

# 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 if 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.

**Create Absence** | 0 Scheduled Absences | 1 Past Absences | 0 Denied Absences

March 27 | Need more options? | Advanced Mode

**March 2017**

SUN MON TUE WED THU FRI SAT

26 27 28 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required** Yes

**Absence Reason** Vacation

**Time**  
Please enter a valid time range using the HH:MM AM format.

Full Day

07:00 AM to 03:30 PM

**Substitute Report Time**  
Please enter a valid time range using the HH:MM AM format.

Full Day

07:00 AM to 03:30 PM

**Budget Code** None Selected

**Notes to Administrator**  
(not viewable by Substitute)

**Notes to Substitute**

255 character(s) left

255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

Cancel | Create Absence & Assign Sub | Create Absence

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.

Create Absence

0 Scheduled Absences

1 Past Absences

0 Denied Absences

March 27

Need more options? Advanced Mode

March 2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required** Yes

**Absence Reason** Vacation

**Time**  
Please enter a valid time range using the HH:MM AM format.  
Full Day  
07:00 AM to 03:30 PM

**Budget Code** None Selected

**Notes to Administrator**  
(not viewable by Substitute)  

255 character(s) left

**Substitute Report Time**  
Please enter a valid time range using the HH:MM AM format.  
Half Day AM  
07:00 AM to 11:00 AM

**Notes to Substitute**  

255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

Cancel

✓ Create Absence & Assign Sub

✓ Create Absence