

Modifying Substitute Report Times

absence-help.frontlineeducation.com/hc/en-us/articles/115009650008-Modifying-Substitute-Report-Times-

Under certain circumstances, you may need a substitute to report for different hours than your standard absence times. If your district allows for these adjustments, you can modify substitute report times during the absence creation process.

Some districts do not provide the features mentioned in this article. Contact your administrator if you have any questions.

You must first [create your absence](#) before you can modify the substitute report times.

Absences > Create Absence

Enter the necessary information, including the absence reason and timeframe. Once this is complete, click the **chain-link** icon between the absence time and substitute report time.

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', '0 Scheduled Absences', '1 Past Absences', and '0 Denied Absences'. The main content area is for 'March 27'. On the left is a calendar for March 2017 with the 27th and 29th highlighted. The form fields include:

- Substitute Required:** Yes
- Absence Reason:** Vacation
- Time:** Full Day, 07:00 AM to 03:30 PM
- Substitute Report Time:** Full Day, 07:00 AM to 03:30 PM
- Budget Code:** None Selected
- Notes to Administrator:** (not viewable by Substitute)
- Notes to Substitute:**
- FILE ATTACHMENTS:** DRAG AND DROP FILES HERE
- Shared Attachments:**

A red box highlights a chain-link icon between the 'Time' and 'Substitute Report Time' fields. At the bottom, there are buttons for 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

This selection removes the grayed-out restrictions for the substitute report time and allows you to make the necessary adjustments.

Choose the proper timeframe and click **Create Absence & Assign Sub** or **Create Absence** to complete the process.

Create Absence | 0 Scheduled Absences | 1 Past Absences | 0 Denied Absences

March 27 Need more options? [Advanced Mode](#)

March 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	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

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required: Yes

Absence Reason: Vacation

Time: Full Day | 07:00 AM to 03:30 PM

Substitute Report Time: Half Day AM | 07:00 AM to 11:00 AM

Budget Code: None Selected

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 | |

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