Absence Management

Judy Wold – Substitute Specialist

Overview

- Frontline Absence Management is how employees schedule days off, and how you accept assignments for those days off or other vacancies.

Overview

- **How can you access Absence Management?**
  - **Internet** *(*recommended*)*
    - Works best through Google Chrome
    - > *CISD SSO*
    - *Frontline*
  - **Phone**
  - **Frontline App** *(coming)*

Welcome Letter

frontline education

Hello, SUBSTITUTE (+).

CONROE ISD has invited you to access **Absence Management** (formerly Aesop).

A Frontline ID account is required to access your Frontline solutions.

Create a Frontline ID

Welcome Letter

Absence Management is available to you in four ways

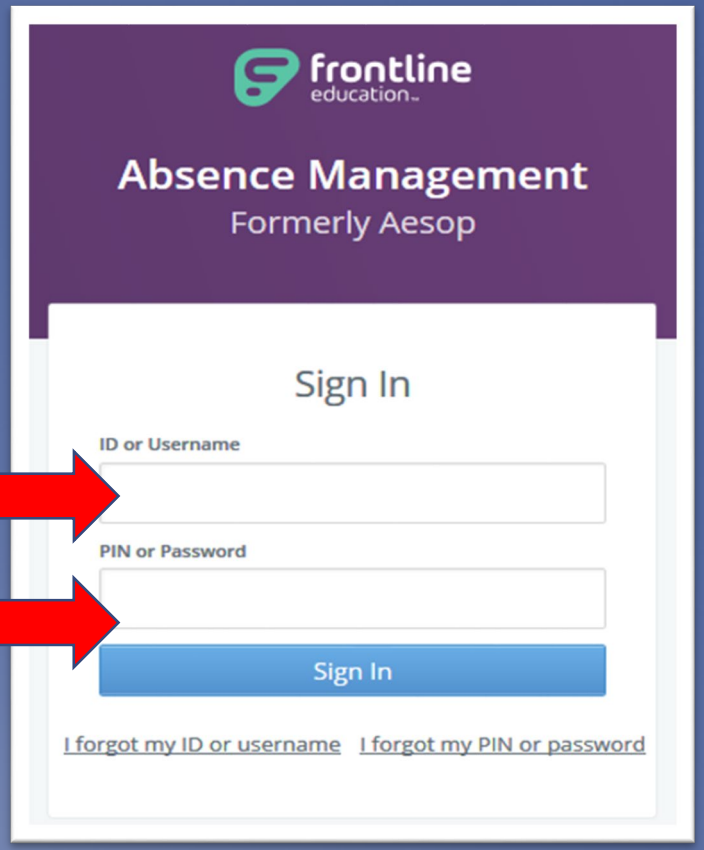
1. **Frontline Website**: You can search for and accept available jobs, **change your email**, select your preferred schools, update your calendar, and personalize your available call times by visiting Absence Management on the Internet at **app.frontlineeducation.com**. Log-in using the username and password which you created through Frontline (see above).
2. **Conroe ISD SSO**: Login through the CISD SSO portal (via the website or directly at **sso.conroeisd.net**). Click on the blue **Frontline Subs and Part-Time** app; you will need to enter the Frontline username and password that you created (see above).
3. **Inbound Telephone**: You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name.
4. **Outbound Telephone**: Absence Management will also make phone calls to substitutes to offer jobs.

Accessing Absence Management

Access Frontline with Single Sign On

SSO = One access for ALL CISD applications
Access from campus OR home

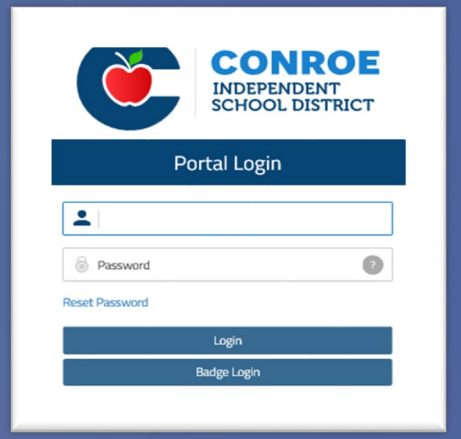
- **Account** – You must establish a <u>username and login</u> with Frontline first!
  - Invitation sent to your **<u>personal email</u>** address.
  - ***DO NOT*** *use @conroeisd.net* to register!



