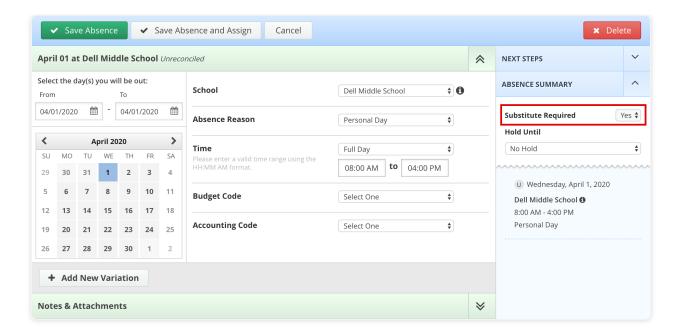# Changing an Absence's Substitute Requirement Setting

Absences can have one of two substitute requirement settings (i.e. "Yes" or "No"), and it is important to understand how these options can be managed within your permission setup.

> Click a hyperlink below to jump to that topic:
>
> → **Adjusting an Unfilled Absence**
> → **Adjusting a Filled Absence**
> → **Managing Employee Requirement Permissions**
> → **Managing Org/Campus User Permissions**
> → **Troubleshooting Permissions**
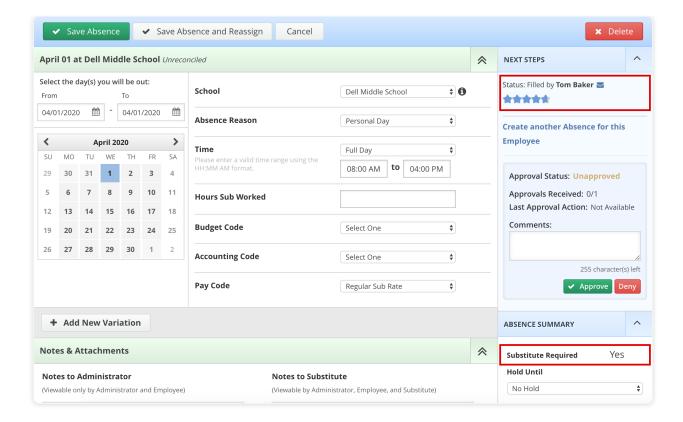
## Adjusting an Unfilled Absence

If provided the permission to require a substitute, a user will see the Yes/No "Substitute Required" dropdown to the far right of an absence, beneath the "Absence Summary" section. *This information can be accessed by selecting the **Edit Absence** button if the absence was previously created (as explained **here (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003383208))**).

## Adjusting a Filled Absence

If you wish to change the job's Substitute Required field to **No**, but the assignment has already been filled by a substitute, you must **remove the substitute (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003381608-Removing-a-Substitute-from-a-Job)** before changing the substitute requirements.
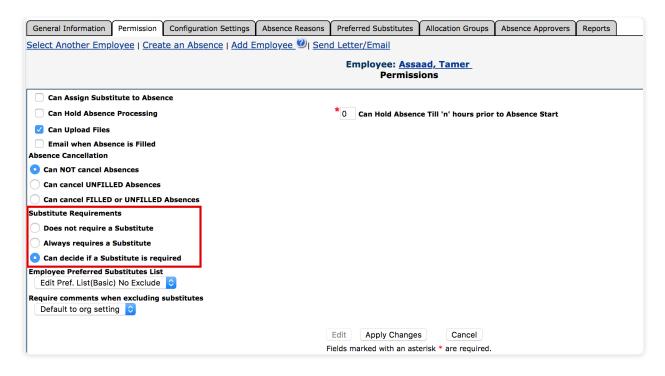
Note how the "Yes/No" option is no longer available now that the substitute "Tom Baker" was assigned.

## Managing Employee Requirement Permissions

Not all employees are assigned the permission that allows them (or an Admin) to choose whether to assign a substitute to an absence. If the absence is unfilled and you do not see the "Yes/No" option, you will need to review the employee's permission settings.

Access the employee's General Information page (as explained **here (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003263787)**) and once opened, select the "**Permissions (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003263707-Employee-Settings-Configuring-Employee-Permissions)**" tab. From here, you will see a section labeled "Substitute Requirements."

| General Information | Permission | Configuration Settings | Absence Reasons | Preferred Substitutes | Allocation Groups | Absence Approvers | Reports |

Select Another Employee | Create an Absence | Add Employee ❓| Send Letter/Email

**Employee: Assaad, Tamer**
**Permissions**

☐ **Can Assign Substitute to Absence**
☐ **Can Hold Absence Processing**                              * ⬜0   **Can Hold Absence Till 'n' hours prior to Absence Start**
☑ **Can Upload Files**
☐ **Email when Absence is Filled**
**Absence Cancellation**
🔘 **Can NOT cancel Absences**
⚪ **Can cancel UNFILLED Absences**
⚪ **Can cancel FILLED or UNFILLED Absences**
**Substitute Requirements**
⚪ **Does not require a Substitute**
⚪ **Always requires a Substitute**
🔘 **Can decide if a Substitute is required**
**Employee Preferred Substitutes List**
Edit Pref. List(Basic) No Exclude ⬍
**Require comments when excluding substitutes**
Default to org setting ⬍

Edit    Apply Changes    Cancel
Fields marked with an asterisk * are required.

## Requirement Settings

| | |
|---|---|
| **Does not require a Substitute** | If selected, the employee's absences indicate "No" in the "Substitute Required" field, and no dropdown menu is available.  An Org. or Campus User with the permission "Absence Request - Assign Sub When No Sub Is Needed," can still assign a sub, which would automatically change the Substitute Requirement to "Yes," but no one can change the requirement to "Yes" while the job is unfilled. |
| **Always requires a Substitute** | If selected, the employee's absences indicate "Yes" in the "Substitute Required" field, and no dropdown menu is available. |
| **Can decide if a Substitute is required** | If selected, substitute requirements can be selected on a per-absence basis. Before changing the substitute requirements on a specific absence, this setting must be selected on the employee's Permission tab. |

# Managing Org/Campus User Permissions

**Organization User**

For organization users to change an *employee's* substitute requirements, they need the permissions "Permissions – View" and "Permissions – Edit" in the "Employee" category of their Permission Profile.  To learn how to add or remove that ability from organization users in your district, see our **editing permission profiles (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265147-Editing-an-Organization-or-Campus-User-s-Permissions)** article.

**Campus User**

Campus users are never able to edit employees' permissions, although they may be able to edit the substitute requirements of specific absences for employees who "Can Decide if a Substitute is Required".

# Troubleshooting Permissions

Occasionally, you may find that an employee "Can decide if a Substitute is Required," but a user is still unable to edit this setting on this employee's absences.

In this case, the user may not have the appropriate permission to change this setting, even on a specific absence. Specifically, the required permission is, "Absence Request Details - Edit Substitute Required" in the "Absence" category of a permission profile. (To learn how to adjust these permissions, see our **editing permission profiles (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265147-Editing-an-Organization-or-Campus-User-s-Permissions)** article.)

Finally, if the user is unable to edit the absence at all, there may be another permission at play.

**Example Scenarios:**

- If the absence occurred in the past, the user would need **permissions to edit past absences (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265147-Editing-an-Organization-or-Campus-User-s-Permissions).**)

- If the absence is approved, the user would need the permission to edit approved absences.

- If the absence is extracted, the user would need permission to edit extracted absences.

Our **permission profile glossary (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003382808-Permission-Profile-Glossary)** can serve as a guide for better understanding these permissions.