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.

Un-R	eported	Reported	Un-Reported ar	nd Reported	Substitute J	ob Status	Absence H	listory	Deleted Substitute	lobs S	ubstitute M	anagement	No Show List				
Start	Date:	★ 10-20-2017		Organization	1:		-	~	s	earch By		Name	\sim				
End (Date:	10-20-2017		Substitute R	equired: \star	Yes		\sim	R	ole Name						\sim	
Q	<u>S</u> earcl	h -	Filled:23	Open	/Held:9	Vacant	Position:23		Pre-Arranged Non-	Accepted	:0	Total	:32 Absent On	y:0			
≡ 9	Substitu	te Job Status														45 Recor	rds
	Job 🕒	Absent	Absence	Absence	Start	Start 🕑	End 🕑	End 🕑	Role	Sub 🕑	Sub Name	e 🕑	Absence Reason	≚ Day	ど Date 🗠	Sub	
	ID I	Employee	Hours	Status	Date	Time	Date	Time		ID						Require	ad
+	406403	Bart, 1999	8.00	Approved	10-20-2017	12:00 PM	10-20-2017	4:35 PM	Teacher High School	452446	frank, Care		Athletics - UIL Game Coach	Friday	10-20-2017	Y	
+	406416	i anteres, the	4.00	Approved	10-20-2017	12:00 PM	10-20-2017	4:35 PM	Teacher High School	317431			Athletics - UIL Game Coach	Friday	10-20-2017	Y	
+	406419		8.00	Approved	10-20-2017	8:00 AM	10-20-2017	4:30 PM	Teacher High School	1381	Bernett, 84	-	Athletics - UIL Game Coach	Friday	10-20-2017	Y	
+	406460		8.00	Approved	10-20-2017	8:00 AM	10-20-2017	4:35 PM	Teacher High School	524806	And passes	lanative state	Athletics - UIL Game Coach	Friday	10-20-2017	Y	-
																	•
<u>A</u>	dd Subs	titute) <u>D</u> elete	D <u>e</u> tails	Chang	e <u>S</u> tart Da	te (Change <u>E</u>	nd Date Ch	ange Su	bstitute	Abs	ent Convert to S	ubstitute R	equired		

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
Add Substitute	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. For information about adding a substitute, see Add Substitute in Reported Tab .

Button	Description
Delete	You can delete a substitute job for a future date.
	Click the substitute job.
	• 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.
	• Click the Yes button to delete the substitute job.
	You cannot delete the substitute job if the job has started.
Details	Click a job in the Substitute Job Status table.
	 Click the Details button to view additional details about the job in a pop-up window.
	• Close the window when you are finished viewing the information.

Button	Description
Change Start Date	You can change the start date of a substitute job that is scheduled for a future date. Click the job in the Current Absences table. Click the Change Start Date button to view the Change Start Date box. Enter the new Start Date to replace the existing date. The End Date cannot be edited in the Change Start Date box.
Change End Date	 Click the job in the Current Absences table. Click the Change End Date button to view the Change End Date box. Enter the new End Date to replace the existing date. 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.

Button	Description					
Change Substitute	 If the job has not ended, you can change the assigned substitute. Click the Change Substitute button to open the Assign Substitute screen in a new window. For more information about working with the Assign Substitute screen, see Change Substitute in Substitute Job Status Tab. 					
Absent	 Click a job in the Substitute Job Status table. Click the Absent button to view the Employee Absence Details screen for the job. For more information about this screen, see Editing Employee Absence Details in Un-Reported Tab.					
Convert to Substitute Required	 Click a job in the Substitute Job Status table. Click the Convert to Substitute Required button to require a substitute for the job. 					