11:30 AM)	Personal Time	
Substitute Report Time	Full Day (05:00 AM-11:30 AM)	Variation # 2	
Budget Code	None Selected	Trebond High School	
Accounting Code	None Selected	5:30 AM - 11:30 AM	
Notes & Attachments		Personal Time	
Notes to Administrator	None		
Notes to Substitute	None		
Admin-Only Notes	None		
File Attachments	Approvals Homework - Emily.docx File Stuffs FD 503 Disney Research.docx Disney is AWESOME		

Previous Step:
Fill out Details
Next Step:
Create Absence and Assign Sub
Create Absence

Once created, the system will update the Daily Report, the employee's Absence History tab, and the employee's calendar. The sub will see all the school locations associated with this job.

ABSENCE DETAILS: "VARIATION" VIEW

Using the "Variation" view, you will first enter the absence details (as you would with any other absence) and fill out the top section as if you were creating an absence just for the first location. This includes the date, absence reason, time, and any other information that is needed.

Absence Details	
Start & End Dates	You can click the calendar icon in both the "From" and "To" sections to select a date range, or, for your second option, you can click the individual day(s) from the calendar. (The system automatically highlights your selection(s) in blue.)
Schools	Select the dropdown to choose where this specific portion of the absence will occur. (This selection will allow you to choose the absence reason, etc.)
Absence Reason Type	Select the correct reason for the absence.
Substitute Required	Yes or No
Time	You can adjust the timeframes (e.g. Full Day, Half Day, etc.), as needed, to account for the absence in question.

Absence Details	
Notes	There are three different types of notes that can be added to an absence: • Notes to Administrator: The employee can put notes here for you to see. You have the ability to add notes here as well. • Notes to Substitute: The employee can put notes here for the substitute to see. You have the ability to leave notes here as well. • Admin-Only Notes: This is where you can put notes that will not be visible to the employee or substitute.
Attachments	One way to attach a file is to drag the file from your computer into the designated area on the absence creation screen. The other option is to click the Choose File button and browse your computer for the file to attach. (Keep in mind that once a file is uploaded, you can select the pencil icon to edit the description, or you can click the delete icon to delete the file, if needed.)

Step 2: Fill out Absence Details for **Robinson, Thelma**

Please select at least one date **No School Selected**

Select the day(s) you will be out:

From To

Select Start - Select End

February 2020

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	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

School

+ Add New Variation

Notes & Attachments

Once these are complete, click the **+ Add New Variation** button.

February 19 at Cool Beans Elementary

Select the day(s) you will be out:

From To

02/19/2020 - 02/19/2020

February 2020

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	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

School

Absence Reason

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

Full Day

05:30 AM to 11:30 AM

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

Full Day

05:30 AM to 11:30 AM

Budget Code

Accounting Code

+ Add New Variation

Notes & Attachments

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

In this new section, you can enter the information for the second day of the absence. This allows you to use one absence reason for the first day and a completely different absence reason (and location) for the second day.

Step 2: Fill out Absence Details for Robinson, Thelma View by Day Variation Next Step: Review & Confirm

Variation # 1 February 19 at Cool Beans Elementary ABSENCE SUMMARY

Select the day(s) you will be out:

From To

February 2020						
SU	MO	TU	WE	TH	FR	SA
26	27	28	29	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

School

Absence Reason

Time to

Substitute Report Time to

Budget Code

Accounting Code

Substitute Required
Hold Until

Variation # 1
Cool Beans Elementary
5:30 AM - 11:30 AM
Personal Time

Variation # 2
Trebond High School
5:30 AM - 11:30 AM
Personal Time

+ Add New Variation Delete This Variation

Variation # 2 February 20 at Trebond High School

Select the day(s) you will be out:

From To

February 2020						
SU	MO	TU	WE	TH	FR	SA
26	27	28	29	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

School

Absence Reason

Time to

Substitute Report Time to

Budget Code

Accounting Code

Substitute Required
Hold Until

Variation # 1
Cool Beans Elementary
5:30 AM - 11:30 AM
Personal Time

Variation # 2
Trebond High School
5:30 AM - 11:30 AM
Personal Time

+ Add New Variation Delete This Variation

Notes & Attachments

Previous Step: Select Employee Next Step: Review & Confirm

REVIEW AND CONFIRM

Once you have filled out the required and optional details, click the blue **Review & Confirm** button to proceed to the final step.

