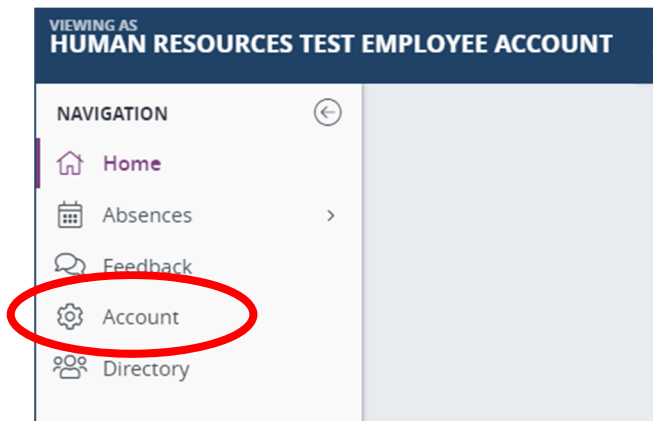
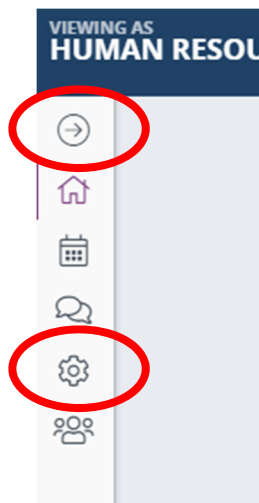


How to Setup my Default Schedule in Absence Management

- 1) Log into Absence Management
- 2) Click the "Account" button on the left of your screen



If you don't see "Account" then that means your navigation bar is minimized. Click the arrow to expand the menu bar or just click the gear to open the account screen.



- 3) At the bottom of the "Personal Info" tab you will see fields to enter both your absence start and end times as well as your substitute start and end times.

Note: these are your default times, you can alter the times when entering a specific absence. By having accurate default times entered before an absence it saves you time in the event you are not feeling well and need to enter an absence and request a substitute.

It is very important that the substitute times are accurate. As of the 2021-22 school year **ALL** substitutes in Absence Management (Guest Teachers, EA Subs, Clerical Subs, and Nutrition Subs) will be paid off of the information entered into Absence Management. There will be no

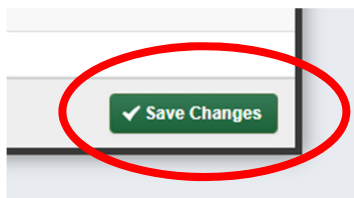
timesheets for EA, Clerical or Nutrition Substitutes. If the time is wrong in Absence Management, the sub will not be paid correctly.

The screenshot shows a web form titled "Personal Info" with a sidebar on the left containing links for "Personal Info", "Phone Credentials", "Shared Attachments", and "Preferred Substitutes". The main form is divided into several sections:

- General Information:** Name: Human Resources Test Employee Account; Phone: 0000000000; Email Address: crohare_b@4j.lane.edu; Title: Test User - TEST ABSENCE; Room Number: Main Office; Language: English.
- Address:** Address1, Address2, Address3, Address4, State, City, Zip Code.
- Absence Times:** Start Time, Half Day AM End Time, Half Day PM Start Time, End Time.
- Substitute Report Times:** Start Time, Half Day AM End Time, Half Day PM Start Time, End Time.

A red circle highlights the "Absence Times" and "Substitute Report Times" sections. A green "Save Changes" button is located at the bottom right of the form.

4) After updating your default times, click the green "Save Changes" button at the bottom.



5) Now the next time you go to enter an absence these times will default into the start and end fields.