

Editing Days in a Multi-Day Absence

absence-help.frontlineeducation.com/hc/en-us/articles/115003265527-Editing-Days-in-a-Multi-Day-Absence-

You may occasionally need to edit the details for a specific day within a multi-day absence. Whether these changes apply to an absence reason, location, budget code, or any number of additional fields, you can easily implement the updates.

To get started, let's first locate the absence in question using the options provided on your Absence Management homepage (as outlined here). In this example, the absence was located by confirmation number using the Search bar.

Summary for: 05/25/2020 < Today > ☒ Absences ☒ Vacancies

All Schools Schools Teacher Employee Types

Total 2 Unfilled 1 [50.0%] Filled 1 [50.0%] No Sub Required 0

MAY 25 DAILY REPORT Print

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Approve 0 in the next 45 days Reconcile 0 in the past 30 days

1 Unfilled

Conf #	Name	School	Reason	Shift	✓	Created
414997479 Absence	Canelo, Henry	Walker Middle School	Personal Day	●	✓	5/20/2020 10:26 AM

This will open the absence's details page.

Alternating Views: The absence wizard allows you to alternate between one of two visibility modes (e.g. "Day" or "Variation"). Both offer similar functionality, but each provides a different view/method to enter your absence details. This example uses the "Day" view.

When editing a multi-day absence, we recommend you select the "Day" view, as this will allow you to easily navigate and reference each day in your multi-day absence. (If, however, you prefer using the "Variation" view, you can reference this article to better understand how to edit your absence.)

View Absence #414997402 - Assaad, Tamer Status: Filled by Tom Baker / Approved

May 25 - May 29 Hours Per Day: 8 | Created: 5/20/20 10:25 AM | Last Update: 5/20/20 10:25 AM

Absence
Absence Log
Approvers
Approver Log
Available Subs
Call History

Edit Absence
Split Absence

View by
Day
Variation

Delete

Viewing by day

Notes & Attachments

NEXT STEPS
ABSENCE SUMMARY

To choose the "Day" view, simply select the "**Day**" toggle at the top of the absence detail's page. Then, click **Edit Absence**. This selection will provide access to view and edit each day of your overall absence.

Absence
Absence Log
Approvers
Approver Log
Available Subs
Call History

Edit Absence
Split Absence

View by
Day
Variation

Delete

May 25 - May 29 at Dell Middle School 0 out of 5 Days Reconciled

Select the day(s) you will be out:
From To
05/25/2020 - 05/29/2020

May 2020

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	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	2	3	4	5	6

School

Dell Middle School

Absence Reason

Personal Day

Time

Full Day
08:00 AM to 04:00 PM

Hours Sub Worked

Budget Code

None Selected

Accounting Code

None Selected

Pay Code

Regular Sub Rate

Status: Filled by Tom Baker

Unassign
Reassign Sub

Create another Absence for this Employee

Approval Status: Approved
Approvals Received: 1/1
Last Approval Action: 5/20/2020 10:25 AM

ABSENCE SUMMARY
Substitute Required Yes

Notes & Attachments

In this example, the first two days of this user's absence will occur at a different location than is indicated on the absence, so both days will require an update. To make these changes, simply locate each day (by its date) and select the "School" dropdown to choose an alternate location.

Cancel

Save

Viewing by day

Add Day(s)

05/25/2020

Monday

U

School

Dell Middle School

Williams High School

Walker Middle School

✓ Dell Middle School

Budget Code

Select One

Accounting Code

Select One

Hours Sub Worked

Absence Type

Full Day

Start Time

08:00 AM

End Time

04:00 PM

Pay Code

Regular Sub Rate

05/26/2020

Tuesday

U

School

Dell Middle School

Absence Reason

Personal Day

Budget Code

Select One

Absence Type

Full Day

Start Time

08:00 AM

End Time

04:00 PM

Pay Code

Regular Sub Rate

You can collectively review and update any fields within each day of your multi-day absence, and once you are finished, simply click **Save** to record your changes.

Absence
Absence Log
Approvers
Approver Log
Available Subs
Call History

Cancel
Save
Delete

Viewing by day
Add Day(s)

Date
05/25/2020
Monday
U

School
Walker Middle School

Absence Type
Full Day

Start Time
08:00 AM

End Time
04:00 PM

Absence Reason
Personal Day

Pay Code
Regular Sub Rate

Budget Code
Select One

Accounting Code
Select One

Hours Sub Worked

Date
05/26/2020
Tuesday
U

School
Walker Middle School

Absence Type
Full Day

Start Time
08:00 AM

End Time
04:00 PM

Absence Reason
Personal Day

Pay Code
Regular Sub Rate

NEXT STEPS

Status: Filled by Tom Baker

Create another Absence for this Employee

Approval Status: Approved

Approvals Received: 1/1

Last Approval Action: 5/20/2020 10:25 AM

ABSENCE SUMMARY

Substitute Required
Yes

Hold Until
No Hold