The Review & Confirm page allows you to review all the absence details and perform one of the following steps:

Page Options	
Make Changes	Fill out Details if you need to go back and edit a previous step.
Create Absence	Click Create Absence to create the absence and save your work.
Assign Substitute	Click the Create Absence and Assign Sub button to save the absence and assign a substitute of your choosing.

Step 3: Review and Confirm details for **Robinson, Thelma**

Next Step:

✔ Create Absence and Assign Sub

✔ Create Absence

Variation # 1 February 19 at Cool Beans Elementary		ABSENCE SUMMARY ^
Absence Reason	Personal Time	Substitute Required Yes Hold Until No Hold
Time	Full Day (05:30 AM-11:30 AM)	
Substitute Report Time	Full Day (05:30 AM-11:30 AM)	
Budget Code	None Selected	
Accounting Code	None Selected	
Variation # 2 February 20 at Trebond High School		Variation # 1 Cool Beans Elementary ⓘ 5:30 AM - 11:30 AM Personal Time Variation # 2 Trebond High School ⓘ 5:30 AM - 11:30 AM Personal Time
Absence Reason	Personal Time	
Time	Full Day (05:30 AM-11:30 AM)	
Substitute Report Time	Full Day (05:00 AM-11:30 AM)	
Budget Code	None Selected	
Accounting Code	None Selected	
Notes & Attachments		
Notes to Administrator	None	
Notes to Substitute	None	
Admin-Only Notes	None	
File Attachments	📎 Approvals Homework - Emily.docx File Stuffs 📎 FD 503 Disney Research.docx Disney is AWESOME	

Previous Step:

< Fill out Details

Next Step:

✔ Create Absence and Assign Sub

✔ Create Absence

Once created, the system will update the Daily Report, the employee’s Absence History tab, and the employee’s calendar. The sub will see all the school locations associated with this job.

RECONCILING ABSENCES

- Important: Verifies work time for payroll.
- Do this daily, while the nuances of the day are fresh in your mind.
- Use the Sign-In Report and the notes you have made on it to complete the Reconciliation Process.

HOW TO RECONCILE

The "Reconcile" feature in Absence Management allows you to verify or double-check that the absences recorded at your school are accurate. This feature is used for payroll.

You will see the "Reconcile" option via the "Quick Actions" menu on your homepage. The number displayed on this button indicates the number of absences at your location that have yet to be reconciled.

- Click on the Reconcile button under Quick Actions at top right.

~ or ~

- Go to Navigation > Absences > Reconcile

The screenshot shows the Absence Management interface for Victoria County School District. The top navigation bar includes the title "Absence Management", the district name, a search bar, and the user "Rose Tyler, Campus User". The main content area displays a summary for 01/24/2020, showing 2 total absences, 1 unfilled (50.0%), 1 filled (50.0%), and 0 no sub required. A "Quick Actions" menu is highlighted with a red box, containing buttons for "Create Absence", "Create Vacancy", "Approve" (2 in the next 45 days), and "Reconcile" (7 in the past 30 days). Below the summary, a table shows the details of the 1 unfilled absence for Henry Canelo at Walker Middle School, with a reason of "Illness > Personal Illness" and a creation date of 1/23/2020.