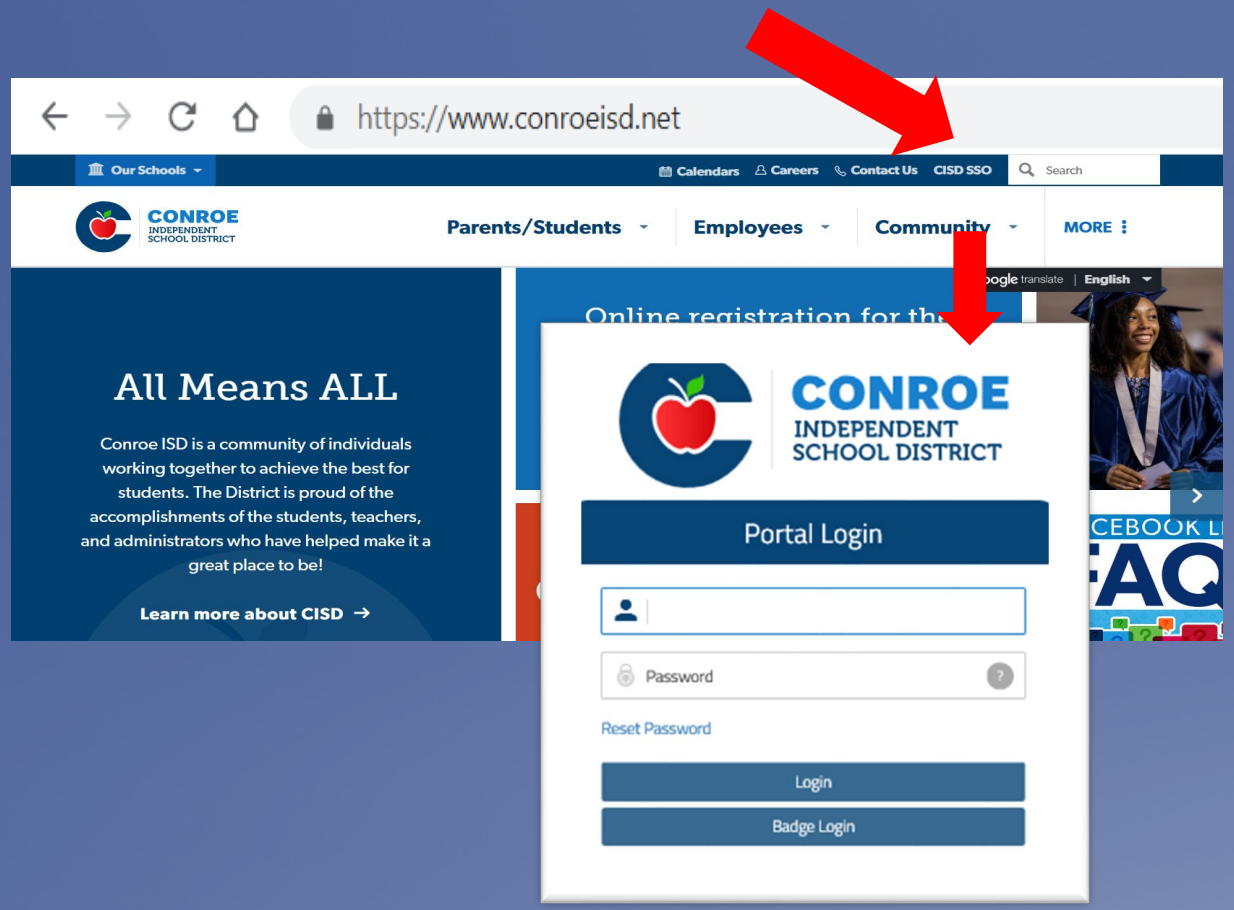
Frontline and the CISD Single Sign On

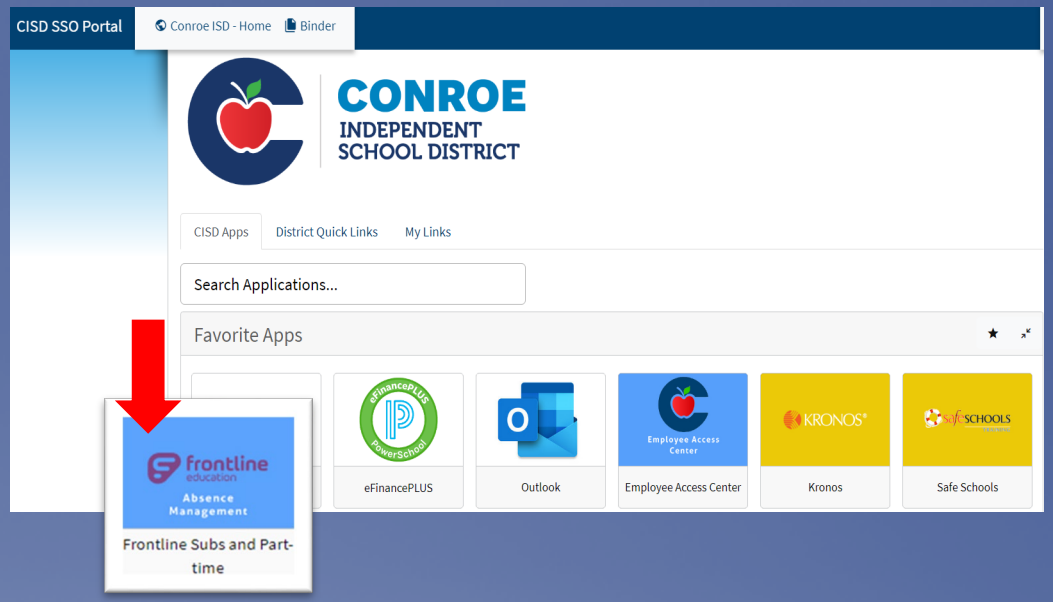
Sign in to the SSO Portal with your district login/password.

- Use your **GREEN** New Hire Info sheet.
- Go to the Conroe ISD SSO Portal Login.
- Sign in with district login.
- Find the **blue sub icon** for **Subs and Part-Time.**

