

Assigning a Substitute

Fabian Dittrich

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

December 16 Need more options? Advanced Mode

December 2019

SUN	MON	TUE	WED	THU	FRI	SAT
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	2	3	4

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
255 character(s) left

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen

Shared Attachments

Cancel **Create Absence and 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.

Pro Tip: You do not have to immediately assign a substitute. The system allows you to create your absence and assign a sub at a later time.

In the pop-up window 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.

Note: 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 Substitute for #395420734

Search for Substitute

or Select from Preferred List: [View List of Substitutes](#)

<input type="radio"/>	Baker, Tom (555) 555-1138	Available ★★★★★	<input type="radio"/>	Chan, Alice (555) 555-6360	Available ★★★★★
-----------------------	------------------------------	--------------------	-----------------------	-------------------------------	--------------------

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		3 Scheduled Absences	0 Past Absences	0 Denied Absences
Date	Reason	Location	Duration	Time
CONFIRMATION # 395420734	UNFILLED / UNAPPROVED			<input type="button" value="✓ Assign Sub"/> <input type="button" value="View Details"/>
16 Dec 2019	Personal Day	Jaspers Elementary School	1 Full Day	8:00 AM - 3:00 PM
CONFIRMATION # 394834367	UNFILLED / UNAPPROVED			<input type="button" value="✓ Assign Sub"/> <input type="button" value="View Details"/>
19 Dec 2019	Personal Day	Jaspers Elementary School	1 Full Day	8:00 AM - 3:00 PM
CONFIRMATION # 395096149	UNFILLED / NO APPROVAL REQUIRED			<input type="button" value="✓ Assign Sub"/> <input type="button" value="View Details"/>
20 Dec 2019	Illness > Personal Illness	Jaspers Elementary School	1 Full Day	8:00 AM - 3:00 PM