Conf #	Name	School	Reason	Shift	✓	Created
401544775 Absence	Canelo, Henry	Walker Middle School	Illness > Personal Illness	●	NA	1/23/2020 11:00 AM

RECONCILIATION SUMMARY

- At the top of the page, you will have the option to change the date range. *When you make changes, make sure to click the Search button to view results.*
- Each week is represented by a single row showing a progress bar and the number of absences reconciled and not reconciled.
- The week can be expanded to show the individual days by clicking the arrow at the end of the row.

When you first come to the summary, the most recent week will already be expanded for you.

Reconciliation Summary

Date Range:

12/24/2019

01/24/2020

☒ Filled
☒ Unfilled
☒ Sub Not Needed

All Schools

Schools

Q Search

How to Reconcile/Unreconcile events:

Access the Details screen for each day by clicking on the number of the events on each day that are reconciled or not reconciled. On the details screen, you can reconcile, unreconcile and modify the details of each event individually or all at the same time.

Date	Reconciled Summary		Not reconciled	
December 25 - December 28, 2019		0/0	0	>
December 29 - January 4, 2020		4/5	1	>
January 5 - January 11, 2020		0/1	1	>
January 12 - January 18, 2020		0/2	2	>
January 19 - January 24, 2020		1/4	3	>
Total Events		5/12	7	

RECONCILING AN ABSENCE

When a row of the summary is expanded, you will see buttons for each day showing how many absences are left to be reconciled.

January 19 - January 24, 2020		1/4	3	⌵
Sunday, January 19, 2020		0/0	0	
Monday, January 20, 2020		0/1	Reconcile 1	
Tuesday, January 21, 2020		1/1	0	
Wednesday, January 22, 2020		0/0	0	
Thursday, January 23, 2020		0/0	0	
Friday, January 24, 2020		0/2	Reconcile 2	

Click on the Reconcile button to be taken to the Reconciliation Details page where you will see a list of absences for that day that need to be reconciled.

Reconciliation Details: For **Friday, 1/24/2020** < > Reconciliation Summary

All Schools Schools ▾
 All Budget Codes Budget Codes ▾
 All Reasons Reasons ▾
 All Accounting Codes Accounting Codes ▾

Filled status:
☒ Filled
☒ Unfilled
☒ Sub Not Needed

Type:
☒ Absences
☒ Vacancies

State:
☒ Not Reconciled
☐ Reconciled

2 Items Reconcile All

Absence | Finney, George Full Day (8:00 AM-4:00 PM) Edit Details ✓ Reconcile

Confirmation #: 401544365 **Substitute:** George Barrowman
Employee Type: Principal
Location: Hamner High School

Absence Reason: Professional Day ▾
Budget Code: Select One ▾
Accounting Code: Select One ▾
Hours Sub Worked: Hours
Pay Code: Select One ▾

✓ Save

Absence | Canelo, Henry Full Day (7:00 AM-3:00 PM) Edit Details ✓ Reconcile

Confirmation #: 401544775
Employee Type: Teacher
Location: Walker Middle School

Absence Reason: Illness > Personal Illness ▾
Budget Code: Select One ▾
Accounting Code: Select One ▾

✓ Save

- Changes to things like the "Absence Reason" can be made right on this page. If you make any changes, be sure to click Save to apply the changes.
- If you need to make other changes to things like times or the substitute who filled in, you can do that by clicking Edit Details. This will take you to the Modify Absence page where you can change absence details.

→ Edit Details ✓ Reconcile

Reason: Illness>Personal Illness ▾
Budget Code: Select One ▾
Acct Code: Select One ▾
Hrs Worked:
Paycode Regular Sub Rate ▾

✓ Save

Keep in mind that you are reconciling one day at a time. If an absence goes across multiple days, you will need to reconcile each day of that absence individually.

Each absence is listed individually showing the details of the absence. This is where you will want to make sure all the details are correct and make any necessary changes.

