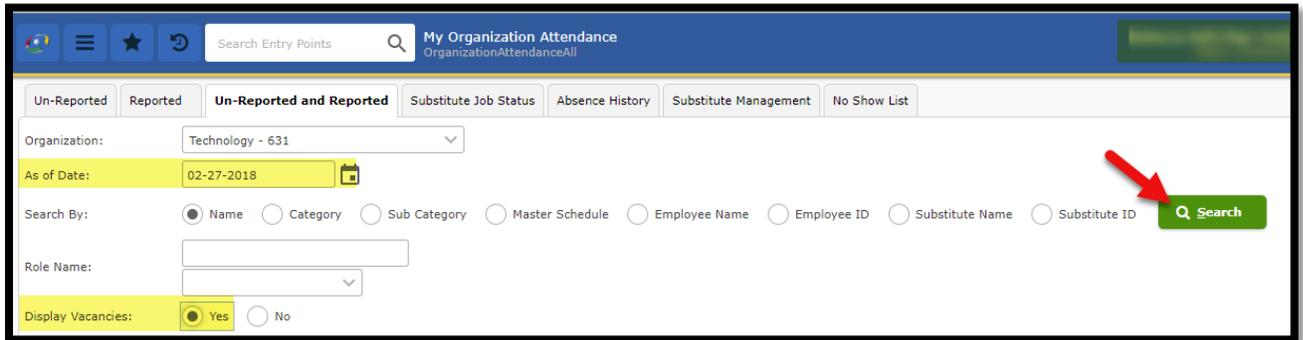


Add Absence and Book Substitute

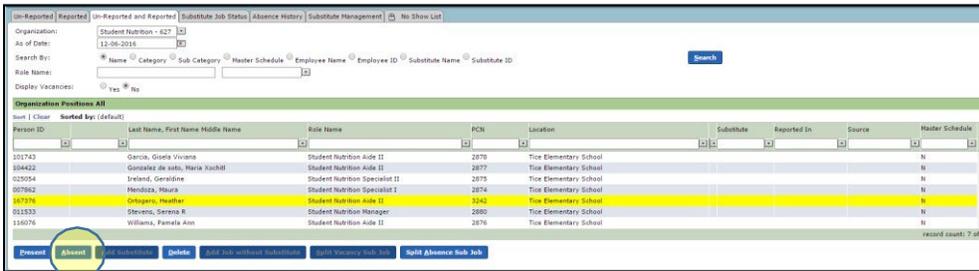
1. Login to TEAMS and choose My Organization Attendance.



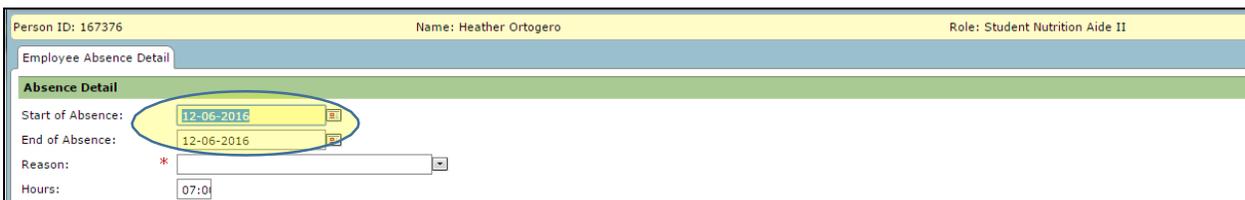
2. Choose the “Un-Reported and Reported” tab, then choose the date you want to look at and click on “Yes” to show vacant positions. Click Search.



