

# Absence History Tab

In **My Organization Attendance**, on the Absence History tab, you can view absence details and adjust their associated dates, status, and substitutes.

The following categories of substitute job information are listed on the tab:

- **Filled** - Number positions with an employee absent for which a substitute has accepted the job.
- **Open/Held** - Number of positions with an employee absent for which a substitute has not accepted the job.
- **Vacant Position** - Number of positions without an assigned employee that requires a substitute.
- **Pre-Arranged Non-Accepted** - Number of positions with an employee absent that have an arranged substitute who has not yet accepted the job.
- **Total** - Total number of positions with employees absent that require substitutes.
- **Absent Only**.

To filter the display of substitute jobs by a category:

- Click the number link next to the category.

To search for specific absences on the list:

- Enter search criteria in the available fields.
- Click the **Search** button.

Your results will appear in the Substitute Job Status table.

## Buttons on the Absence History Tab

These buttons are available on the Absence History tab. Some buttons may be inactive depending on the selections you have made. Buttons on this tab may be locked by security and must be unlocked by your administrator.

| Button                | Description   |
|-----------------------|---|
| <b>Add Substitute</b> | <p>If the absence requires a substitute, but one has not been assigned or if you need to add a substitute for a future absence, the Add Substitute button becomes active when the absence is selected.</p> <p>For information about adding a substitute, see <b>Add Substitute in Reported Tab</b>.</p> |

| Button         | Description  |
|----------------|--|
| <b>Delete</b>  | <p>You can delete a substitute job for a future date.</p> <ul style="list-style-type: none"><li>• Click the substitute job.</li><li>• Click the Delete button. The Delete Substitute Job Warning box warns that if you continue with the delete action, all employee absence and substitute arrangement details for the job will be removed.</li><li>• Click the <b>Yes</b> button to delete the substitute job.</li></ul> <div style="border: 1px solid #f0e68c; border-radius: 10px; padding: 10px; text-align: center; margin: 10px 0;"><p>You cannot delete the substitute job if the job has started.</p></div> |
| <b>Details</b> | <ul style="list-style-type: none"><li>• Click a job in the Substitute Job Status table.</li><li>• Click the <b>Details</b> button to view additional details about the job in a pop-up window.</li><li>• Close the window when you are finished viewing the information.</li></ul>   |

| Button                   | Description   |
|--------------------------|---|
| <b>Change Start Date</b> | <p>You can change the start date of a substitute job that is scheduled for a future date.</p> <ul style="list-style-type: none"><li>• Click the job in the Current Absences table.</li><li>• Click the <b>Change Start Date</b> button to view the Change Start Date box.</li><li>• Enter the new <b>Start Date</b> to replace the existing date.</li></ul> <div data-bbox="386 632 1401 785" style="border: 1px solid #ccc; border-radius: 10px; background-color: #fff9c4; padding: 10px; text-align: center;"><p>The End Date cannot be edited in the Change Start Date box.</p></div> |
| <b>Change End Date</b>   | <ul style="list-style-type: none"><li>• Click the job in the Current Absences table.</li><li>• Click the <b>Change End Date</b> button to view the Change End Date box.</li><li>• Enter the new <b>End Date</b> to replace the existing date.</li></ul> <div data-bbox="386 1140 1401 1396" style="border: 1px solid #ccc; border-radius: 10px; background-color: #fff9c4; padding: 10px; text-align: center;"><p>You cannot change the end date for a job that has already ended. You cannot change the Start Date in the Change End Date box.</p></div>                                 |

| Button                                | Description  |
|---------------------------------------|--|
| <b>Change Substitute</b>              | <p>If the job has not ended, you can change the assigned substitute.</p> <ul style="list-style-type: none"><li>Click the <b>Change Substitute</b> button to open the Assign Substitute screen in a new window.</li></ul> <p>For more information about working with the Assign Substitute screen, see <b>Change Substitute in Substitute Job Status Tab</b>.</p> |
| <b>Absent</b>                         | <ul style="list-style-type: none"><li>Click a job in the Substitute Job Status table.</li><li>Click the <b>Absent</b> button to view the Employee Absence Details screen for the job.</li></ul> <p>For more information about this screen, see <b>Editing Employee Absence Details in Un-Reported Tab</b>.</p>   |
| <b>Convert to Substitute Required</b> | <ul style="list-style-type: none"><li>Click a job in the Substitute Job Status table.</li><li>Click the <b>Convert to Substitute Required</b> button to require a substitute for the job.</li></ul>  |