RECONCILE ALL

- If there is more than one absence to reconcile on the Reconciliation Details page, the Reconcile All button will appear near the top-right corner of the page. This option allows you to reconcile all absences on this page at one time. Not all districts allow this option.
- Before you select this option, make any changes necessary to absences on the page. Once you have done that, or if no changes are needed, click the Reconcile All button.
- Once the process is complete, the absences will be hidden from the list. You will have the option to un-reconcile if needed.

The screenshot displays a web interface for managing absences. At the top, a blue header bar shows '2 Items' on the left and a red-outlined 'Reconcile All' button on the right. Below this, the first item is for 'Finney, George' on 'Full Day (8:00 AM-4:00 PM)'. It includes fields for Confirmation # (401544365), Substitute (George Barrowmai), Employee Type (Principal), and Location (Hamner High School). To the right are dropdown menus for Absence Reason (Professional Day), Budget Code (Select One), Accounting Code (Select One), Hours Sub Worked (Hours), and Pay Code (Select One). A green 'Reconcile' button and a 'Save' button are at the bottom right of this section. The second item is for 'Canelo, Henry' on 'Full Day (7:00 AM-3:00 PM)'. It includes fields for Confirmation # (401544775), Employee Type (Teacher), and Location (Walker Middle School). To the right are dropdown menus for Absence Reason (Illness > Personal Illness), Budget Code (Select One), and Accounting Code (Select One). A green 'Reconcile' button and a 'Save' button are at the bottom right of this section.

Depending on the number of absences reconciled, you may see a progress bar appear that indicates the current status of this process.

You can then click the **Reconciliation Summary** button in the top right corner of the page to return to the main Reconciliation page.

PREFERRED SUBSTITUTES

OSTS wants member districts to establish, use, and frequently update *teacher* and *building* Preferred Sub lists. Teachers and building principals/secretaries can select preferred substitutes in the Absence Management system. Classroom and building level preferred subs can see jobs first in Absence Management before the jobs appear to the general population of substitutes for the district. Having substantive lists of preferred subs helps enhance the fill rate for jobs. To add a substitute to your preferred list:

Go to Navigation on your Home Page > Settings > Preferred Substitutes.

- To add a sub, click “Add Substitutes” on the Preferred Substitutes tab, then start typing his/her last name into the search box. You can start with a minimum of two letters for your search to start showing results. Or you can scroll through the alphabetical list of subs to select your preferred subs.
- Once you have selected the sub’s name, click the “Add to Preferred List” button to add the sub to your preference list.
- You can continue to add as many subs as you would like to your list this way.
- Please DO NOT CHANGE Calling Sequence and Job Visibility Settings. These are established by OSTS in cooperation with your district.

Employees can follow a similar process for creating a list of subs preferred for their classrooms by going to their Home Page > Account > Preferred Substitutes and following the instructions listed above.

General Information	Time Settings	Preferred Substitutes	Excluded Substitutes	Shared Files
Preferred Substitutes				
Search: Last Name		Back to Preferred Substitutes Add to Preferred Substitutes		
Search by Letter	Substitute Name	SELECTED SUBSTITUTES		
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All	A ☐ Adams, Carol ☐ Adams, Mason ☐ Anderson, Mark ☐ Andrews, Tim ☐ Arif, Tahir ☐ Armstrong, Tricia ☐ Arnold, Alienna ☐ Arthur, Tocol ☐ Awad-Mohammad, Rana B	Currently, there are no Substitutes selected		

SELECTING A FAVORITE FIVE SUBS

Once you have added several subs to your preference list, you can select up to five of them to be your “Favorite Five.” These five subs receive an email and a call notifying them of the job. Having substantive lists of favorite subs helps enhance the fill rate for jobs.

