The Employee Home Page

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🌐 **absence-help.frontlineeducation.com**/hc/en-us/articles/115003384588-The-Employee-Home-Page

Your application home page provides access to all your important information. These options include district notifications, absence details, and much more!

Web Alerts

When you log in, before you are taken to the home page, you may first see a window that notifies you of district "Web Alerts." These alerts are created by your district and contain important information that may be useful to you.

Once you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be revisited at any time within the application.

Home Page

Once you dismiss your notifications (when applicable), you can view your home page.

Side Navigation

Your side navigation lists absence details, feedback, system preferences, and a substitute/approver directory.
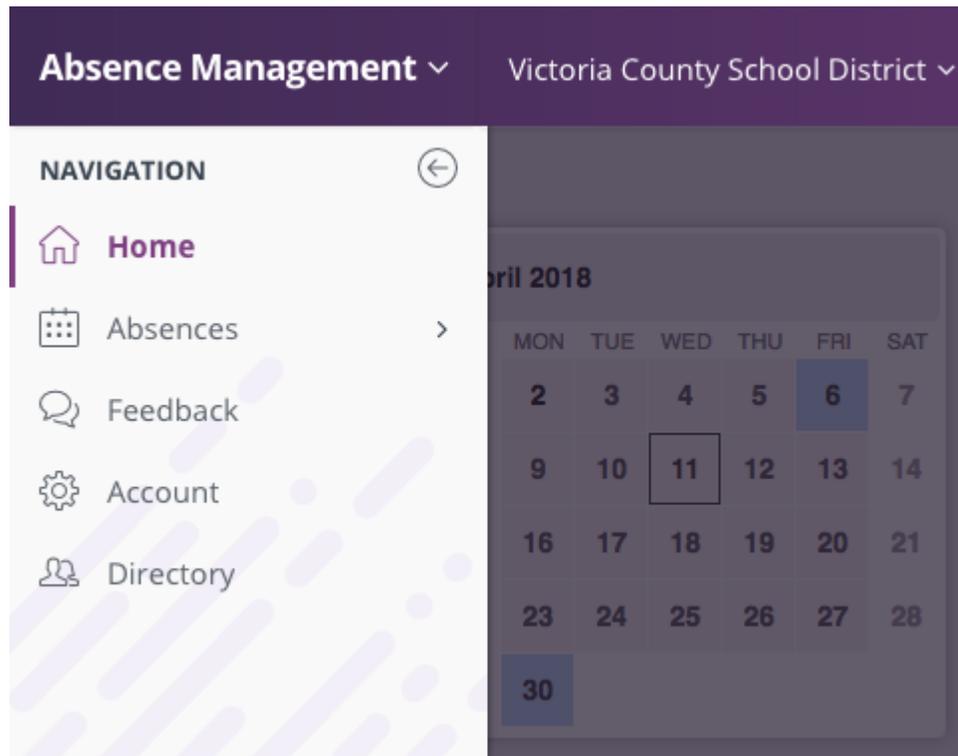
Absences: Create a new absence or review past absences.

Feedback: Leave feedback for jobs completed within the past 14 days or view recently provided feedback.

Account: View account options that include Personal Information, PIN Changes, Shared Attachments, Preferred Substitutes, Excluded Substitutes, and Absence Reason Balances.

Directory: View the contact details affiliated with substitutes and approvers.

Calendar

The calendar provides an overview of your scheduled absences and any closed or in-service days affiliated with your district. It is also color coded to indicate the different types of days.
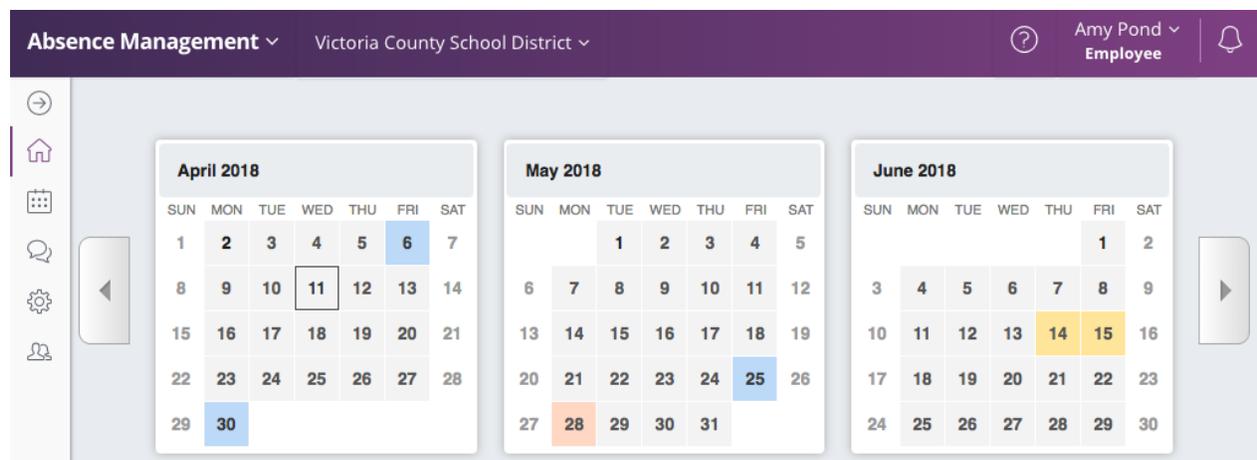
Black Box: A black box around a date represents that it is the current day.

