
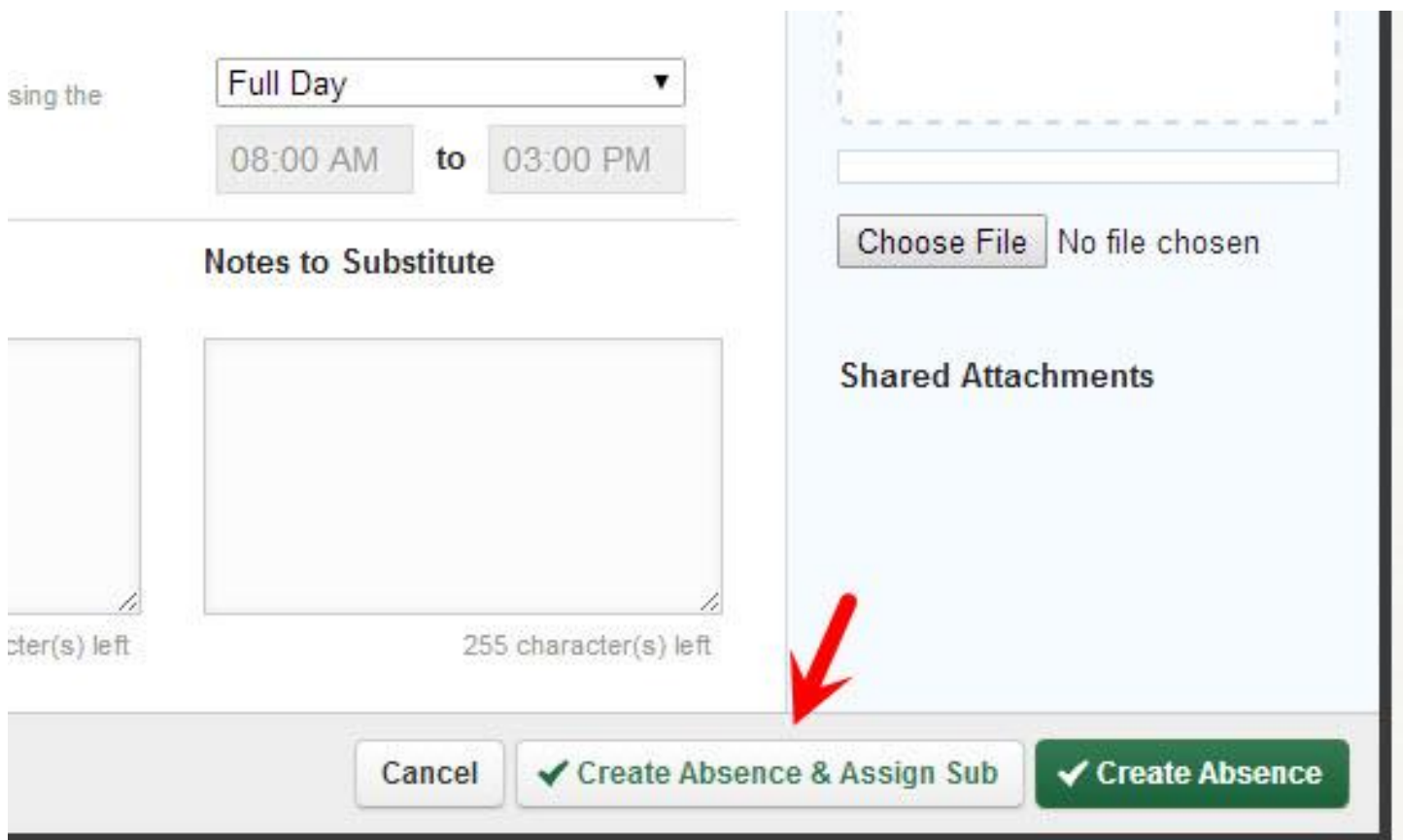


Assigning a Substitute

 absence-help.frontlineeducation.com/hc/en-us/articles/115003265927-Assigning-a-Substitute

Some employees will have the ability to assign a substitute to their absence when they create it. If you have been given this permission, you will see a **Create & Assign Sub** button at the bottom of the "Absence" tab.



The screenshot shows a web form for creating an absence. At the top, there is a dropdown menu set to "Full Day" and two time selection boxes: "08:00 AM" and "03:00 PM" with "to" between them. Below this is a section titled "Notes to Substitute" with two text input areas. The first area is partially obscured by the text "sing the" and "cter(s) left". The second area is larger and has "255 character(s) left" below it. To the right of the notes is a "Shared Attachments" section with a "Choose File" button and the text "No file chosen". At the bottom of the form, there are three buttons: "Cancel", "✓ Create Absence & Assign Sub" (highlighted with a red arrow), and "✓ Create Absence".

Assign a Substitute During Absence Creation

At the end of the absence creation process, you will be given the option to assign a substitute using the **Create Absence & Assign Sub** button. If you are not ready to assign a substitute just yet, click **Create Absence**. You can always [assign a sub to this absence later](#).

Important: It is your responsibility to communicate with the substitute you are assigning to assure that they are willing to accept the assignment before you assign them. **Absence management will not notify the substitute automatically.**

When you click the **Create & Assign Sub** button, a window will open which will allow you to choose the substitute you want to assign. Search by the substitute's last name, browse the entire list of available substitutes, or choose from your "Preferred Substitutes" list.

Assign Substitute for # 135105255

Search for Substitute

Assign to Selected Sub

or **Select from Preferred List:** [View List of Substitutes](#)

<input type="radio"/>	Baker, Tom (555) 555-1138	Available ★★★★★	<input type="radio"/>	Chan, Alice (555) 555-6360	Available ★★★★★
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Cancel Assign to Selected Sub

Once you've chosen the substitute you would like to assign to this absence, click the **Assign to Selected Sub** button to complete the process.

Assign a Substitute to an Existing Absence

To view a list of your currently scheduled absences, click the **Scheduled Absences** tab on the home page. In this list, you will see absences that have the green **Assign Sub** button. Click this button for the absence you want to assign a substitute to.

Available
★★★

<input type="radio"/>	Chan, Alice (555) 555-6360	Available ★★★★★
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Cancel Assign to Selected Sub

The interface displays a calendar at the top with dates from 20 to 31. A legend below the calendar identifies colors: blue for Absences, orange for Closed Day, and yellow for In-Service Day. The main section has four tabs: 'Create Absence', '7 Scheduled Absences', '7 Past Absences', and '0 Denied Absences'. The 'Scheduled Absences' tab is active, showing a table with the following data:

Date	Reason	Location	Duration	Time	
CONFIRMATION # 133473093 UNFILLED / UNAPPROVED					
29 Apr - 30 Apr 2014	Professional Day	Vanderbilt High School	Half Day PM	11:31 AM - 3:00 PM	<input checked="" type="checkbox"/> Assign Sub View Details
CONFIRMATION # 135105255 UNFILLED / UNAPPROVED					
06 May 2014	Professional Day	Coal Hill School	Full Day	8:00 AM - 3:00 PM	<input checked="" type="checkbox"/> Assign Sub View Details

Clicking the **Assign Sub** button will open the [substitute selection window outlined above](#).

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