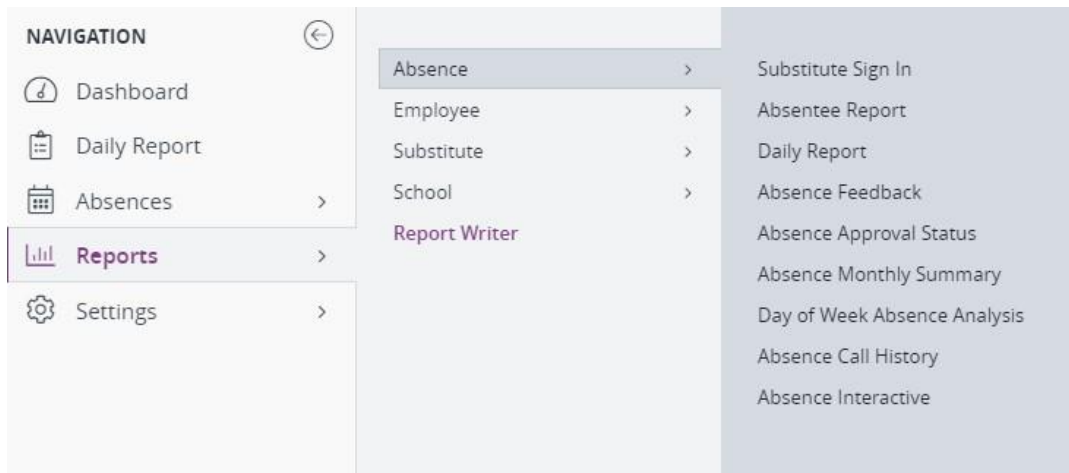
- These five subs will be notified instantly by email when you create an absence that needs a sub **IF** they are available at the time the absence is scheduled to occur.
- They will also get the first phone calls during the next calling period if no one picks up the job as a result of receiving the email.
- To mark someone as a favorite, click the heart icon on their row in your preferred list.
- Further, you can put your favorites in rank order by dragging them up or down by clicking the drag icon. Ordering the favorite five will determine the order in which they receive phone calls about your absence.

Please Note:

- If you are looking for a specific sub, and they are not on the list of subs or they indicate they cannot access Absence Management, they may not have completed all their paperwork for employment this year. They can find out what they are missing or receive help with accessing the system by calling your local ESC contact.
- There is no guarantee that preferred or favorite subs will be assigned to your absence. They get advanced notice, but no guarantee.
- If you are having difficulty accessing the Absence Management system, use the Forgot ID or Username or Forgot Pin or Password feature on Frontline’s Sign In page.

ABSENCE MANAGEMENT REPORTS

From Dashboard > Navigation > Reports



HELPFUL ABSENCE MANAGEMENT REPORTS

- **Substitute Availability** – Go to Navigation > Reports > Substitute > Substitute Availability.
 - Shows what subs are available to work on a specified date
- **School Call History Report** – Go to Navigation > Reports > School.
 - Shows which substitute absence management has called and when the calls were made for specific absences.

HELP AND TRAINING RESOURCES

The Learning Center allows any user (Campus User, Teacher, Substitute) to access “how to” information and training resources.

- Get answers to specific questions and find reproducible guides for staff and substitutes.
- To access the Learning Center, Click the “?” button and then Frontline Support to get started.
- Type title or key words into search box at the Learning Center.



EXCLUSION PROCESS

In the event a substitute needs to be excluded from a building, the district, or a teacher's classroom, please follow the Exclusion Process below.

Step 1:

- Building principals consult with District Administrator regarding potential restrictions/exclusion.
- District-level administrator decides to restrict/exclude a Substitute and/or to recommend him/her for "counseling."
- Administrator notifies Ohio Substitute Teacher Services (OSTS).
 - We ask that verbal notifications must be followed up with a written summary of the request including the details of problems leading up to the request.
- OSTS will not dispute but follow the wishes of the district. If Administrator calls OSTS, a request will be made to have the district Administrator send an email as described above.
- Said email is sent to Cari Wiley, cari.wiley@escneo.org in regard to the specifics of the request being made.
 - This would include if termination were needed and why, or if restrictions and/or counseling is needed and why. OSTS will need to know exactly what occurred.

