Absence Process

EMPLOYEE ENTERS ABSENCE
- Absence entered by phone or web
- Can create absence in the system until half hour before start time

CAMPUS USER APPROVES OR DENIES ABSENCE
- Approve or deny absence if it requires approval
- Use reports in absence management to view upcoming absences
- Create last-minute absences for employees (if needed)

ABSENCE MANAGEMENT WORKS ITS MAGIC
- Notify favorite 5 subs that there is a new absence
- Release absences to your qualified and available subs via web
- Call qualified and available subs 2 days prior to start date of absence

SUBSTITUTE FINDS & ACCEPTS JOB
- Proactively search for jobs 24/7 on the web or by phone
- Wait for system to call in the morning for absences on that day
- Wait for system to call them in the evening for absences in the next two days

DAY OF ABSENCE
- Campus User reviews Daily Report to see absent employees and substitutes filling in and prints off the substitute sign in sheet
- Substitute shows up and signs the sign in sheet to confirm that they showed up to work the job and the absence has been entered into system
- Campus User reviews absences and reconciles absence directly in the system to confirm their accuracy and send the absence data on to payroll

PAYROLL REVIEWS & RECONCILES ABSENCE DATA
- Payroll reviews absence data for that payroll period using an absence management-generated report
- Data is extracted out of absence management / time and attendance or sent directly to the District's payroll software so that no manual entry is needed