

ABSENCE REASONS

- Make sure the list of absence reasons is complete.
- Make sure you mark the absence reason as “Public to Employee” to provide employees visibility.
- Do not mark “Hold Until Approved” unless “Needs Approval” is also marked.
- Add any absences that have been booked for the future into the absence management system.

SCHOOL SETTINGS

- Check the school name and time zone for accuracy.
- Add the school’s address under the Address tab.
- Make sure the start, half day break, and end times are correct.
- Double-check the school’s cutoff times.
- Choose the correct settings for the school’s preference list.

EMPLOYEE & SUB DATA

- Use the Register Reports to check your employees and subs.
- Set up Skills in the absence management system for employees and subs.

SUBSTITUTE FULFILLMENT

- Make sure each school has its Preference List set up including excludes.
- Place all subs on the “District Preference List.”

SCHOOL CALENDAR

- Enter any closed and in-service days into your calendar.
- Make sure the closed and in-service days are marked for the correct Employee Types.

CAMPUS USERS

- Make sure they have the correct Permission, Visibility, and Approver Profiles assigned to them.
- Turn on the correct notifications which the Campus Users should receive.

WELCOME LETTERS

- Use Letter Writer to create Welcome Letters for your employees, subs, and Campus Users.
- Print and mail your Welcome Letters or email them to the users.
- Send the substitute Welcome Letters no later than 2 weeks before you “go live.”

ONCE YOU ARE LIVE

- Turn on the various notifications for your substitutes.
- A “Live Help” button will appear on the Home Page.
- Subs will begin to receive calls from the absence management system.