

FRONTLINE HELPS

Frontline is First an absence reporting system, and secondly a sub finding system.

Report the correct information for your absence first, then determine whether a sub is needed and list the correct times.

Absences and sub coverage are not always the same. You may be absent and not need sub coverage.

JOB CALLING TIMES:

Frontline places calls to try to obtain subs from 6:00am to 11:00pm

Time after which the system will NOT allow employees to enter an absence for the same day: 7:30am.

Time at which the system will stop trying to fill a job for the same day: 8:00am

The latest time an employee can cancel an absence for the day: 7:30am

The latest time a sub can cancel an assignment for the day: 7:30 am

The parameters have been re-set for jobs to be held longer for your Preferred sub lists, prior to opening to the general public.

PREFERRED SUB LIST:

Allows you to choose up to 5 subs who will receive first dibs on all of your job offerings. Jobs will be opened to all subs once your list is exhausted and your preferences have all replied "no" to this request.

You may also "heart" your preferences and it will call through them in that order.

Go to Account>Preferred Substitutes>Add Substitute. Select up to 5 and order them as desired. ([see below for visual walk-thru](#))

PRE-ARRANGED SUBS:

You have the power to pre-arrange and plug a sub into a job! You MUST speak to the sub you are pre-arranging with.

After contacting the sub of choice and receiving agreement to that they are available and want to sub on the arranged date:

- 1) Place the absence & sub times in the system and then select "Advanced Mode".
- 2) Select "Create Absence & Assign Sub"
- 3) Search for your sub by name or by viewing list of substitute.
- 4) Choose the name and select "assign".

([see examples below if needing a visual walk through on this](#))

EXCLUDING SUBS: If you have a sub that is particularly undesirable, please report it through Frontline so there is a record. Once enough staff have reported, the district can easily take action. Additionally, if you prefer a sub to be excluded from receiving any of your job requests, please contact the district receptionist and she can place an exclusion on them.

SUB PHONE NUMBERS:

You can locate sub numbers in order to communicate with them about jobs.

Go to Directory>Substitutes>Search by last name. (see below for visual)

In addition, when a sub accepts a job for you, you will have access to their phone #and email. ([see below for visual examples](#))

PN/PL/Add'l LV:

These all require advance approvals and there are limits on how many are allowed per day. Subs

Make sure you are approved by Admin prior to entering your absence under any of these codes.

JOB START/END TIMES:

Most start/end times will automatically pre-set at 8:15am-3:35pm.

If you only teach a few periods that require a sub (due to monitoring, coaching, district/site chair) or have a zero period, you are responsible for adjusting your start/end times to reflect this. Also don't forget to adjust your start or end times as needed for Professional Wednesdays or rally days.

Two periods or less are considered ½ day pay for subs, 3 periods or more are considered a full day pay.

Additional pay is issued for 6th period day assignments.

SEE NEXT PAGE FOR VISUAL EXAMPLES

STEPS FOR ADJUSTING YOUR SUB TIMES

Enter the times for your absence. This would be the portion(s) of your day you are not present doing the job you are paid for during those times.

If your sub times should be different, you'll need to click the little chain in the middle. (see red arrow)

Create Absence **2 Scheduled Absences** **2 Past Absences**

November 04 Need more options? Advanced Mode

November 2022

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	1	2	3

Substitute Required ☒ Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
Full Day to

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.
Full Day to

Notes to Administrator
(not viewable by Substitute)

Notes to Substitute

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

You can see it switches to a bold font and makes the sub times adjustable. (see red arrow)

November 04 Need more options? Advanced Mode

November 2022

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	1	2	3

Substitute Required ☒ Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
Full Day to

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.
Full Day to

Notes to Administrator
(not viewable by Substitute)

Notes to Substitute

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

SETTING UP A PREFERRED SUB LIST

- 1) Go to Account
- 2) Choose "Preferred Substitutes"
- 3) Select "Add Substitutes"
- 4) List last name to search and select up to 5

The screenshot shows the 'Absence Management' interface for Shasta Union High School District. On the left, the 'NAVIGATION' menu includes Home, Absences, Feedback, Account (highlighted with a green circle), Directory, and Resource Library. In the center, a sidebar menu lists Personal Info, Phone Credentials, Shared Attachments, and Preferred Substitutes (highlighted with a green circle). The main content area displays the 'Personal Info' section with fields for Name (KARI LYNN GOLDENSON), Phone (5309453259), Email Address (kwurch-goldenson@suhs), Title (Instructional Coach), Room Number (Main Office), and Language (English). A link to 'Account Settings' is provided for changing language preferences.

The screenshot shows the 'Preferred Substitutes List' interface. The left sidebar menu lists Personal Info, Phone Credentials, Shared Attachments, and Preferred Substitutes (highlighted with a green circle). The main content area displays the 'Preferred Substitutes List' with a table containing two entries. The table has columns for Order, Name, and Select. The first entry is '1 Jacoby, Deana SUSAN' and the second is '3 Fischer, Eric MARTIN'. Both entries have a red heart icon next to the order number. At the bottom of the table, there are two buttons: 'Add Substitute(s)' (highlighted with a green circle) and 'Remove Selected Substitute(s)'.