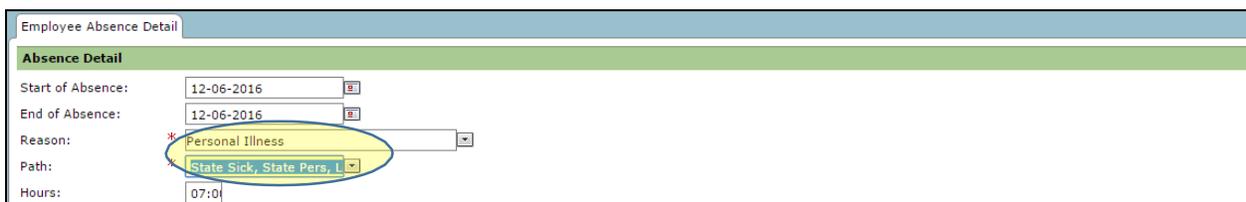
3. Click one time on the person’s name to highlight their row and then Click on **Absent** button. If you are booking a Sub for a Vacancy Click on “Add Substitute”



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

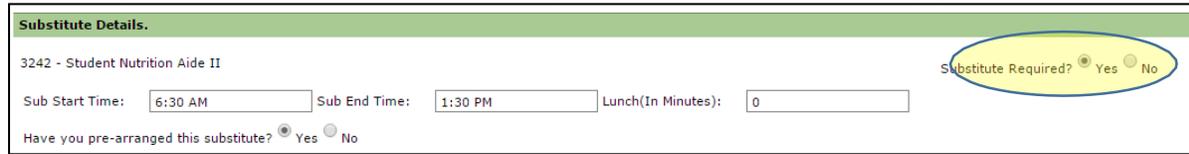


5. Enter the **Reason** for the absence. You will then see a Path if the absence will deduct time from the employee. The Default path is *Local, State Sick, State Personal*. If a State day is preferred you must pick a path that shows Local as the third choice. (Remember that the system will automatically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



Add Absence and Book Substitute

6. Now you must decide if a Substitute is Required. If no Sub is needed simply Check the **“No”** box.



Substitute Details.

3242 - Student Nutrition Aide II

Substitute Required? Yes No

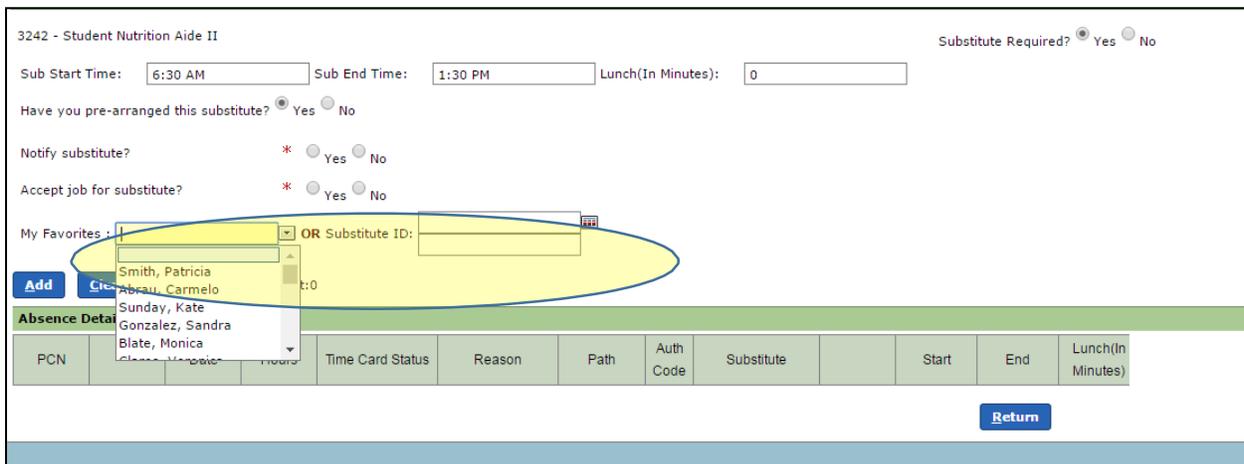
Sub Start Time: 6:30 AM Sub End Time: 1:30 PM Lunch(In Minutes): 0

Have you pre-arranged this substitute? Yes No

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

Select **“Yes”** for Have you pre-arranged 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? * Yes No

Accept job for substitute? * Yes No

My Favorites: OR Substitute ID:

Add **Clear**

Absence Details

PCN	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 want the system to post the Sub job and call out select **“No”** for **Have you pre-arranged this substitute?** And then hit the **Add** button to finish.