

# Substitute Guide



- ❖ Absence Management is the U-46 substitute placement and absence management system where you can view and accept all available jobs.
- ❖ 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](mailto:aesop@u-46.org)
- ❖ Absence Management uses three methods to create jobs for substitutes:
  - (1) You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the internet at [app.frontlineeducation.com](http://app.frontlineeducation.com). If the lesson plans have uploaded on the Internet, you will be able to view them online once you accept the job!
  - (2) You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
  - (3) Absence Management will also make phone calls to substitutes with job offers. School district U-46 has selected the following hours as its standard calling schedule:
    - Mornings: 5:30 AM - 12:00 PM
    - Afternoons/Evenings: 3:30 PM - 9:30 PM
- ❖ Once you have accepted a job, the system will generate a 9-digit confirmation number, which includes all job details (location, time, phone #, lesson plans, etc.) **You will need your 9-digit confirmation number to enter into Workforce when clocking in for the day.**
- ❖ Cancellation is allowed for an emergency only. All cancelations, no-shows, and late arrival will be strictly monitored and may result in termination of employment per district discretion.
- ❖ 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.