- o Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times

Multiple Day (Recurring) Absence.
- o Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
- o Modify daily schedule and/or times for absence and substitute

Request a particular substitute
- o Enter the substitute's access ID number or use the Search feature to find the substitute by name

Indicate if the requested substitute has accepted this job
- o Yes = substitute is prearranged and will not be called and offered the job
- o No = call will be placed and the substitute will be offered the job

Enter special instructions for the substitute to view

Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.

Select the Continue button

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

Select the format for absence display: List or Calendar view.

Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences

Select the *Search* Button

Select the *Job Number* link to view job details on future jobs

From the Job Details screen

Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button

To cancel your job, select the *Cancel Job* button

If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"

Select