

Assigning a Substitute

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

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.

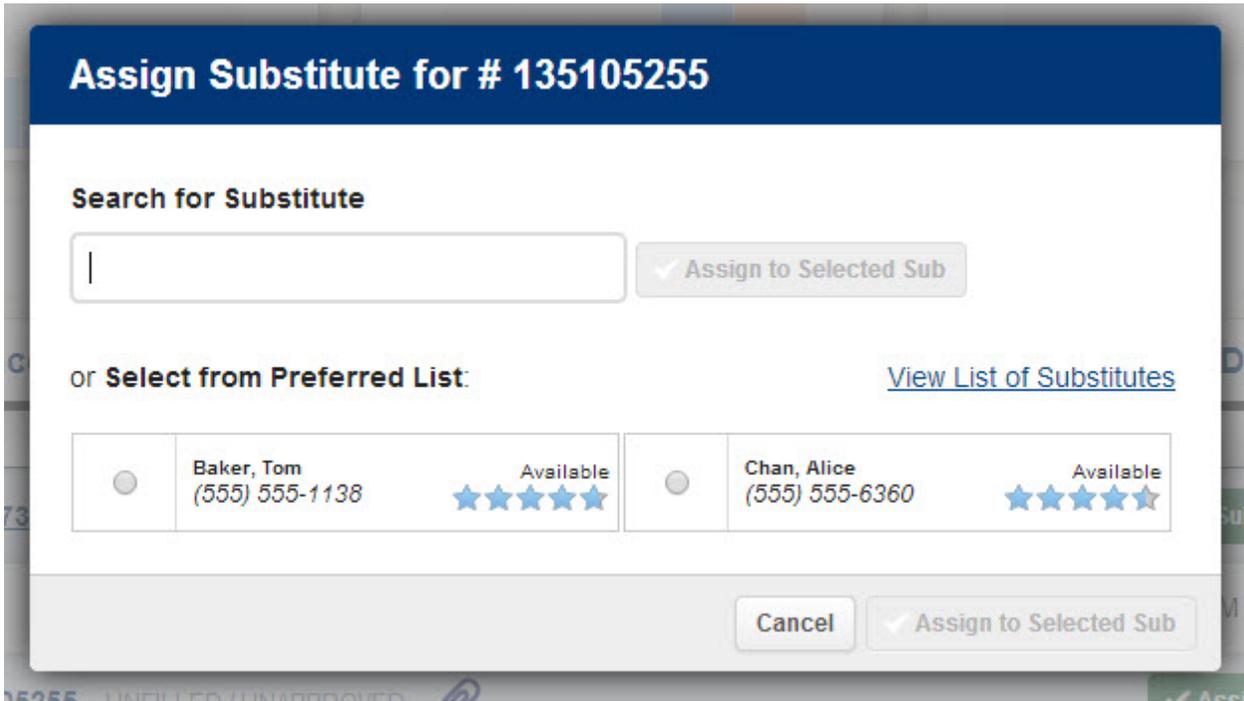
The screenshot shows a web form for creating an absence. At the top, there is a dropdown menu set to "Full Day" and two time selection boxes: "08:00 AM" and "03:00 PM". Below this is a section titled "Notes to Substitute" with two text input areas. The first area is partially obscured, and the second area has a character count of "255 character(s) left". To the right of the notes 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" (highlighted with a red arrow), and "✓ Create Absence".

Assign a Substitute During Absence Creation

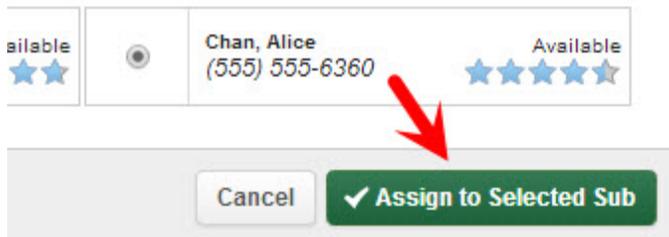
At the end of the absence creation process, you will be given the option to assign a substitute using the **Create Absence & Assign Sub** button. If you are not ready to assign a substitute just yet, click **Create Absence**. You can always [assign a sub to this absence later](#).

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.



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.

Date	Reason	Location	Duration	Time
CONFIRMATION # 133473093 UNFILLED / UNAPPROVED				
29 Apr - 30 Apr 2014	Professional Day	Vanderbilt High School	pm Half Day PM	11:31 AM - 3:00 PM
CONFIRMATION # 135105255 UNFILLED / UNAPPROVED				
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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