

# Creating a Basic Absence

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

The screenshot shows the 'Create Absence' form with the following elements:

- Navigation:** 'Create Absence' (selected), '5 Scheduled Absences', '4 Past Absences', '0 Denied Absences'.
- Calendar:** April 2014. The date '11' is highlighted in blue.
- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu with 'Select One'.
- Time:** A dropdown menu with 'Full Day' and a time range of '08:00 AM to 03:00 PM'.
- Notes to Administrator:** A text area with '255 character(s) left'.
- Notes to Substitute:** A text area with '255 character(s) left'.
- File Attachments:** A dashed box with 'DRAG AND DROP FILES HERE' and a 'Choose File' button.
- Shared Attachments:** A list of files including 'Vanderbilt HS Code of Conduct.xlsx' and 'High School Rules'.
- Buttons:** 'Cancel' and 'Create Absence'.

## 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.

This close-up screenshot shows the calendar for April 2014. The date '17' is highlighted in blue, and a red arrow points to it. The form is titled 'Create Absence' and shows '5 Scheduled Absences'.

# Entering Absence Details

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

-Choose Absence Reason from drop down.

-Input time (Examples Below)

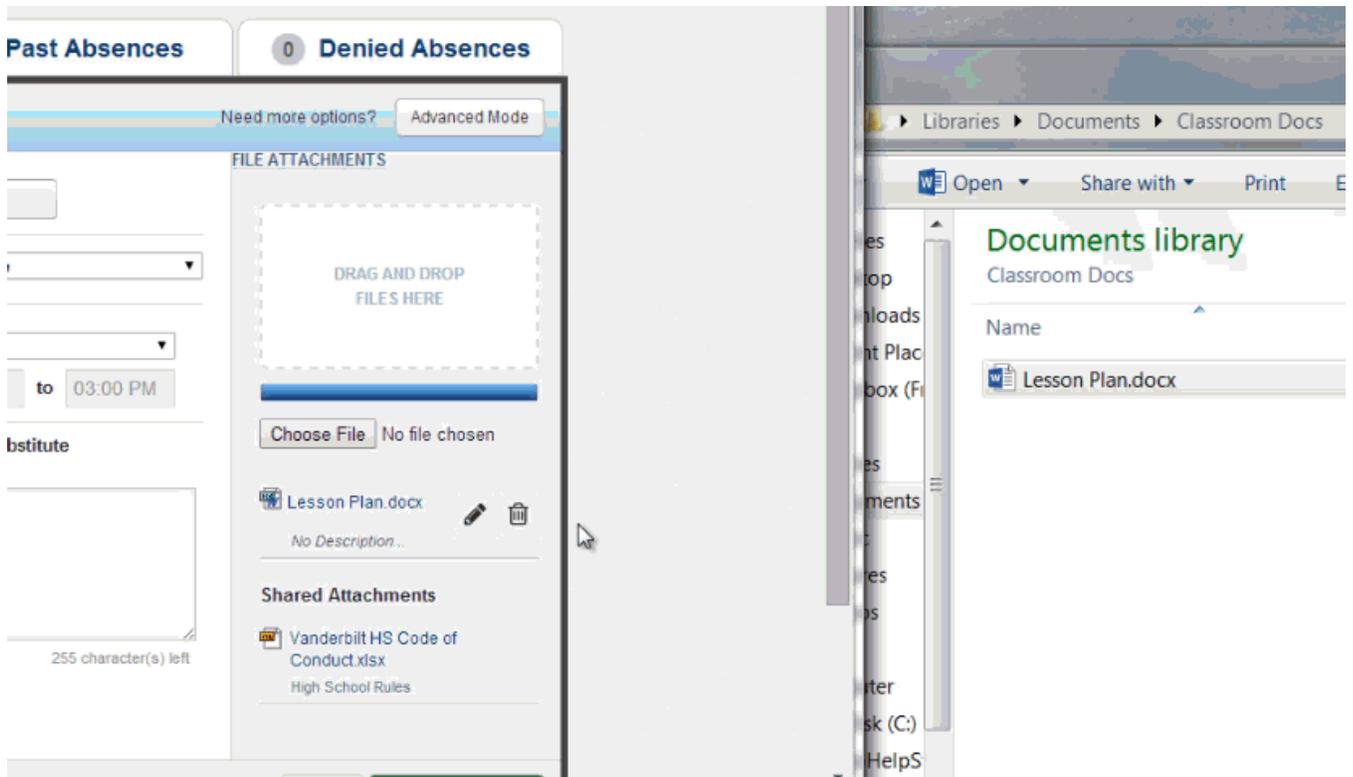
The time is defaulted to your school start and end time for licensed staff. The example below is of an Instruction Assistant creating an absence for 5 hours. If this employee only wished to take 4 hours he/she would have put a to time of 12:25 PM. You will want to add however many hours your are submitting for to the 7:25am regardless of your actual work schedule.

