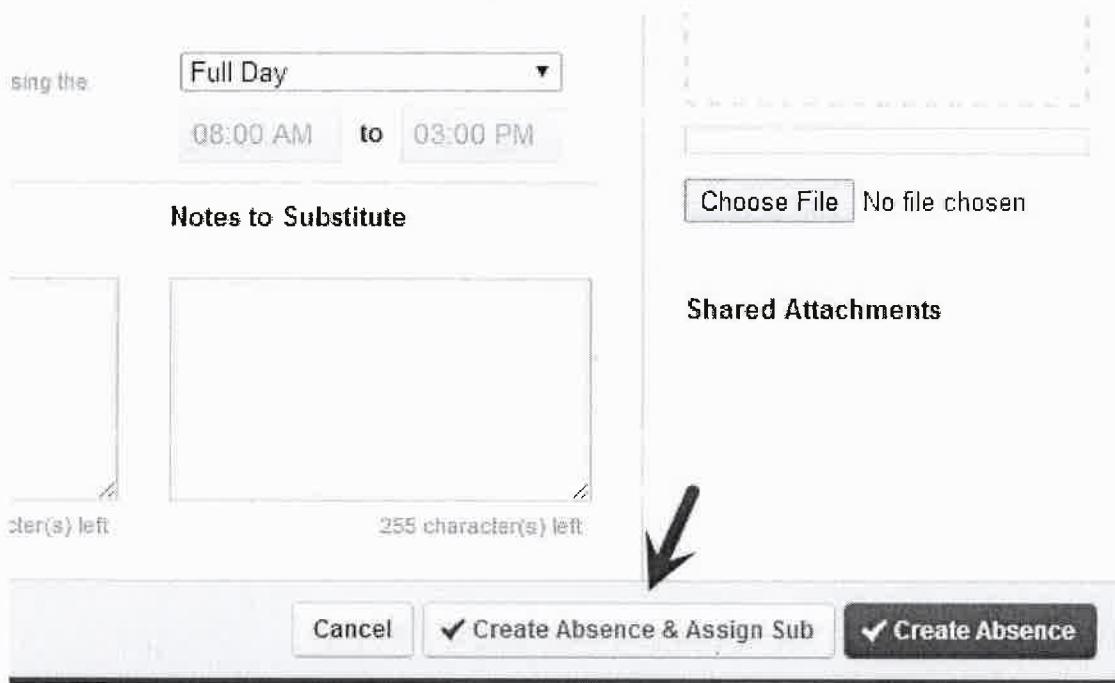


Assigning a Substitute

 absence-help.frontlineeducation.com/hc/en-us/articles/115003265927

Some employees will have the ability to assign a substitute to their absence when they create it. If you have been given this permission, you will see a **Create & Assign Sub** button at the bottom of the "Absence" tab.



The screenshot shows a web form for creating an absence. At the top, there is a dropdown menu set to "Full Day" and a time range from "08:00 AM" to "03:00 PM". Below this is a section titled "Notes to Substitute" with a large text area and a character count of "255 character(s) left". To the right, there is a "Shared Attachments" section with a "Choose File" button and the text "No file chosen". At the bottom of the form, there are three buttons: "Cancel", "✓ Create Absence & Assign Sub", and "✓ Create Absence". A black arrow points to the "Create Absence & Assign Sub" button.

Assign a Substitute During Absence Creation

At the end of the absence creation process, you will be given the option to assign a substitute using the **Create Absence & Assign Sub** button. If you are not ready to assign a substitute just yet, click **Create Absence**. You can always assign a sub to this absence later.

Important: It is your responsibility to communicate with the substitute you are assigning to assure that they are willing to accept the assignment before you assign them. **Absence management will not notify the substitute automatically.**

When you click the **Create & Assign Sub** button, a window will open which will allow you to choose the substitute you want to assign. Search by the substitute's last name, browse the entire list of available substitutes, or choose from your "Preferred Substitutes" list.

Assign Substitute for # 135105255

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 ★★★★★
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Once you've chosen the substitute you would like to assign to this absence, click the **Assign to Selected Sub** button to complete the process.

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. In this list, you will see absences that have the green **Assign Sub** button. Click this button for the absence you want to assign a substitute to.

Available ★★★	<input checked="" type="radio"/>	Chan, Alice (555) 555-6360	Available ★★★★★
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The screenshot shows a calendar at the top with dates from 20 to 31. Below the calendar are three tabs: 'Absences', 'Closed Day', and 'In-Service Day'. The 'Absences' tab is active, showing a summary with '7 Scheduled Absences', '7 Past Absences', and '0 Denied Absences'. Below this is a table of absences:

Date	Reason	Location	Duration	Time	Actions
CONFIRMATION # 133473093	UNFILLED / UNAPPROVED				<input checked="" type="checkbox"/> Assign Sub <input type="checkbox"/> View Details
29 Apr - 30 Apr 2014	Professional Day	Vanderbilt High School	pm) Half Day PM	11:31 AM - 3:00 PM	
CONFIRMATION # 135105255	UNFILLED / UNAPPROVED				<input checked="" type="checkbox"/> Assign Sub <input type="checkbox"/> View Details
06 May 2014	Professional Day	Coal Hill School	Full Day	8:00 AM - 3:00 PM	

Clicking the **Assign Sub** button will open the substitute selection window outlined above.

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