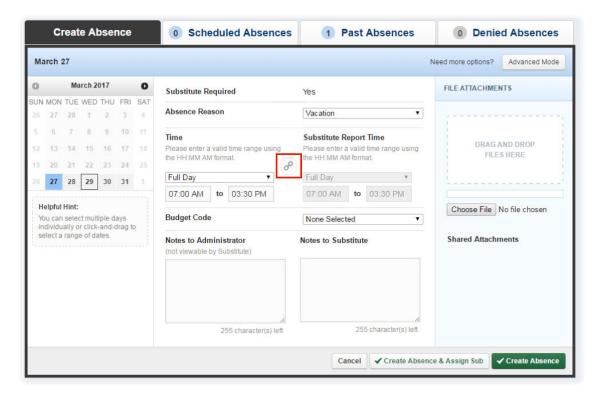# Modifying Substitute Report Times

These options may or may not be available, depending on the settings determined by your district. Please contact your System Administrator is you require assistance.

Under certain circumstances, you may need a substitute to report for different hours than your standard absence times. If your district allows for these adjustments, you can modify substitute report times during the absence creation process.

*You must first **create your absence (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence?)** before you can modify the substitute report times.

Absences > Create Absence

Enter the necessary information, including the absence reason and timeframe. Once this is complete, click the **chain-link** icon between the absence time and substitute report time.

This selection removes the grayed-out restrictions for the substitute report time and allows you to make the necessary adjustments.

Choose the proper timeframe and click **Create Absence & Assign Sub** or **Create Absence** to complete the process.