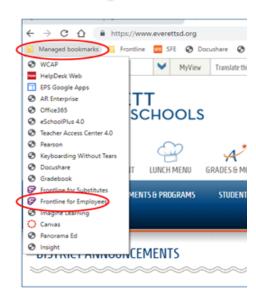# Absence Management

LOGGING IN ON THE WEB

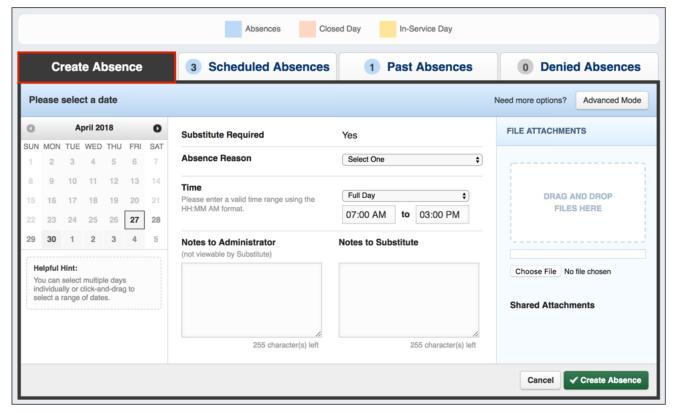**Frontline for Employees** (Managed Bookmarks in Google Chrome)

https://login.frontlineeducation.com/sso/everettsd

If you have not yet logged into Frontline with the new link, please do so. No log in credentials will be required within the district network.

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab.
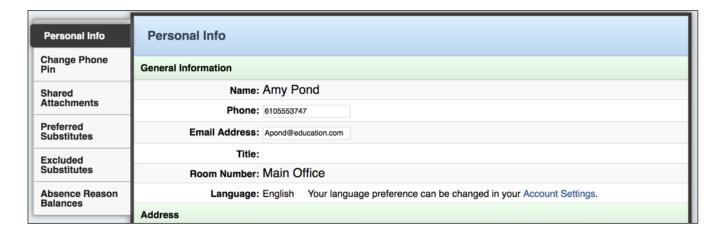
Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.
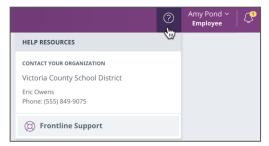
MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the "Account" option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.
You may also contact Human Resources at ext. 4111 or 4114.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

> **If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.**