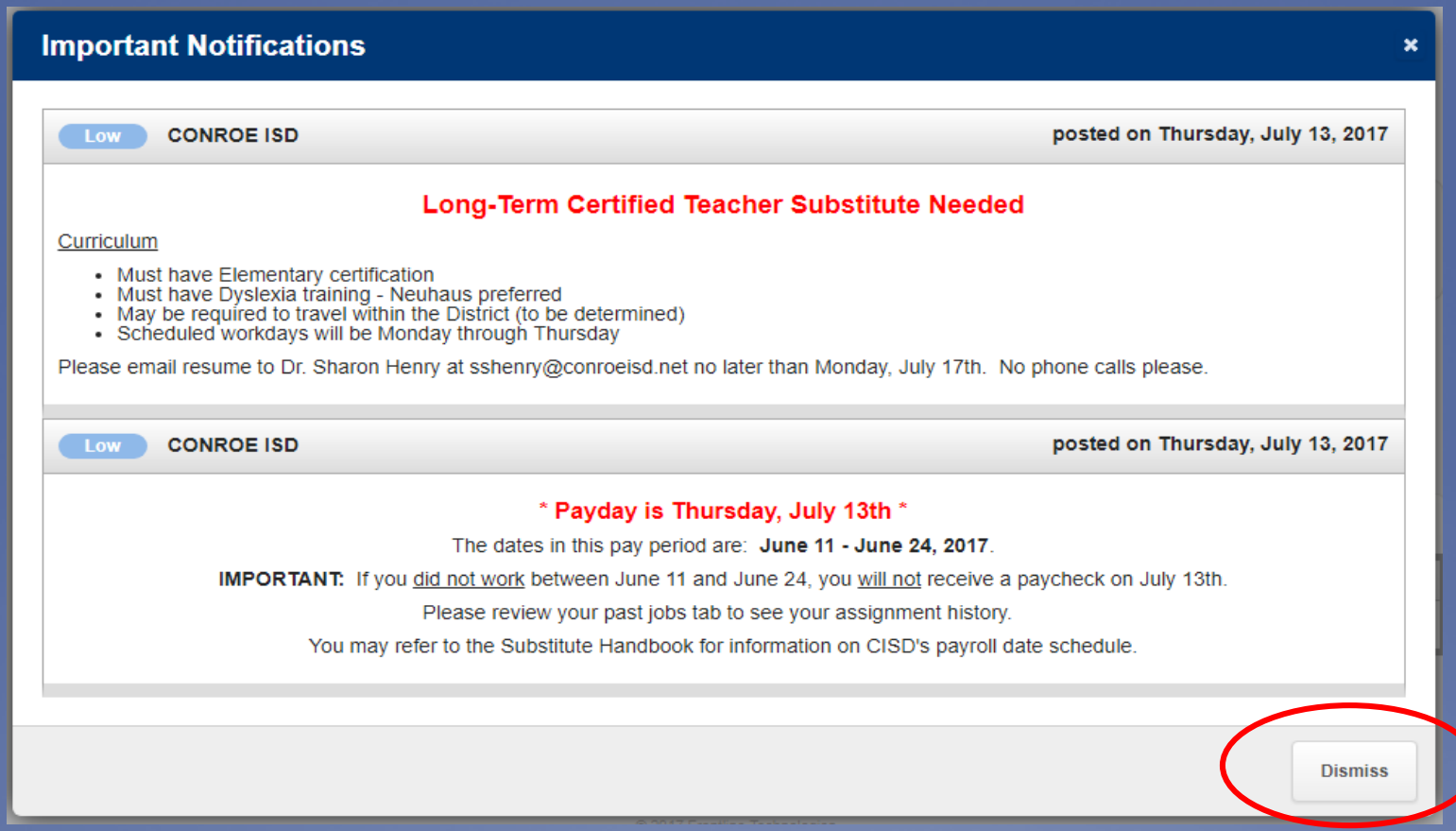


Frontline and the CISD SSO

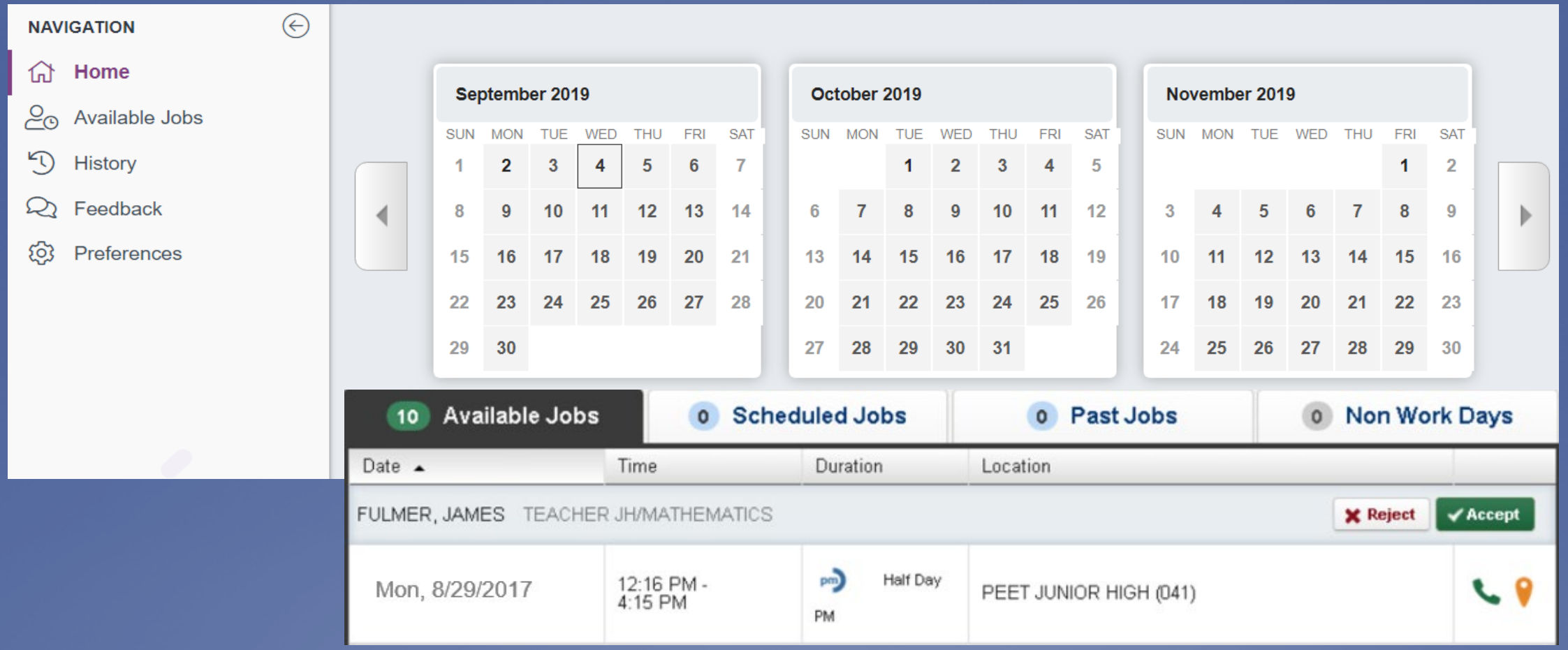




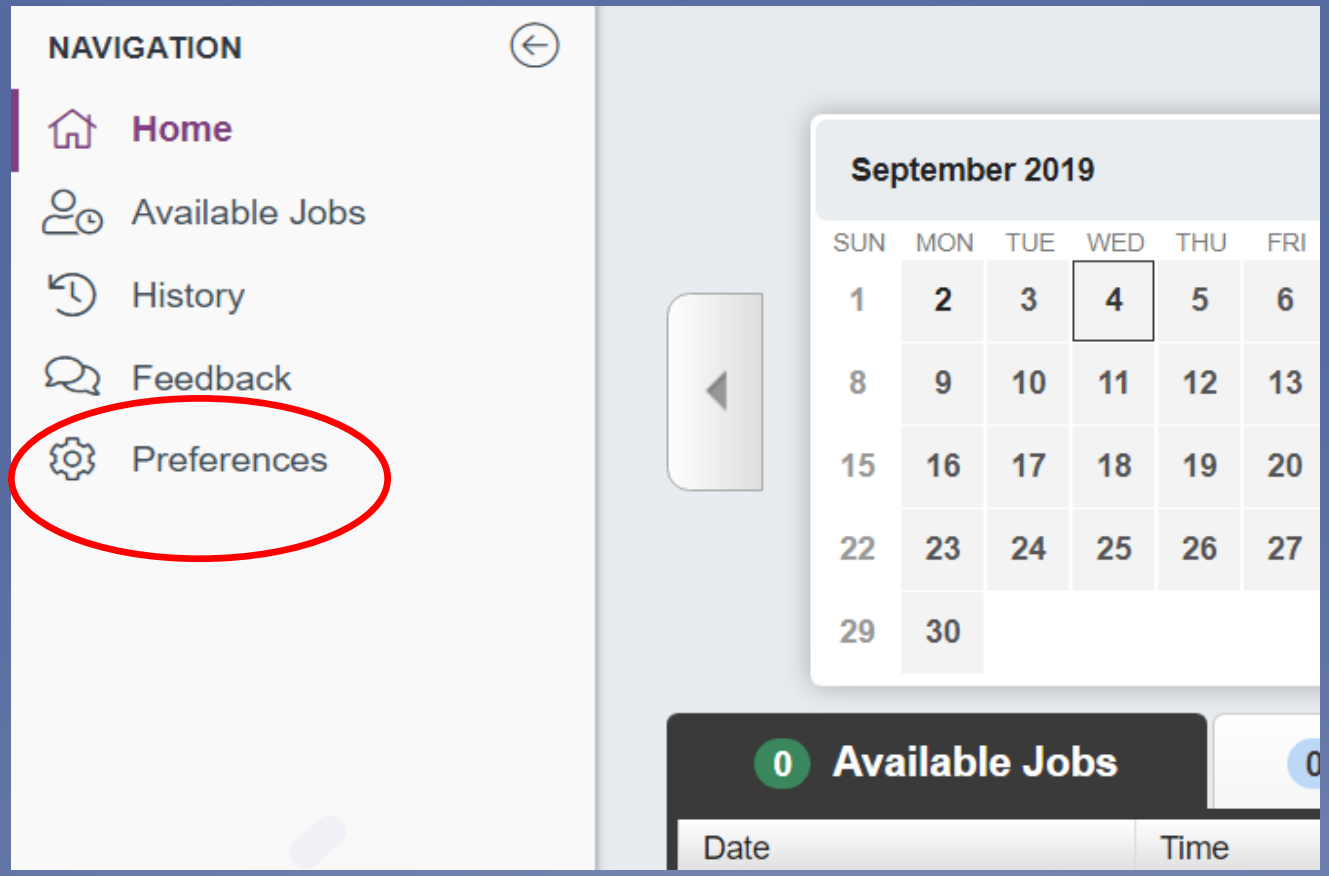
Web Alerts


Important Notifications
Low
CONROE ISD
posted on Thursday, July 13, 2017
Long-Term Certified Teacher Substitute Needed
Curriculum
Must have Elementary certification
Must have Dyslexia training - Neuhaus preferred
May be required to travel within the District (to be determined)
Scheduled workdays will be Monday through Thursday
Please email resume to Dr. Sharon Henry at sshenry@conroeisd.net no later than Monday, July 17th. No phone calls please.
Low
CONROE ISD
posted on Thursday, July 13, 2017
* Payday is Thursday, July 13th *
The dates in this pay period are: June 11 - June 24, 2017.
IMPORTANT: If you did not work between June 11 and June 24, you will not receive a paycheck on July 13th.
Please review your past jobs tab to see your assignment history.
You may refer to the Substitute Handbook for information on CISD's payroll date schedule.
Dismiss

