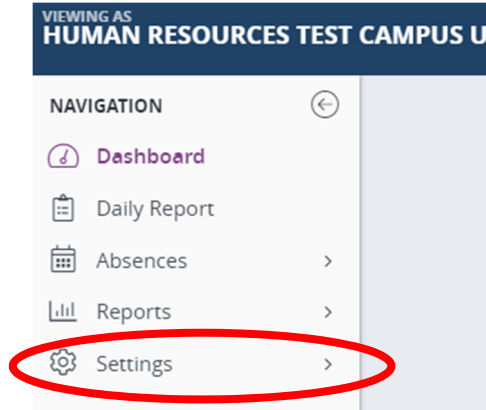
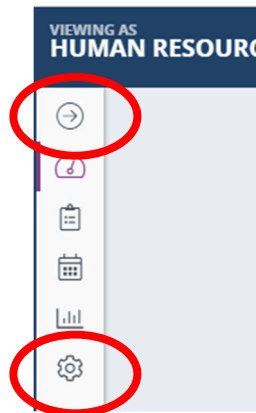


## How to View my School's Default Schedule in Absence Management

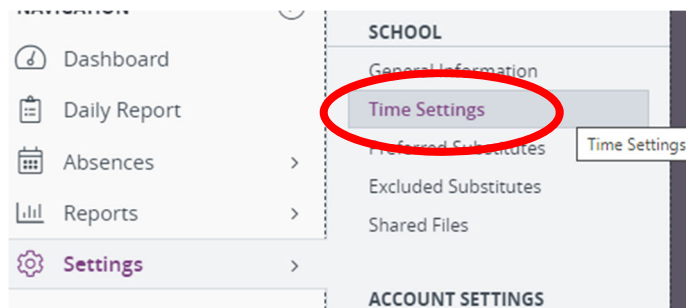
- 1) Log into Absence Management
- 2) Click on the "Settings" button on the left of your screen.



If you don't see "Settings" 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) Click "Time Settings" under the School section



- 4) This will show you what default times are entered into the system.

If an employee in your building enters an absence, first the system will default to their specific start and end times. If they do not have any default times, the system will then default to the school default start and end times.

If you are entering a vacancy, it will default to the school default start and end times.

**Note:** these are the default times, the times for a specific absence/vacancy can be altered at the time the specific absence/vacancy is entered. By having accurate default times entered before an absence/vacancy is entered it saves time and can help ensure accuracy.

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.

General Information	Time Settings	Preferred Substitutes	Excluded Substitutes	Shared Files
School Settings				
Active: <input checked="" type="checkbox"/>		Time Zone: Pacific Daylight Time		
Absence Times				
Start Time: 08:00 AM				
Half Day AM End Time: 12:00 PM				
Half Day PM Start Time: 12:01 PM				
End Time: 04:00 PM				
Substitute Report Times				
Start Time: 08:00 AM				
Half Day AM End Time: 12:00 PM				
Half Day PM Start Time: 12:01 PM				
End Time: 04:00 PM				
Substitute Relative Start/End (Custom Absences Only)				
Relative Start: 0 Minutes Before				
Relative End: 0 Minutes After				

- 5) If any of the times need to be updated then just email the sub desk at [HR\\_SubDesk@4j.lane.edu](mailto:HR_SubDesk@4j.lane.edu) and we can update the times for you.