Step 2:

OSTS excludes substitute immediately from Absence Management (Aesop) after notified. If necessary, the Substitute will be removed from all future assignments in the district.

Step 3:

Cari Wiley will intervene. Actions may include counseling, exclusion from specific teachers' classrooms, grade levels, buildings, or entire district. Cari will determine if said Substitute should be excluded from all districts served by OSTS.

Step 4:

Cari Wiley of OSTS/ESC of Northeast Ohio contacts Substitute in order to communicate regarding the situation as soon as possible. If Substitute calls or emails District or any OSTS partner, they should be referred to Cari Wiley for details/any further discussion.

Step 5:

Appropriate documentation goes into ESC of Northeast Ohio/Substitute employment file.

Step 6:

Any necessary communication is sent to district or partners only if follow up is required.

MORE QUESTIONS?



6393 Oak Tree Blvd, South
Independence, OH 44131
www.escneo.org
Fax: 216.236.0801

Questions About:

- ❖ Use of Absence Management
- ❖ Substitute Fill Requests
- ❖ Recruitment
- ❖ Long-Term Sub Requests
- ❖ Exclusions
- ❖ Sub Employment Status
- ❖ File Compliance
- ❖ Substitute Training
- ❖ Exclusions
- ❖ Frontline Account Setup
- ❖ Background Checks

Contact:

OSTS Service Team
Phone: 216.446.OSTS (6787)

Cari Wiley
Phone: 216.279.0824
Email: cari.wiley@escneo.org

Capri Blasco
Phone: 216.810.2232
Email: capri.blasco@escneo.org



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Questions About:

- ❖ Payroll
- ❖ Personnel and Employment Matters
- ❖ Injuries on the Job
- ❖ Pay Rate Changes
- ❖ Exclusions

Contact:

Payroll
Loren Cross
Phone: 216.525.2517
Email: loren.cross@escneo.org

Leslie DeDauw
Phone: 216.525.2518
Email: leslie.dedauw@escneo.org

Robin Thomas
Phone: 216.901.4254
Email: robin.thomas@escneo.org

Human Resources
Steve Rogaski
Phone: 216.524.3000
Email: steve.rogaski@escneo.org



275 Center Street
Seville, OH 44273
www.medina-esc.org
Fax: 330.723.0573

Questions About:

- ❖ Background Checks

Contact:

Janelle Sailer
Phone: 330.723.6393
Email: jsailer@medinaesc.org



EDUCATIONAL SERVICE CENTER
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1885 Lake Avenue
Elyria, OH 44035
www.loraincountyesc.org
Fax: 440.324.7355

Questions About:

- ❖ Background Checks
- ❖ Recruitment for Lorain County Schools
- ❖ Long-Term Sub needs in Lorain County

Contact:

Pam Gamble
Phone: 440.324.5777 x 1113
Email: gamble@esclc.org



38720 Saltwell Road
Lisbon, OH 44432
www.ccec.k12.oh.us
Fax: 330.424.9481

Questions About:

- ❖ Sub Employment Status
- ❖ File Compliance
- ❖ Substitute Training
- ❖ Background Checks
- ❖ Long-Term Subs Status

Contact:

Robin Frank
Phone: 330.424.9591 x 125
Email: rfrank@ccesc.k12.oh.us



Belmont County Office
67400 Betty Lee Way
St. Clairsville, OH 43950

Tuscarawas County Office
834 East High Avenue
New Philadelphia, OH 44663
www.ecoesc.org
Fax: 866.422.3216

Questions About:

- ❖ Recruitment for Schools in ECO region
- ❖ Sub Employment Status
- ❖ File Compliance
- ❖ Substitute Training
- ❖ Background Checks
- ❖ Long-Term Subs Status

Contact:

Allison Rice
Phone: 740.695.9773 x 8401
Email: allison.rice@ecoesc.org

Nanette McFadden
Phone: 330.308.9939 x 8210
Email: nanette.mcfadden@ecoesc.org