



Early Childhood Employment Registry

Absences Tip Sheet

1. Choose Create an Absence

2. Confirm your location (if you work at multiple locations) and classification is correct .
3. Choose your **Reason** for being absent
4. Is a **Substitute Required?** Choose **Yes** if you need a substitute to replace you, or **No** if you do not need a substitute to replace you for this absence.

REPORTING MULTIPLE DAYS?
If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.
If every day of the absence does not start and end at the same time, remember to change the times on the we

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Thursday	<input checked="" type="checkbox"/>	07:30 AM	09:00 AM	07:30 AM	09:00 AM
Friday	<input checked="" type="checkbox"/>	07:30 AM	09:00 AM	07:30 AM	09:00 AM

Creating An Absence

5. Choose/enter your start and end date for your absence.
6. Confirm the time of your absence is correct. Is the start time of your absence correct? Is the end time of your absence correct. (if you are going to be away for the full shift, you can leave it the same. If you are going to be away for only a portion of the shift, you may want to edit the default times.
7. Confirm the time you want the substitute to start and end their assignment. Do you want them to come in for your full shift or later then what you usually work?
8. Do you have a substitute you would like to replace you? Do a name look up to find them.
9. Have you already talked to this substitute and asked them to fill in for you, and they said "yes"? If so, say yes to the blue question called Pre-Arranged. If you have not talked to a substitute ahead of time and booked them in verbally, choose "no".
10. Do you have special instructions for this substitute (i.e., a program plan for the day, a recipe for a group baking session etc.) you can write your instructions here and upload an attachment if you like.

**** Sub's appreciate extra details. Let them know the age grouping they will be working with and other important details. You may want to ask the sub to contact you to confirm they are coming.**
11. Once you have entered all your Information, click on Continue.



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Create Job

Create Absence
Absence Information
To complete this absence, press Continue and proceed until a job number is assigned.

Location: Municipal School Age - King George Before School 40140am
Classification: RECE
Reason: Illness - Person 1
Is a Substitute required?: Yes No

5. Dates: Start 09/12/2013 End 09/12/2013
(MM/DD/YYYY) (MM/DD/YYYY)

REPORTING MULTIPLE DAYS?
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Substitute
Specify a Substitute? ID: 33333 Austen, Jane [Name Lookup](#) 8

PRE-ARRANGED?
If the specified substitute has accepted this assignment and does not need to be contacted, press YES.
Has the substitute accepted this job?: Yes No

10. Substitute Instructions: (Maximum Characters=1000)

File Attachments: (Maximum file size=512K)

11.

12. Do one last review of your posting.
13. Click on "Create Absence" to actually post the job.
14. Did you get a Job #? If so, your job has been posted.

What does the Job Status mean?

Open = no one has taken the job yet

Active = the job has been taken

Web Sub Search = the sub searched and found the job online.

IVR = the sub was called on the phone and accepted the job.

NSR = No Sub Required

Admin Assigned = The administrator assigned the job.

Absence Approval

For some absences, getting approval is necessary. The absences that require prior approval are:

Professional Development

Lieu/Flex time

Vacation

All absences requiring approval need to be posted five days or more in advance to give your administrator time to approve your time away. If you try to post an absence requiring approval four days or less before your absence, the system will not allow you to do so. However, your agency administrator can set an absence for you at any time. The system will not try to find a substitute until approval has been given.

You can check your approvals in the absence approval tab in the main menu.

Getting Errors?

If the system won't give you the substitute you are looking for, or won't allow you to book them, they most likely have a scheduling conflict, is on a do not use list, or perhaps is not qualified to work in the position you are in.

The system will also tell you if you have forgotten to add a piece to your absence.

Don't give up. If something isn't working, take another look to see if you missed something, or call for help.

Canceling An Absence

If you need to cancel an absence, you can only do so if there is more than 24 hours before the job is to start.

Administrators for your agency can override the 24 limit.

1. To cancel, go to Review Absences on your menu tabs at the top of the page.
2. If you know the date or Job Number, enter it here. Click on Search
3. Any and all jobs for that date will appear on the page. Click on the underlined Job Number to edit the job.

4. At the bottom of the page, click on Cancel Job.

The system will take you back to the previous page and a **Cancelled** will appear under the Job Number.

1.

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Review Absences

Review Absences
Display Format: List Calendar

Search From: (MM/DD/YYYY) To: (MM/DD/YYYY)

Job Number: Note: Search by job number will not use the date range

Search

2.

Home | Create an Absence | Review Absences | Reason Balances | Absence Approval

Review Absences

Review Absences
Display Format: List Calendar

Search From: 08/23/2013 (MM/DD/YYYY) To: 09/27/2013 (MM/DD/YYYY)

Job Number: Note: Search by job number will not use the date range

Search

Job #	Start Date/Time	Location	Reason
	End Date/Time	Classification	Substitute
1756	09/12/2013 07:30 AM	Municipal School Age - King George Before School	Illness - Person
Cancelled	09/12/2013 09:00 AM	RECE	
<u>1757</u>	09/13/2013 07:30 AM	Municipal School Age - King George Before School	Illness - Person
	09/13/2013 09:00 AM	RECE	Open

3.

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Review Assignments

Review Absence Detail

Job Number: **1757**
 Job Status: Open/Open
 Location: Municipal School Age - King George Before School
 Classification: RECE
 Reason: Illness - Person
 Voice Instructions: None
 Text Instructions: Three new children started on Monday. They need a little extra attention at the beginning of the morning. (Maximum Characters=1000)
 File Attachments: None

Add a File: **Browse...** (Maximum file size=512K)

Start Date: 09/13/2013
 End Date: 09/13/2013
 Weekly Schedule: **Employee** **Substitute**
 Friday 07:30 AM - 09:00 AM 07:30 AM - 09:00 AM
 Specified Substitute: Austen, Jane
 Assigned Substitute: Open
 Notify the substitute of a cancellation?

Save **Cancel Job** **Return To List**

4.