

Employee Guide



- ❖ Absence Management is the U-46 substitute placement and absence management system where you can create an absence and find a qualified substitute to fill job assignments.
- ❖ Create an absence by visiting the website at app.frontlineeducation.com or by calling at 1-877-264-6562.
- ❖ Google Chrome is the preferred web browser.
- ❖ Our district site has been upgraded to **Insights Platform**. You will need to use **your Frontline ID account credentials** to login to the system. If you forget your user name or password, please try **Forgot Password** option on the login page. If you are unsuccessful in retrieving the information, please email your inquiry to aesop@u-46.org
- ❖ **Mobile App** is available now. You can install the FREE Frontline Education App on your mobile devices from either Apple or Google Play store. **The activation code: 7354**
- ❖ The cut off time for employees to create and cancel an absence is 6:00 AM for high schools and 7:30 AM for elementary and middle schools on the day of the absence. For assistance after the cut off time, you must contact the school building secretary or the high school sub-callers directly.
- ❖ You may create an absence as much as 365 days (1 year) in advance.
 - All ETA Members**
 - For a Bereavement, Sick, and Personal Day, select the time of absence either: [Full Day](#) or [Half Day AM or PM](#)
 - Teacher Assistants (DUEA) or Registered Nurses (Hourly Employees)**
 - [Customize](#) the time of absence based on the employee's standard daily hours – **do not include lunch time when entering employee hours**
- ❖ You can set up your own preferred substitutes in the system. Substitutes included on this list will be given preferential treatment when attempting to fill your absences. You may arrange up to five substitutes as your top favorites. If they are qualified and available, Absence Management will notify them immediately when you create an absence.
 - Home page -> Account tab on the top -> Preferred Substitutes tab on the left -> Add substitutes
- ❖ A teacher may evaluate substitute work performances in the Absence Management system, using the feedback feature for each assignment. The building administrator may submit a Substitute Teacher Evaluation Form to the HR Department requesting to exclude a substitute from the building.