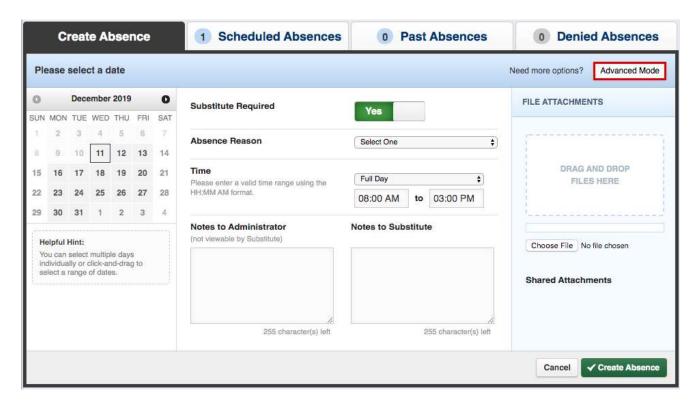
Adding Variations to a Single Day Absence

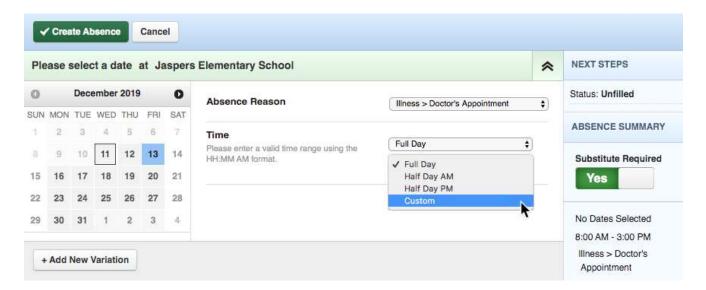
gabsence-help.frontlineeducation.com/hc/en-us/articles/360020866033-Adding-Variations-to-a-Single-Day-Absence

Based on settings determined by your district, you may have the option to use custom times during the creation of an absence (i.e. not Full Day or Half Day times).

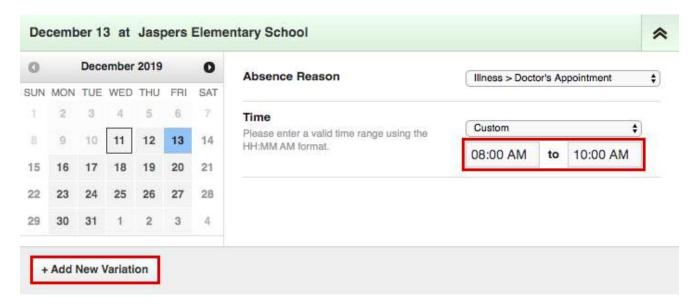
The "Advanced Mode" allows you to create an absence that reflects multiple shifts throughout the day, and you can select the "Advanced Mode" button in the top right corner of the "Create Absence" tab.



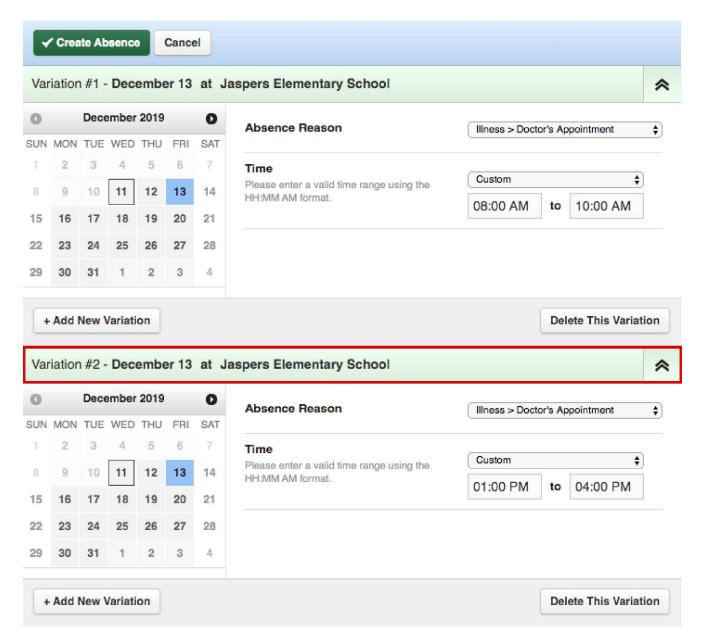
When in advanced mode, use the "Time" dropdown list to select "Custom" as the absence type. Then, select whether "Substitute Required" is "Yes" or "No" (if permissions allow) and choose the absence date(s) and absence reason for this variation.



Next, enter in the custom times of the first shift for which you will be absent and click the **+ Add New Variation** button.



The system will create a second variation, and you can enter a new date, absence reason, and custom time for a second shift!



To add an additional variation (or shift) to this confirmation number, click the **+ Add New Variation** button until you are able to enter all the variations for a single confirmation number.

Then, once you are finished, click **Create Absence** to finalize your absence request.

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