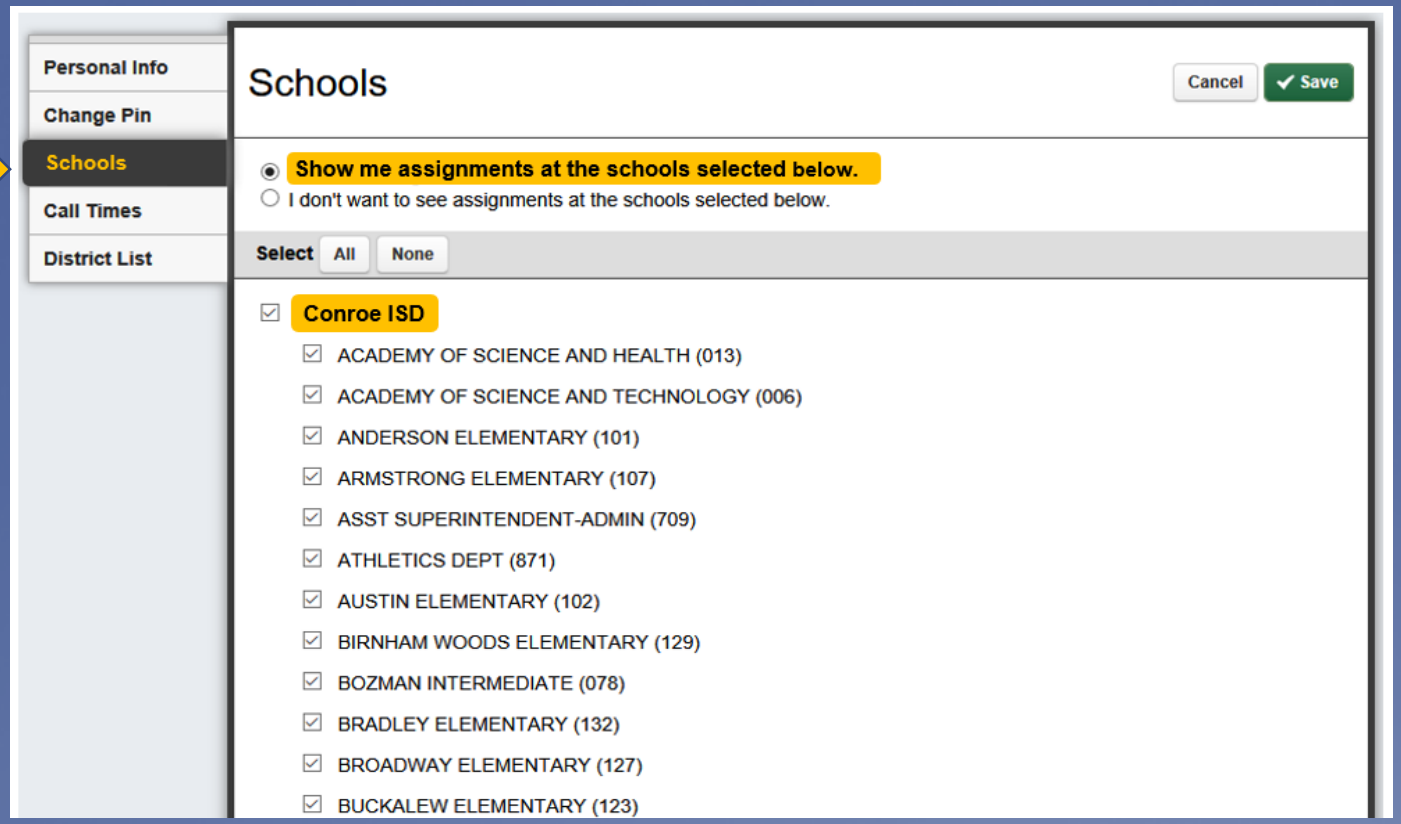
Home Screen


NAVIGATION
Home
Available Jobs
History
Feedback
Preferences
September 2019
October 2019
November 2019
SUN MON TUE WED THU FRI SAT
10 Available Jobs
0 Scheduled Jobs
0 Past Jobs
0 Non Work Days
Date
Time
Duration
Location
FULMER, JAMES TEACHER JH/MATHEMATICS
Reject
Accept
Mon, 8/29/2017
12:16 PM - 4:15 PM
PM
Half Day
PEET JUNIOR HIGH (041)

Setting Preferences

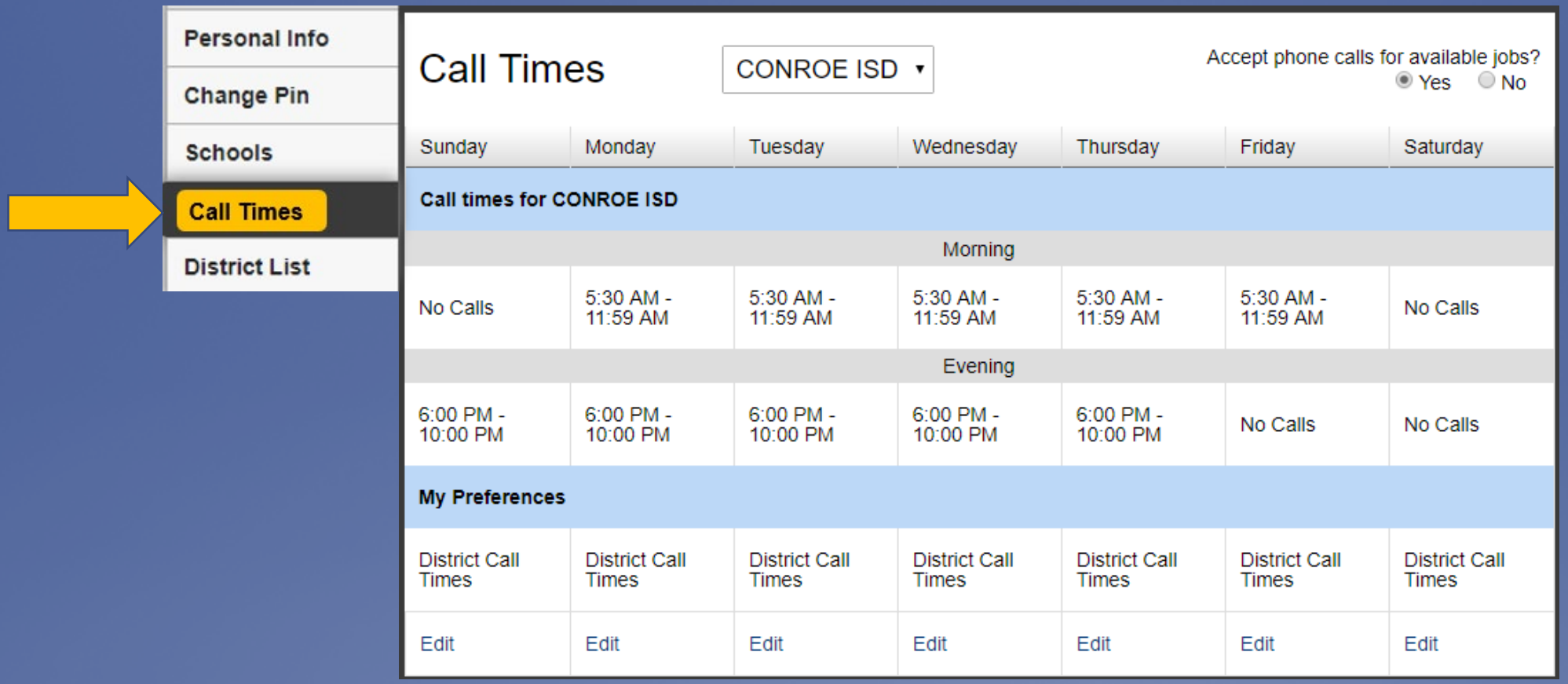


Setting Preferences – Schools

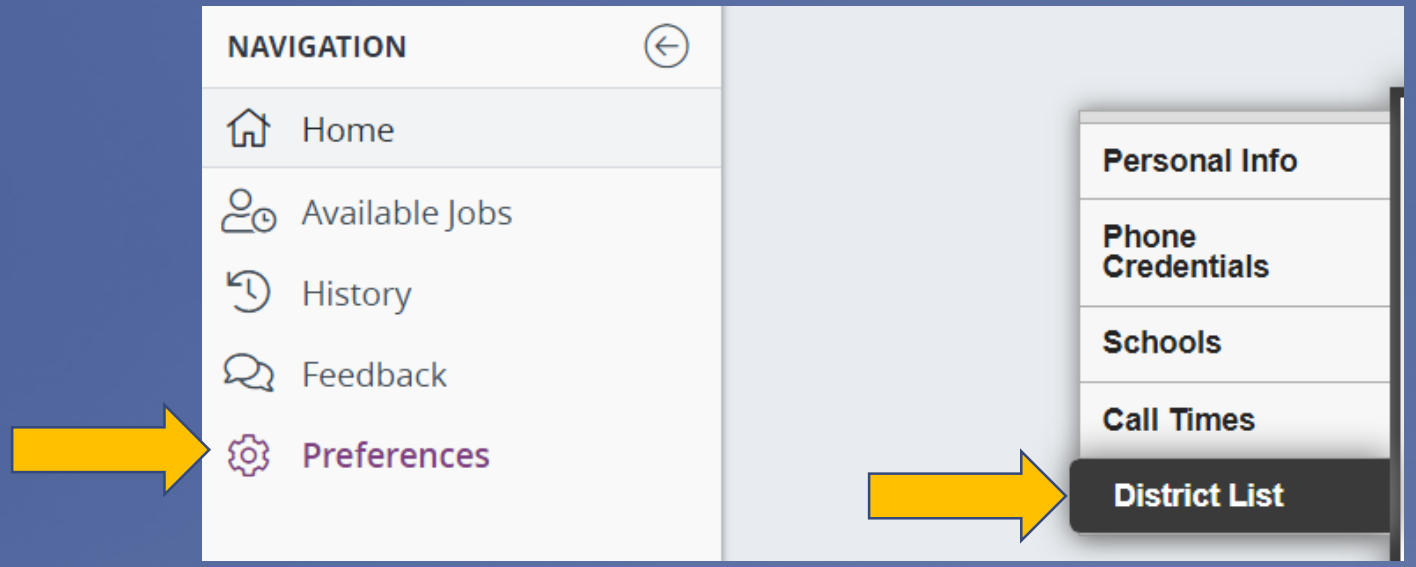


If you do NOT chose a school, if they try to assign you to a job they will NOT be able to see your profile!

