

Absence Management - Approver User Guide

Home Page – Dashboard View

Summary for: 05/01/2017 < Today

All Schools Schools

Total 266

Unfilled 19 [8.4%]

Filled 20 [91.6%]

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Approve 92 in the next 45 days Reconcile 2826 in the past 30 days

19 Unfilled

Conf #	Name	School	Reason	Shift	Created
255726735 Absence	DUAL LANGUAGE GRADE 6	ONTARIOVILLE ELEMENTARY	Sick Day	●	NA 4/26/2017 9:15 AM
256316121 Absence	CROSS CAT TEACHER	TEFFT MIDDLE SCHOOL	Sick Day	●	12:21 PM
256369712 Absence	PHYSICAL EDUCATION TEACH..	CANTON MIDDLE SCHOOL	Sick Day	●	12:26 PM
256373921 Absence	PHYSICAL ED TEACHER ELEM...	SUNNYDALE ELEMENTARY	Sick Day	●	12:26 PM
256374123 Absence	HEALTH EDUCATION TEACHER	EASTVIEW MIDDLE SCHOOL	Sick Day	●	12:26 PM

Your role as an approver, you only need to concentrate on the “Approve” section.

Once you click this section, you will see the list of absences that is pending for your approval. You can approve it individually or approve it all at once.

Due to your approver profile setting (district-wide level), you will be seeing all absences on your view. However, these absences do not pertain to you nor it requires your approval.