

ADMINISTRATORS - FRONTLINE GUIDE TO EDIT PD ABSENCES

1. Log in as a Campus User and select a PD confirmation number from the dashboard lists. (Please note, you may need to toggle between the Unfilled and Filled circles (in purple) or the Total circle (in green) to ensure you edit and review all absences)

VIEWING AS [User] **Absence Management** Kansas City Kansas Public Schools Search

NAVIGATION

- Dashboard
- Absences
- Reports
- Settings

Summary for: [Date] **Today** Absences Vacancies

Schools: [Dropdown] All Employee Type(s): [Dropdown] Employee Types: [Dropdown]

Total **Unfilled** **Filled** **No Sub Required** **OCT DAILY REPORT** **Print**

Quick Actions

Confirmation Number: [Input] **Search**

Create Absence

Approve 51 in the next 45 days **Reconcile** 174 in the past 30 days

4 Unfilled

Conf #	Name	School	Reason	Shift	Created
[Red Box]	[Name]	[School]	PROFESSIONAL LEAVE	[Shift]	9/12/2018 12:01 PM
[Name]	[Name]	[School]	[Reason]	[Shift]	10/4/2018 3:02 PM
[Name]	[Name]	[School]	[Reason]	[Shift]	10/5/2018 5:33 AM
[Name]	[Name]	[School]	[Reason]	[Shift]	10/5/2018 10:37 AM

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- From the Absence screen, review the notes section to ensure that adequate information has been provided regarding the budget that should be charged. If you wish to provide further clarification, please select "Edit Absence"

View Absence #: [REDACTED] Status: **Unfilled / Unapproved**
Hours Per Day: 8 | Created: 9/12/18 1:01 PM | Last Update: 9/18/18 9:15 AM

Absence | Absence Log | Approvers | Approver Log | Available Subs | Call History

[Edit Absence](#) [Reconcile](#) [Delete](#)

October 05 at ARGENTINE MIDDLE

Select the day(s) you will be out:
From: [REDACTED] To: [REDACTED]

Calendar: October 2018
SU MO TU WE TH FR SA
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

Absence Reason: PROFESSIONAL LEAVE - PD
Title Required in Notes to Admin

Time: Full Day
07:30 AM to 03:30 PM

Substitute Report Time: Full Day
07:30 AM to 03:30 PM

Next Steps:
Status: **Unfilled**
[Assign Sub](#)
Create another Absence for this Employee

Approval Status: **Unapproved**
Approvals Received: 0/2
Last Approval Action: Not Available

Comments:
[REDACTED]
255 character(s) left
[Approve](#) [Deny](#)

Notes & Attachments

Notes to Administrator (Viewable only by Administrator and Employee)	Notes to Substitute (Viewable by Administrator, Employee, and Substitute)
IEP Day	None
Admin-Only Notes (Viewable only by Administrator)	
None	
File Attachments	Related Files
Uploaded Files [REDACTED]	Pay Calendar 2018.pdf Pay Calendar 2018.pdf Pay Calendar 2018

ABSENCE SUMMARY

Substitute Required: **Yes**

Friday, October 5, 2018
[REDACTED]
7:30 AM - 3:30 PM
PROFESSIONAL LEAVE - PD Title
Required in Notes to Admin

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- From the Edit screen, scroll down to the notes section and enter any additional data or clarification needed in the “Admin-Only Notes” section to ensure that the correct budget is charged. When complete, be sure to select “Save Absence” at the bottom of the page.

[+ Add New Variation](#)

Notes & Attachments ⌆

Notes to Administrator

(Viewable only by Administrator and Employee)

IEP Day

248 character(s) left

Notes to Substitute

(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

Admin-Only Notes

(Viewable only by Administrator)

255 character(s) left

File Attachments