Setting Preferences – Call Times



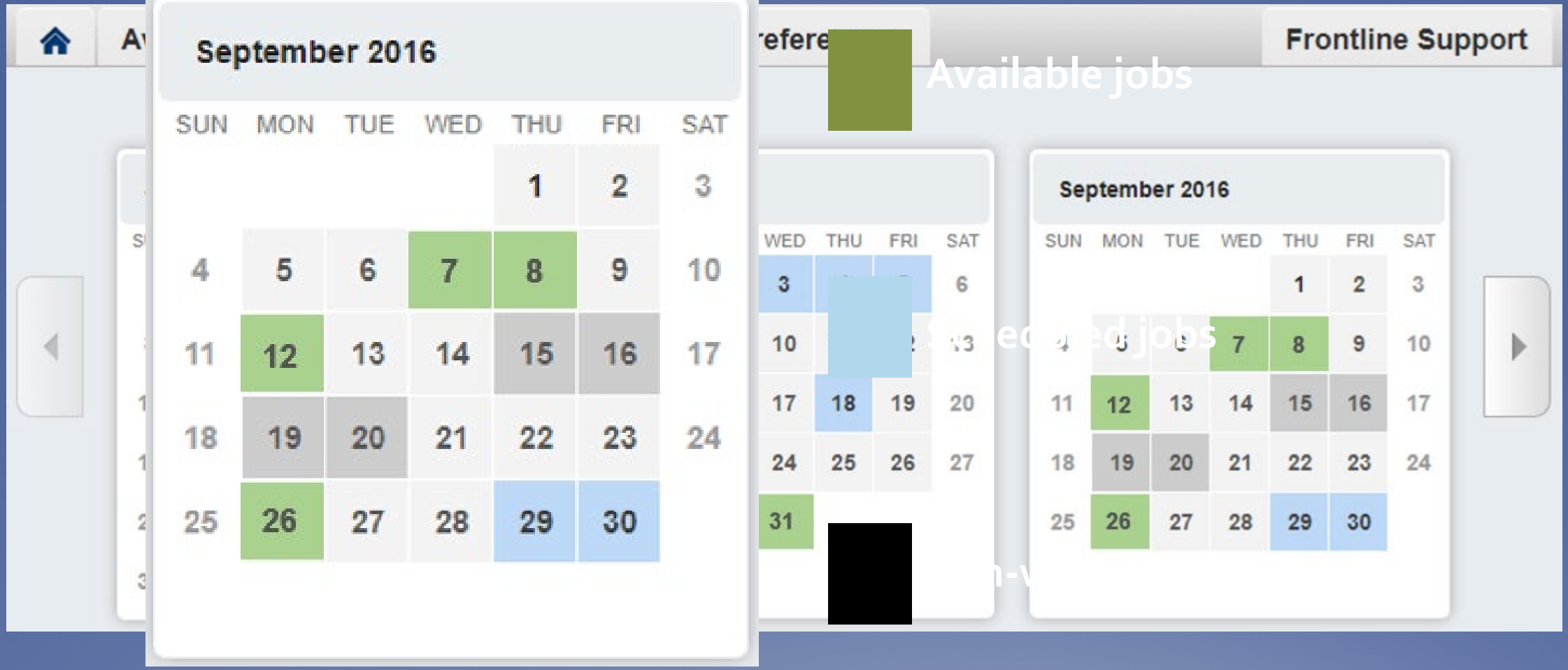
Setting Preferences – Multi District



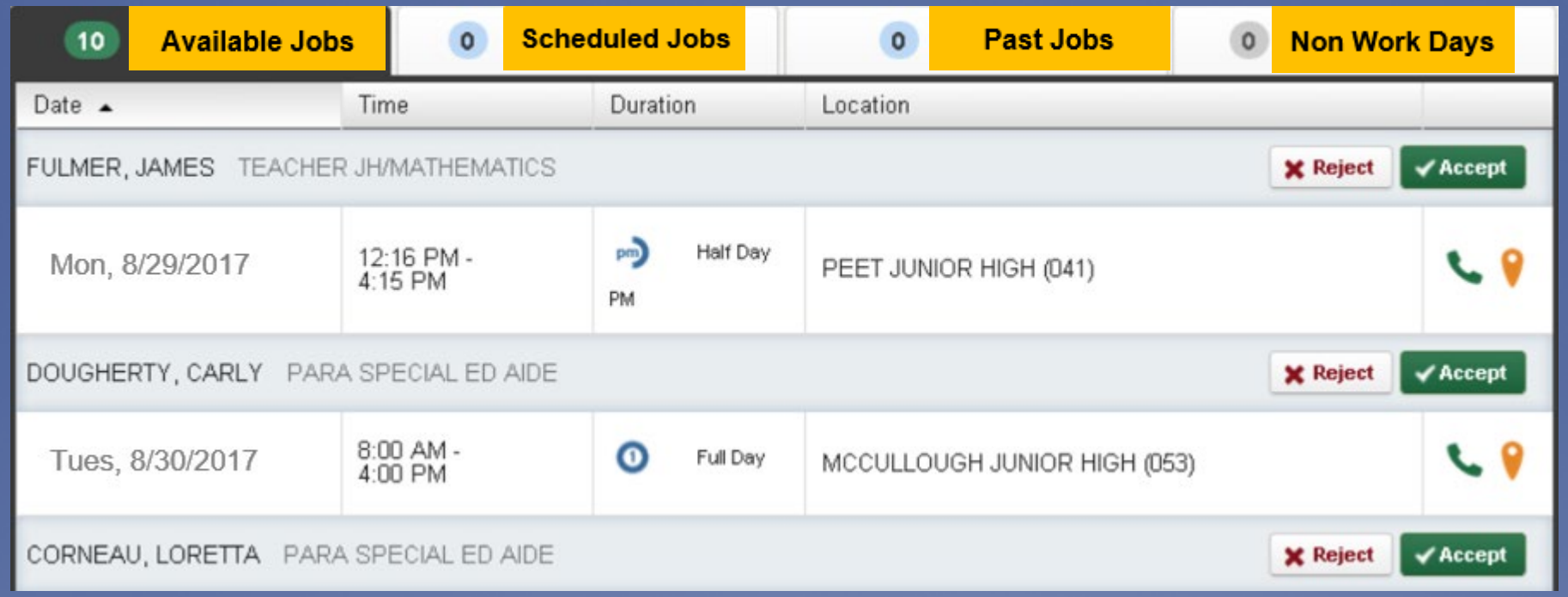
Check your District List
> Preferences
> District List

If you are already a substitute with another district, once you receive the Frontline welcome letter from OUR district, log-in with your established username/password and BOTH should be visible.

