Add Absence and Book Substitute

1. Login to TEAMS and choose My Organization Attendance.



2. Choose the "**Un-Reported and Reported**" tab, then choose the date you want to look at and click on "Yes" to show vacant positions. Click **Search**.

	Search Entry Points My Organization Attendance OrganizationAttendanceAll
Un-Reported Reporte	d Un-Reported and Reported Substitute Job Status Absence History Substitute Management No Show List
Organization:	Technology - 631 V
As of Date:	02-27-2018
Search By:	💿 Name 🔷 Category 🔷 Sub Category 🔷 Master Schedule 🔷 Employee Name 🔷 Employee ID 🔷 Substitute Name 🔷 Substitute ID 🔍 Search
Role Name:	
Display Vacancies:	Ves No

3. Click one time on the person's name to highlight their row and then Click on **Absent** button. If you are booking a Sub for a Vacancy Click on **"Add Substitute**"

Organization: As of Date: Search By: Role Name: Display Vacancies:	Student Nutrition - 627 3 12-06-2016 B Name © Category © Sub Category © Haster Scher © Yes ® No	lule [©] Employee Name [©] Employee ID [©] Substi	tute Name [©] Substitute	ID	Search				
Organization Position	ns All								
Sort Clear Sorted Person ID	ay: (default) Last Name, First Name Middle Name	Role Name	PCN	Location	Sube	Shite Reported In	Saurra	Haster S	Schedule
	•	•							
101743	Garcia, Gisela Viviana	Student Nutrition Aide II	2878	Tice Elementary School				N	
104422	Gonzalez de soto, Maria Xochiti	Student Nutrition Aide II	2877	Tice Elementary School				N	
025054	Ireland, Geraldine	Student Nutrition Specialist II	2875	Tice Elementary School				N	
007862	Mendoza, Maura	Student Nutrition Specialist I	2874	Tice Elementary School				N	
167376	Ortogero, Heather	Student Nutrition Aide II	3242	Tice Elementary School				N	
011533	Stevens, Serena R	Student Nutrition Manager	2880	Tice Elementary School				N	
116076	Williams, Pamela Ann	Student Nutrition Aide II	2876	Tice Elementary School				N	
								100000201	ACCOUNTS OF TAXABLE PARTY.

4. Enter the day(s) the person will be absent

Person ID: 167376	Name: Heather Ortogero	Role: Student Nutrition Aide II
Employee Absence Detail		
Absence Detail		
Start of Absence:		
End of Absence: 12-06-2016		
Reason: *		
Hours: 07:0		

5. Enter the **Reason** for the absence. You will then see a Path if the absence will deduct time from the employee. The Default path is *Local, State Sick, State Personal*. If a State day is preferred you must pick a path that shows Local as the third choice. (Remember that the system will automatically deduct from Comp time if the employee has any.)

Employee Absence D	etail
Absence Detail	
Start of Absence:	12-06-2016
End of Absence:	12-06-2016 B
Reason:	* Personal Illness
Path:	State Sick, State Pers, L
Hours:	07:0

Add Absence and Book Substitute

6. Now you must decide if a Substitute is Required. <u>If no Sub is needed</u> simply Check the "**No**" box.

Substitute Details.	
3242 - Student Nutrition Aide II	Substitute Required? • Yes No
Sub Start Time: 6:30 AM Sub End Time: 1:30 PM Lunch(In Minutes): 0	
Have you pre-arranged this substitute? ullet Yes igodoldoldoldoldoldoldoldoldoldoldoldoldol	

If a Sub is needed and you know who is going to fill the vacancy:

Select "**Yes**" for Have you prearranged this substitute? Select "**No**" for Notify substitute? Select "**Yes**" for Accept job for substitute?

Then choose your Sub from the **My Favorites** list or look them up.

3242 - Student Nutrition Aide II	Substitute Required? [•] Yes [•] No					
Sub Start Time: 6:30 AM Sub End Time: 1:30 PM Lunch(In Minutes): 0						
Have you pre-arranged this substitute? 🖲 Yes 🔍 No						
Notify substitute? * O Yes No						
Accept job for substitute? * • Ves • No						
My Favorites : Smith, Patricia Smith, Patricia Smith, Carmelo t:0						
Absence Deta Gonzalez, Sandra						
PCN Blate, Monica Time Card Status Reason Path Auth Code Substitute	Start End Lunch(In Minutes)					
	Return					

You are now ready to hit the **Add** button to finish.

If you need a Sub and <u>want the system to post the Sub job and call</u> out select "**No**" for **Have you pre-arranged this substitute?** And then hit the **Add** button to finish.