-Notes: You have the ability to leave notes for your administrator. (This is required for Professional Development leave, Reimbursable Leave and Bereavment Leave).

*IF YOU ARE TAKING PROFESSIONAL DEVELOPMENT LEAVE, PLEASE ATTACH THE PROFESSIONAL DEVELOPMENT FORM UNDER FILE ATTACHMENTS OR SEND A HARD COPY TO THE PAYROLL OFFICE. NOTES TO ADMINISTRATOR IS REQUIRED FOR THIS TYPE OF LEAVE AS WELL.*

The screenshot shows a web interface for creating an absence. At the top, there are three colored boxes: a blue box for 'Absences', an orange box for 'Closed Day', and a yellow box for 'In-Service Day'. Below this is a navigation bar with four tabs: 'Create Absence' (active), '0 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. The main content area is titled 'August 31' and includes a 'Need more options? Advanced Mode' link. On the left is a calendar for August 2018 with the 31st highlighted. The form fields are: 'Substitute Required' (No), 'Absence Reason' (Other), 'Time' (07:25 AM to 01:25 PM), and 'Notes to Administrator' (255 character(s) left). A 'FILE ATTACHMENTS' section on the right contains a 'DRAG AND DROP FILES HERE' area and a 'Browse...' button. At the bottom right are 'Cancel' and 'Create Absence' buttons.