Three-Month Jobs Calendar



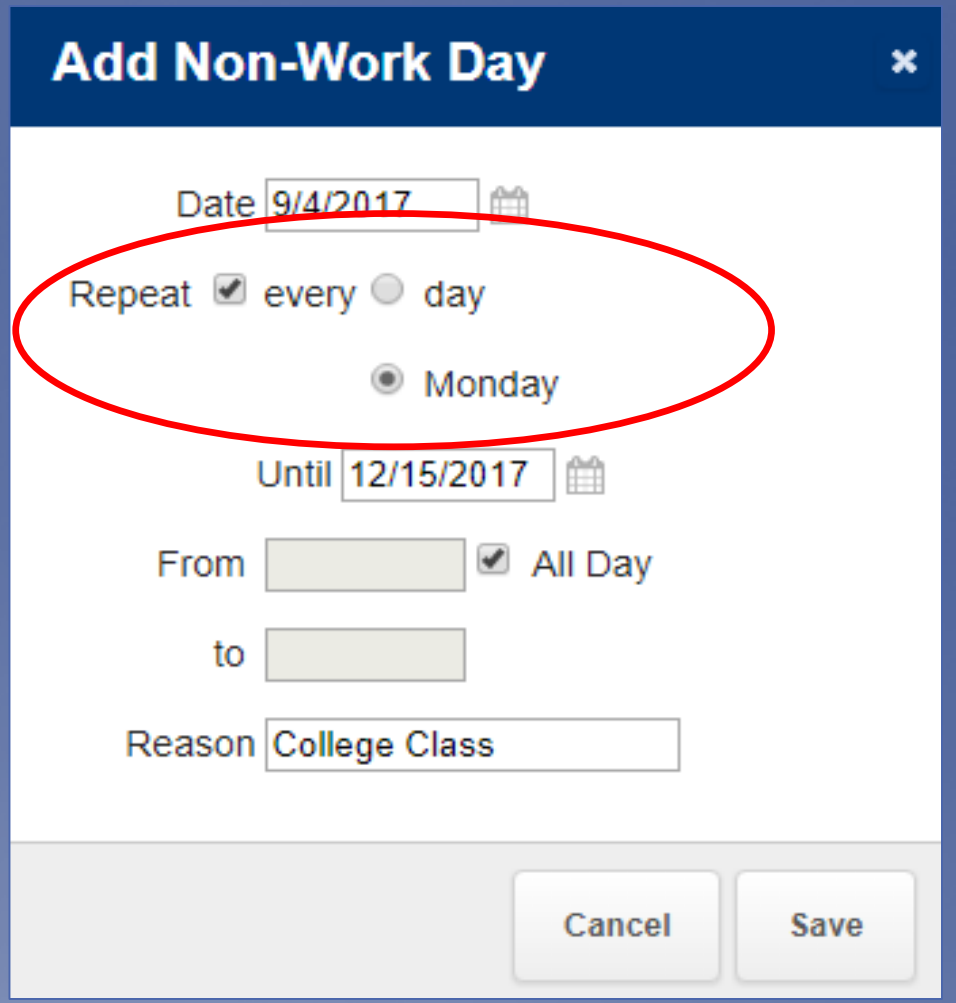
Schedule Tabs



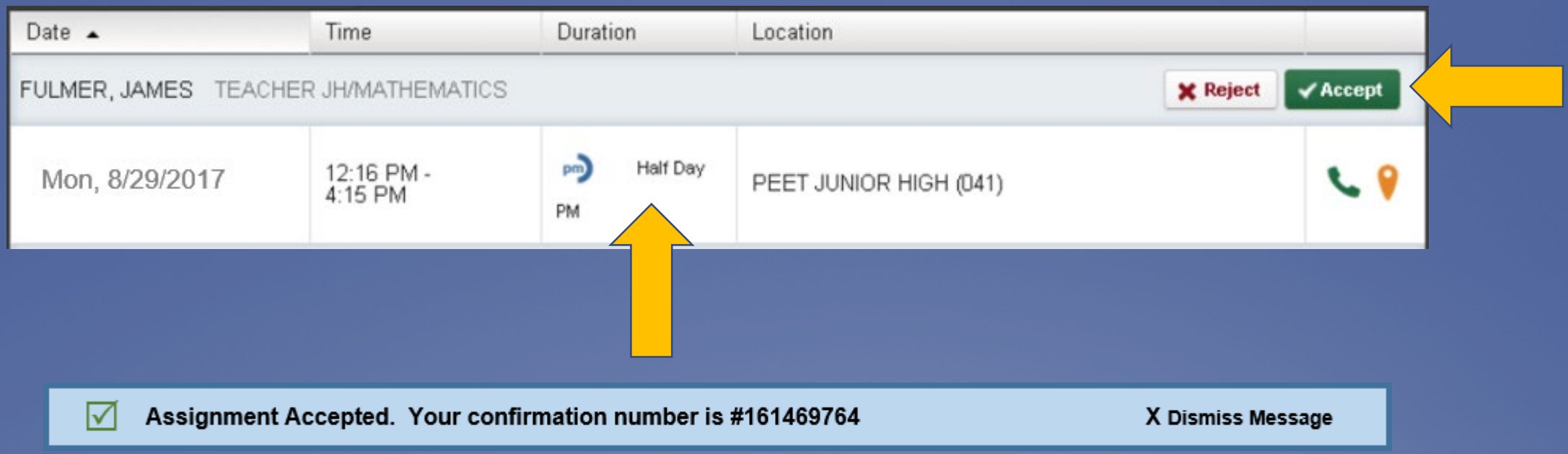
Non-Work Days

General Non Work Days

- Days you schedule in advance
- Can be one day or multi-day
- Can be recurring



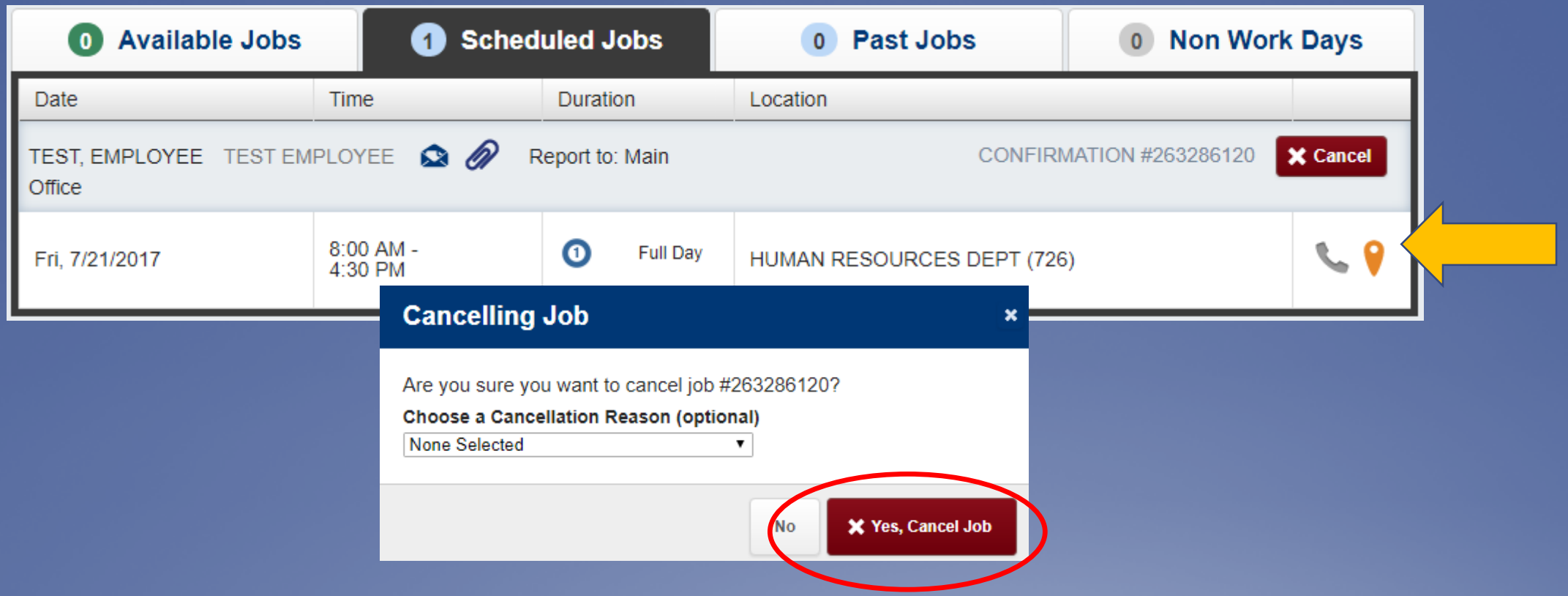
Accepting/Rejecting Jobs



Canceling Jobs

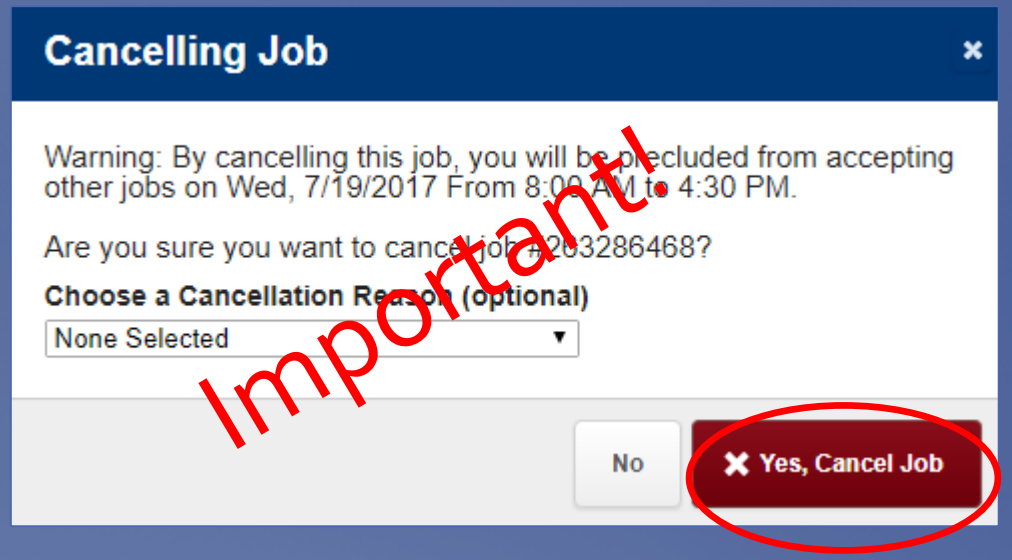
Contact the campus if it's less than 30 minutes before the start time (*)

- **Do not contact the Sub Office!**



Canceling Jobs – Within 18 hours

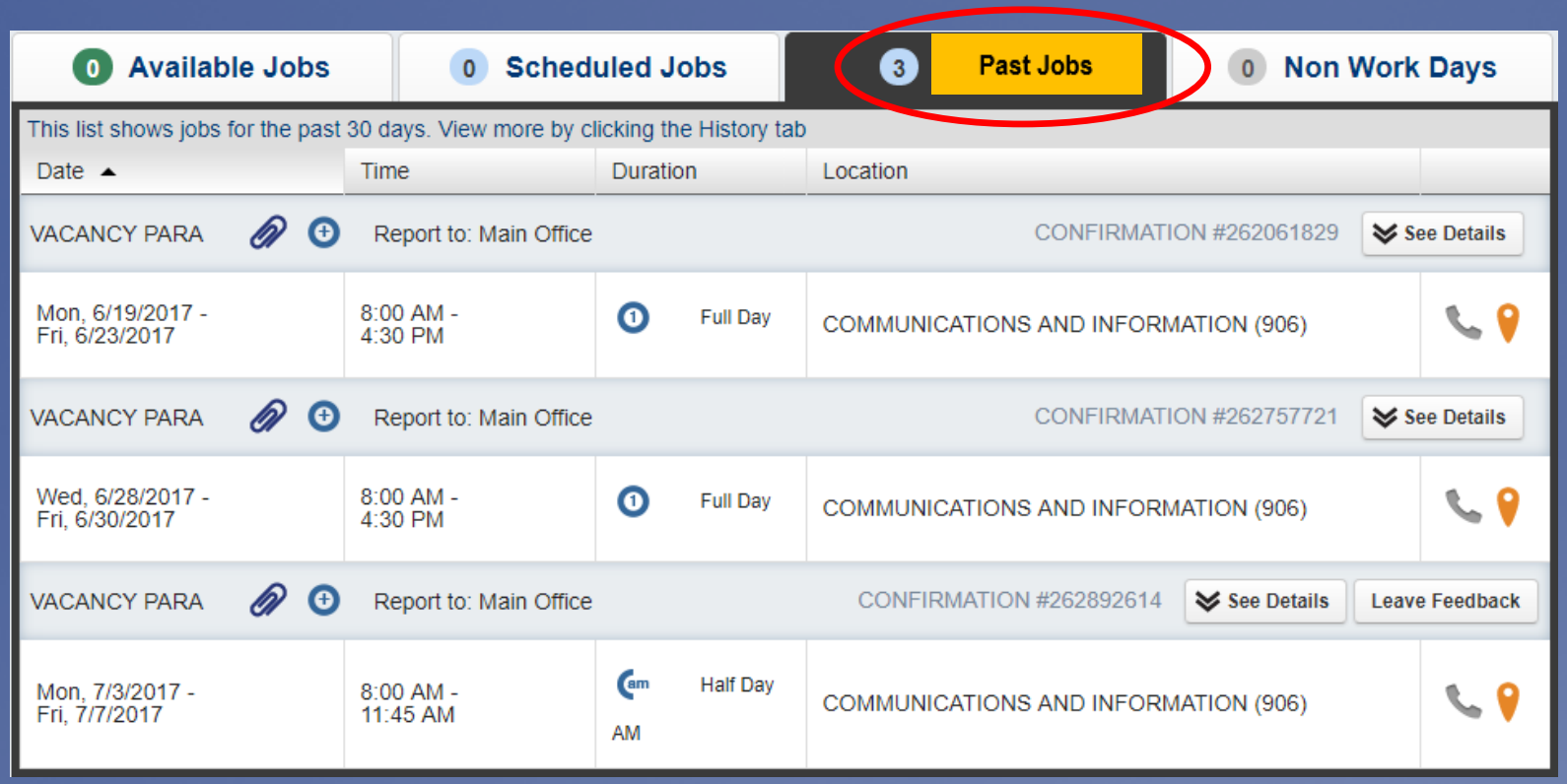
