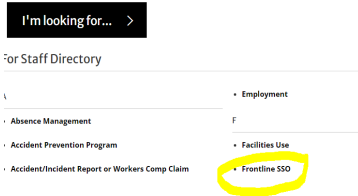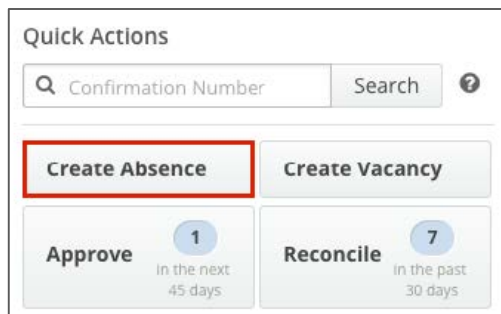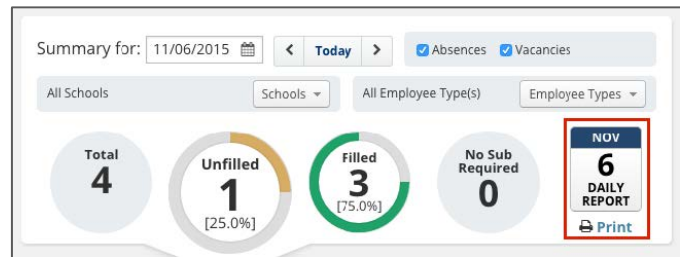# Absence & Time

Absence and Substitute Management

LOGGING IN ON THE WEB

To log in to the absence management system, log in to your Google Drive using your ASD email, then go to the district website www.auburn.wednet.edu, choose "For Staff", and click on the Frontline SSO link.

ACCESSING THE DAILY REPORT

The Daily Report gives you an overview of each day's absences, substitutes, and more. Access or print the Daily Report by clicking the Daily Report button on the home page.

CREATING AN ABSENCE

The system is designed to allow employees to enter their own absences, but as an Admin there may be times that you need to enter an absence on behalf of an employee.
To create an absence, click the **Create Absence** button on the Quick Actions panel. Alternatively, choose **Absences** > **Create Absence** from the side navigation bar.

SUBSTITUTE SIGN-IN REPORT

The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on **Reports** > **Absence** > **Substitute Sign In**

APPROVING (OR DENYING) ABSENCES

If you approve absences at your school, you will find a list of absences requiring approval by clicking the **Approve** button on the Quick Actions panel. On the absence approval page, click the **Approve** or **Deny** button next to the absence.

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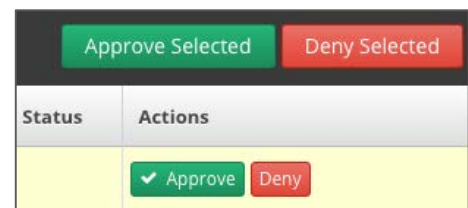
RECONCILING ABSENCES

The system allows you to "reconcile" absences at your school to double-check that the data is correct. This is especially important if you are sharing the absence data with a payroll system.

Click on the **Reconcile** button in the Quick Actions panel to view absences that need to be reconciled.

PREFERRED SUBSTITUTES

The system gives you the ability to create a list of substitutes that you prefer to work at your school. If your district has given you the permission, you can create and manage your preferred substitutes list by clicking on **Settings** > **School** >**Preferred Substitutes**.
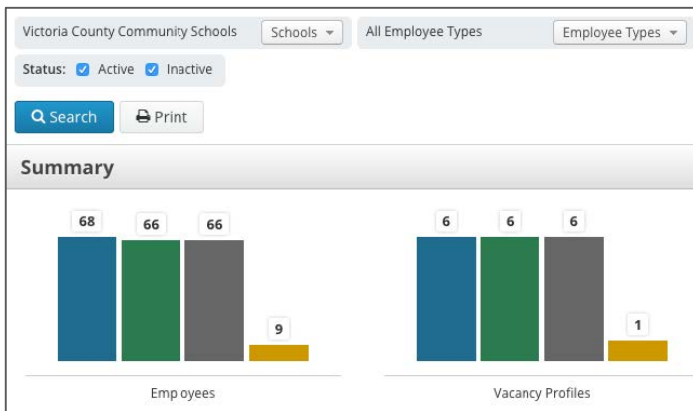
PREFERRED SUBSTITUTES

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school. Click **Reports** > **Employee** > **Staff List** to access the report. Once you're on the report, set the relevant criteria like employee type, status, etc., and click **Search**.

CHANGING YOUR PIN AND PERSONAL INFO

Manage and edit your PIN number and personal information by clicking on your name in the top right corner of the site. Then, click **My Profile** or **Pin**.

HELP AND TRAINING RESOURCES

The Learning Center is a great place to access additional training resources, get answers to specific questions, and more! Click on the **Help** tab in the top right corner of the site, and select **Visit Learning Center**.