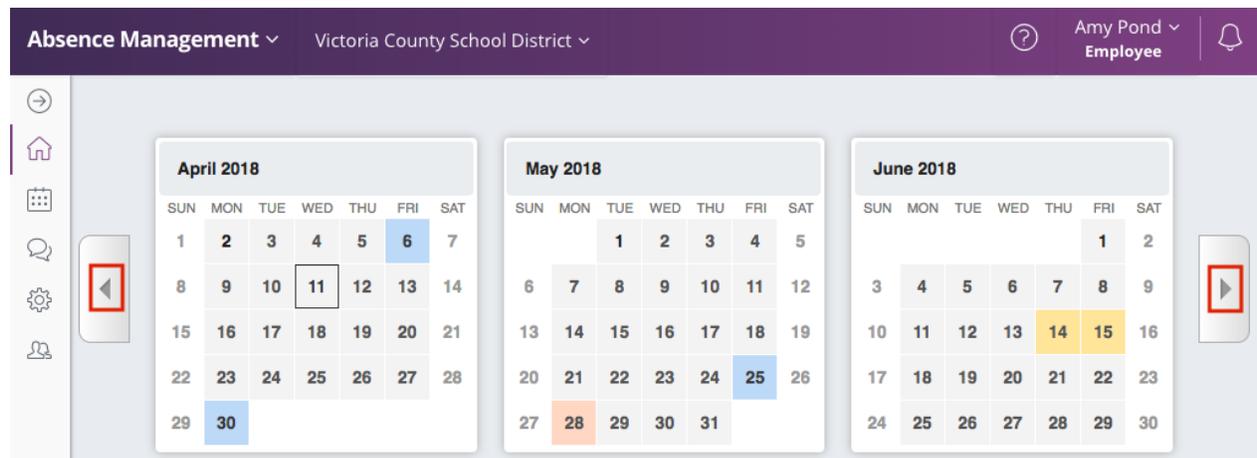**Blue Box:** A blue box represents a past or scheduled absence.

Pink Box: A pink box indicates a Closed day.

Orange Box: An orange box indicates an In-Service day.

Use the back and forward arrows on either side of the calendar to view previous or future days.

You can also click on an individual day within the calendar to view details for that specific date.

If there is an absence on that day, you can take action on that absence right from the pop-up. Or, if it is an open day, you can initiate the creation of an absence.
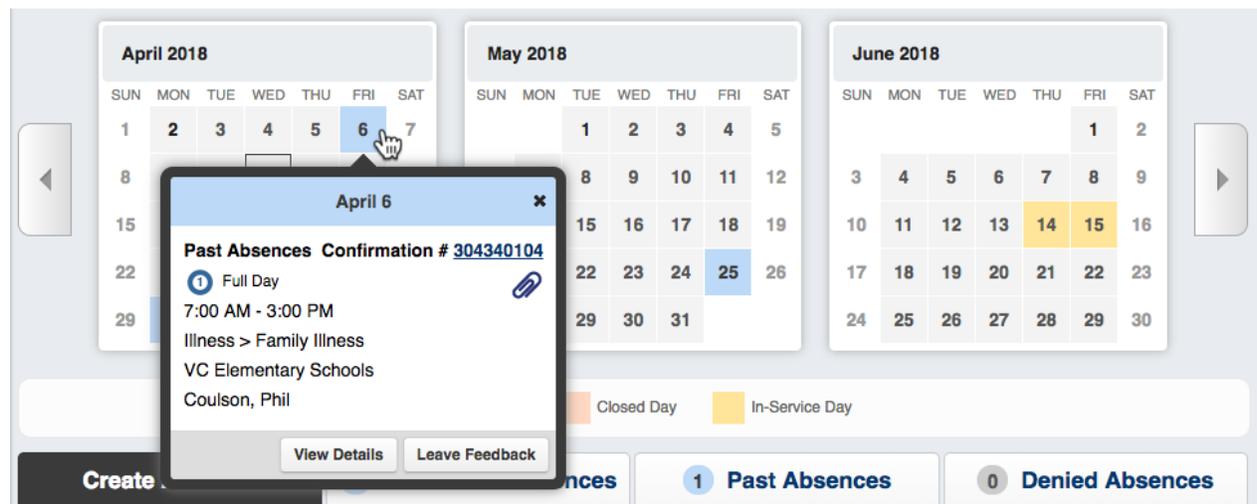
Absence Tabs

Locate the "Absence" tabs directly beneath the calendar. These tabs allow you to quickly create new absences as well as view upcoming, past, and denied absences.

Create Absence: Here, you can create a basic absence right from the home page.

Scheduled Absences: This tab lists any upcoming absences that you have already scheduled. Depending on your permissions, you may also be able to cancel absences from here. The number on the tab represents how many scheduled absences you have.

Past Absences: This tab allows you to view your absences for the past 30 days. The number on the tab represents how many past absences you have within that 30 day range.

Denied Absences: This tab shows any absence requests that were denied by your approver. The number on the tab represents how many denied absences you have.

Application Options

Based on permissions and your district setup, the system includes selections for your application, district, help resources, and Frontline ID account at the top of the page.

Application: Employees with access to multiple applications can alternate between them via the dropdown provided beside the application.

Organization: Employees who work across multiple districts can alternate between them via a dropdown provided beside the district.

Help Resources "?": View your organization's contact information and select the **Frontline Support** link to view application help content.

Account: Select the dropdown beside your name to access your account settings for your Frontline ID account (if applicable) or sign out of the application.

Notifications: Select the "bell" to review any district alerts/notifications.

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