- If you cancel less than 18 hours before an assignment, you will receive a **System Generated Non-Work Day** (SGNWD).
  - You will not be able to accept another job on this day.
  - Sub Office will not override these.



- **Beware!** Do not cancel a job and show up at another campus assuming they will let you work! You will lose out on TWO assignments!

- SGNWDs will affect your performance appraisal and can be cause for deactivation.

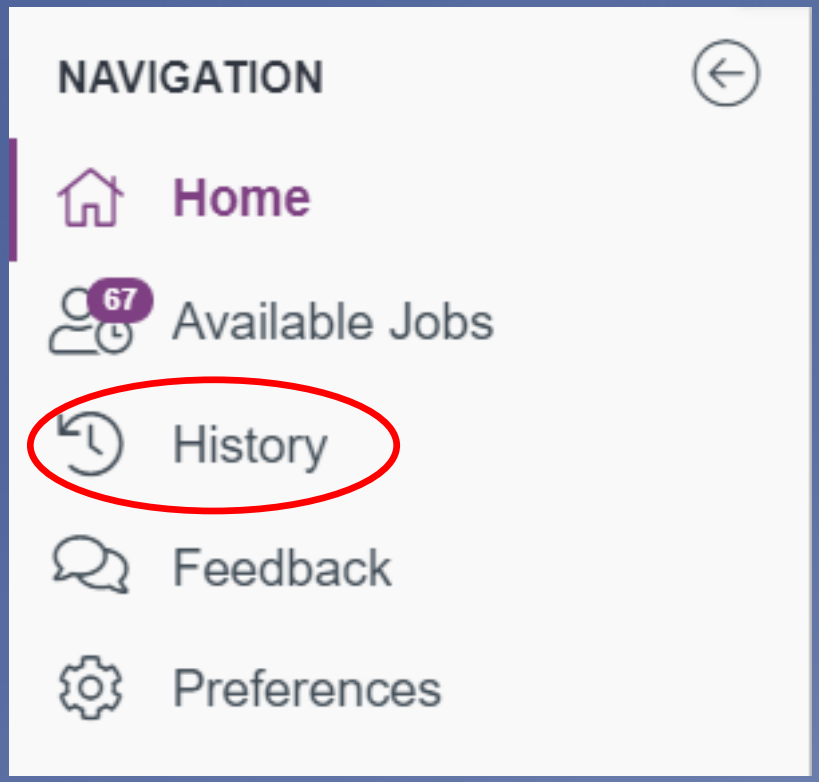
Past Jobs Tab Jobs you WILL be paid for



Important!