Order	Name	Select
1	Jacoby, Deana SUSAN	☐
3	Fischer, Eric MARTIN	☐

Add Substitutes

Search:

Back to Preferred Substitutes

✓ Add to Preferred Substitutes

Search by Letter	Select	Substitute Name	SELECTED SUBSTITUTES
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All	A		Currently, there are no Substitutes selected.
	☐	Alvarez, Alex	
	☐	Argotti, Leaf	
	B		
	☐	BAMBAUER, BARBARA MADELINE	
	☐	Belikov, Tamara JEAN	
	☐	Benabides, Kathryn ANN	

Add Substitutes

Search:

Back to Preferred Substitutes

✓ Add to Preferred Substitutes

Search by Letter	Select	Substitute Name	SELECTED SUBSTITUTES
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All	P		Currently, there are no Substitutes selected.
	☐	Peachee, Travis	

STEPS FOR PRE-ARRANGING A SUB

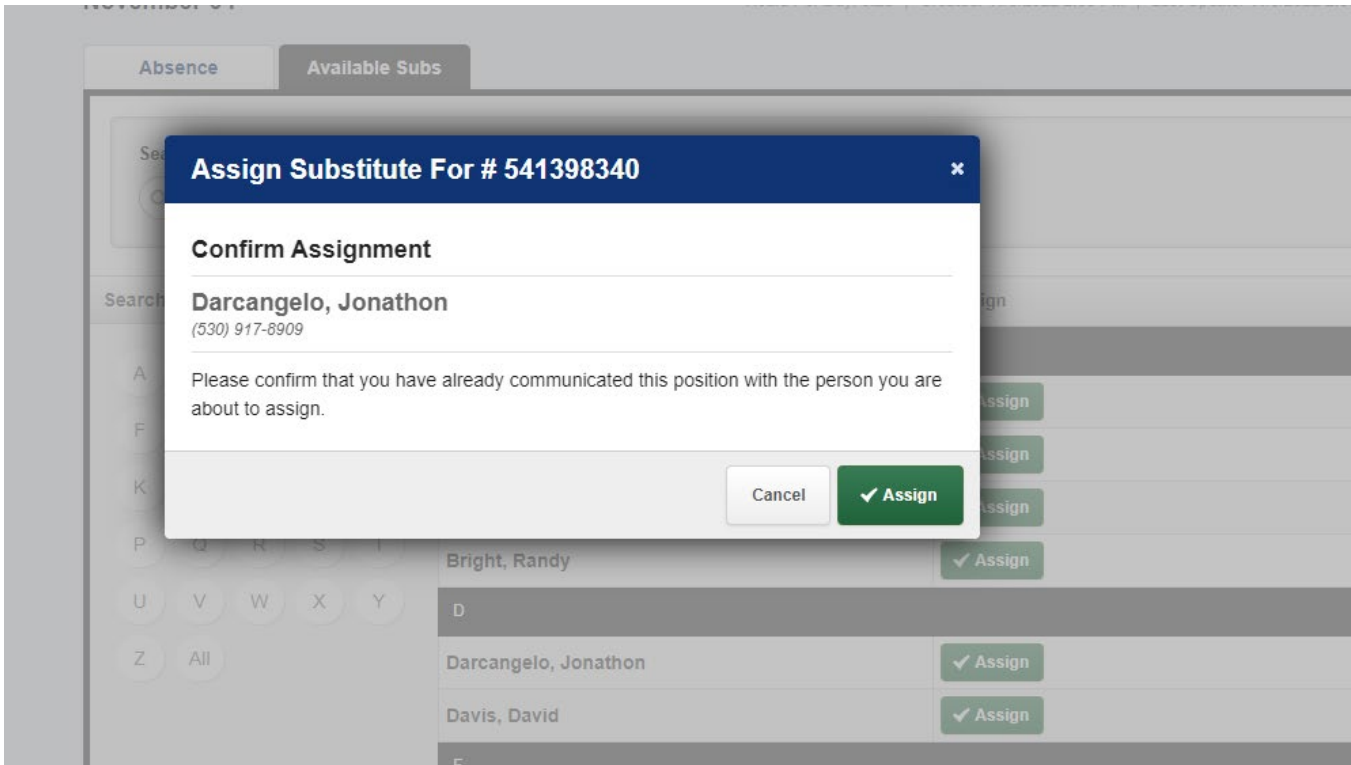
- 1) Make contact with the sub you are wanting to pre-arrange with. You MUST receive a response from the sub with confirmation they are willing and able to do the job. (If they hold another job you won't be able to plug them in)
- 2) Enter all the information necessary for your absence as well as the sub report times.
- 3) Select the Advanced Mode option. (see red arrow)

The screenshot shows the 'Create Absence' form with the 'Advanced Mode' tab selected. A red arrow points to the 'Advanced Mode' button in the top right corner. The form includes a calendar for November 2022, a 'Substitute Required' toggle set to 'Yes', an 'Absence Reason' dropdown, and fields for 'Time' and 'Substitute Report Time'. There are also text areas for 'Notes to Administrator' and 'Notes to Substitute'. A 'FILE ATTACHMENTS' section on the right has a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom, there are buttons for 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

- 4) Select "Create Absence & Assign Sub". (see red arrow below)

The screenshot shows the 'Absence' form with the 'Create Absence & Assign Sub' button highlighted by a red arrow. The form includes a calendar for November 2022, an 'Absence Reason' dropdown, and fields for 'Time' and 'Substitute Report Time'. There are also text areas for 'Notes to Administrator' and 'Notes to Substitute'. A 'NEXT STEPS' section on the right shows the status as 'Unfilled' and the absence summary. At the bottom, there are buttons for 'Create Absence', 'Create Absence & Assign Sub', and 'Cancel'.

- 5) Search for your sub by name or use view list of substitutes.
- 6) Select the sub name.
- 7) You'll see the pop up as pictured below, reminding you that you must have confirmation from the sub before doing this.
- 8) Select Assign. Job will be created and sub will be assigned to the job.



ACCESS SUB PHONE NUMBERS

- 1) Got to Directory
- 2) Select Substitutes
- 3) Enter sub first or last name in search bar