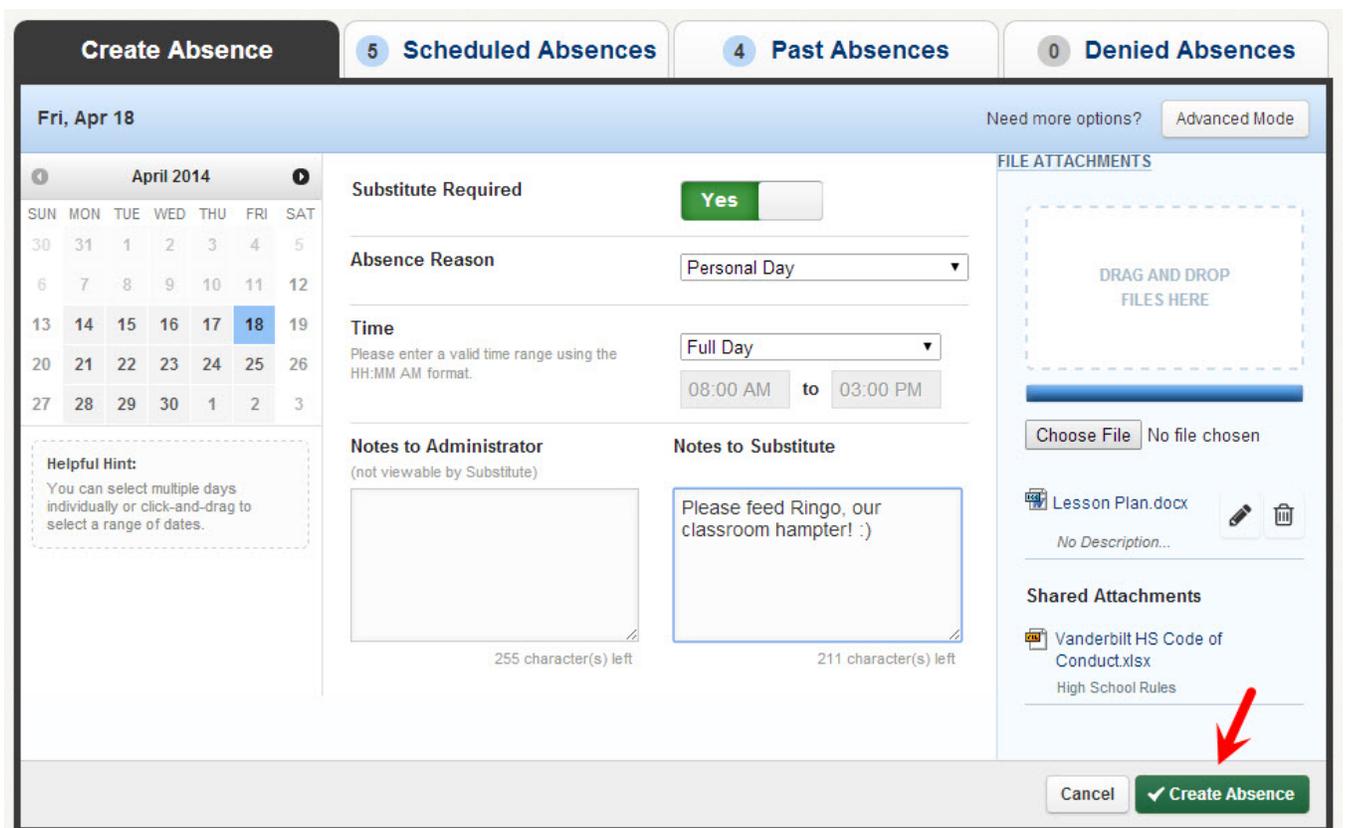
*To attach a file, click the Choose File button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area you see in the example below.*



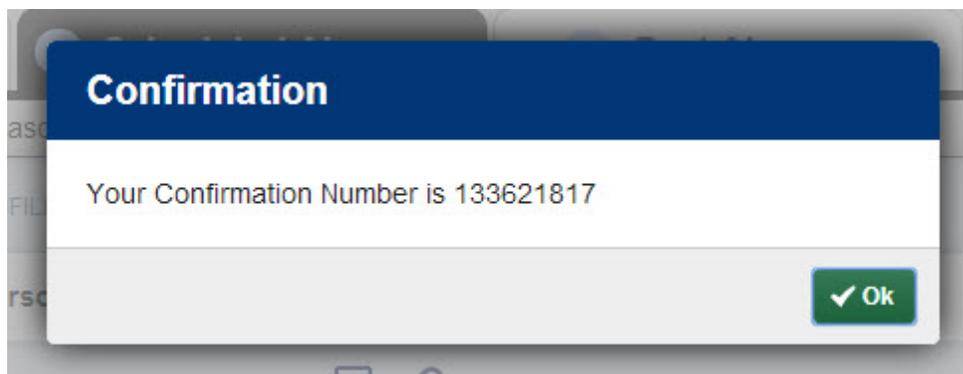
Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the trash can icon.

### Saving the Absence

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



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.*

### How to Edit an Absence

After you have entered an absence there are a few fields you can edit. If you are not able to make the changes please speak with your School Secretary or the Payroll Office and they will be able to help edit your absence. To edit your absence click on the **Scheduled Absences tab** on your home page and then click the **View Details button**.

Click the **Edit Absence** button at the top of the absence screen. You can then edit the following:

- Absence Reason
- Notes to Substitute and to Administrator
- Attachments
- Hold Time

Once you are done editing your absence click **Save Absence**. If you need to edit a detail you do not have access to edit please speak with your School Secretary. To delete your absence click the **DELETE** button.