- Jobs you will be paid for in a coming pay period
- Confirm all jobs you have worked show at the campus and date
- Contact campus secretary ASAP if days are missing

History Jobs you HAVE BEEN paid for



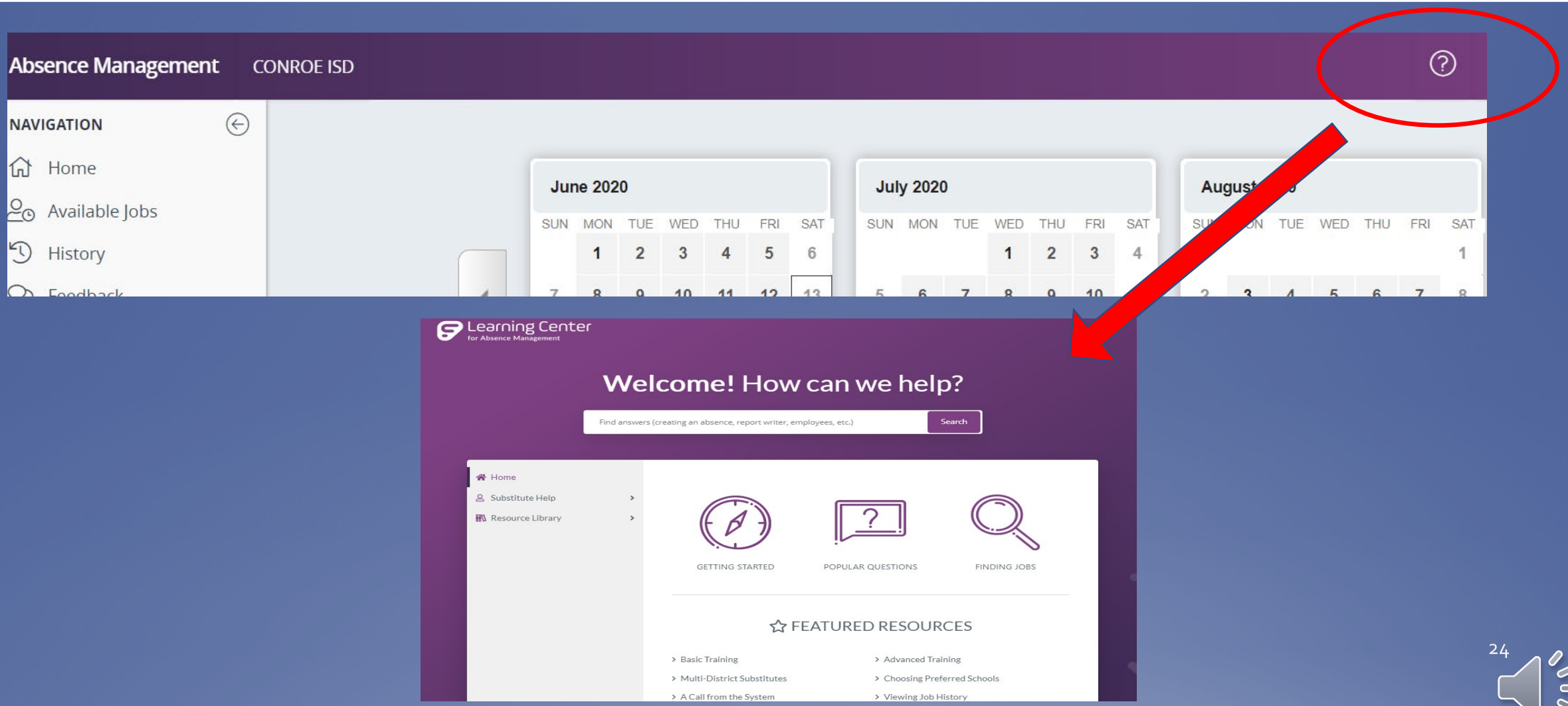
Important!

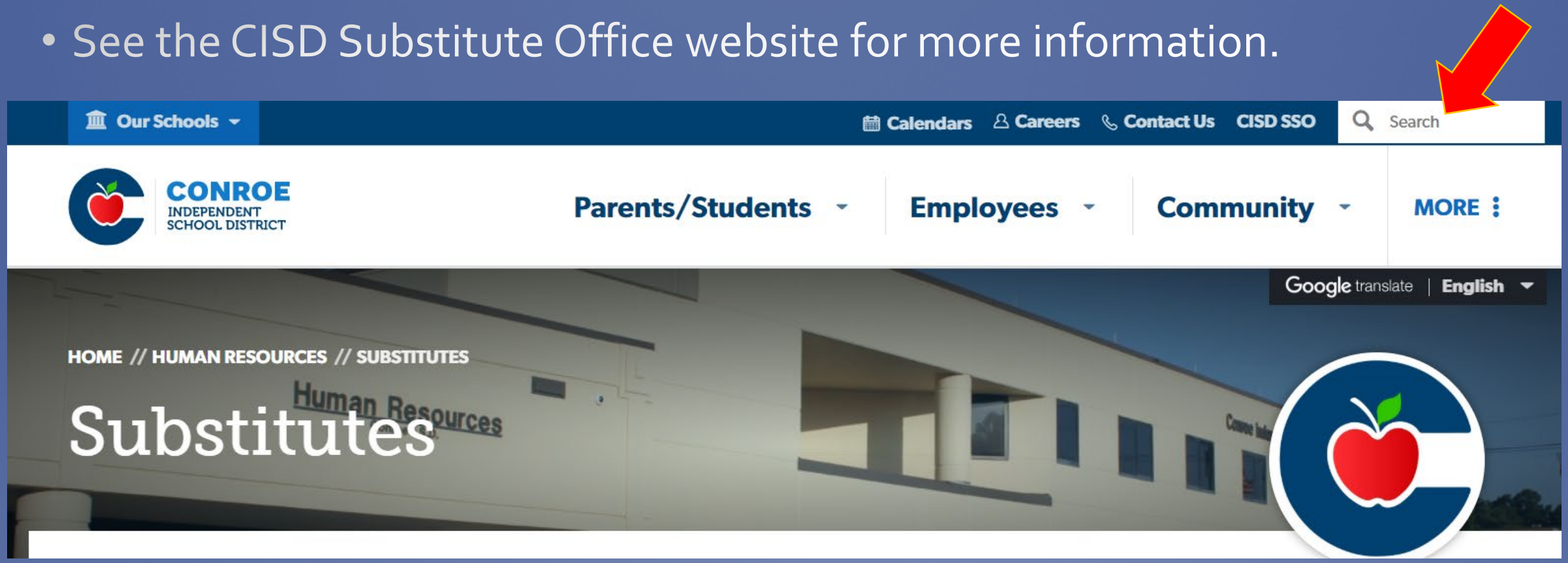
- These are jobs that have been processed and paid already
- Always check the pay schedule first to see the dates for direct deposit
- Contact the campus secretary ASAP if days are missing

Job Specifics

- Accepting half-day assignments
- ESL and Bilingual assignments
- Special Education assignments
- **Contact the campus first with questions**

Need Extra Training?



Questions?

- See the CISD Substitute Office website for more information.