



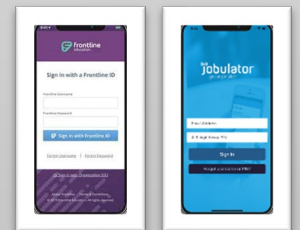
Absence Management

Overview

- **Frontline Absence Management** is how employees schedule absences, and how you accept assignments for those absences or other vacancies.
- As soon as you can access Frontline, **you can start accepting jobs!**

Accessing the System

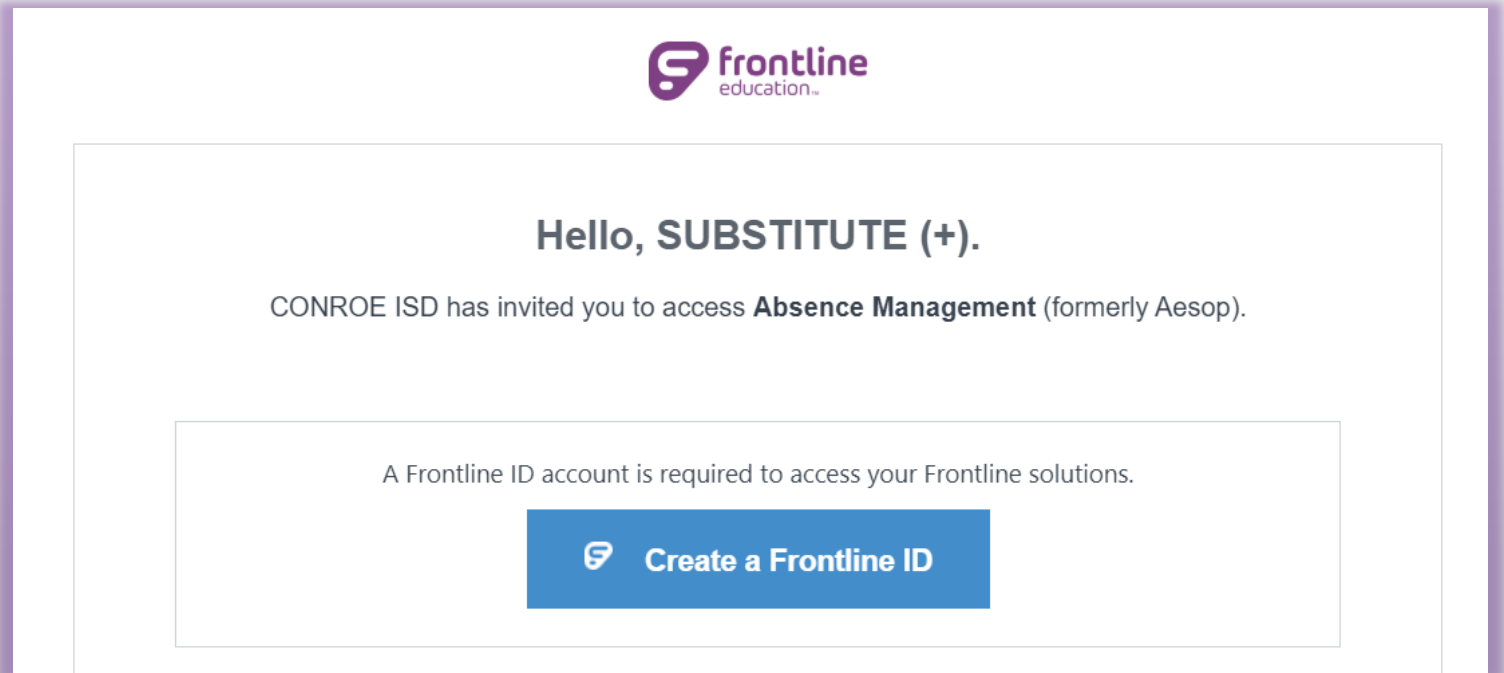
- **How can you access Absence Management?**
 - **Internet via SSO** (*Google Chrome recommended*)
 - You should have CISD SSO access by the end of your hiring meeting
 - SSO Issues > Contact Help Desk > help@conroeisd.net
 - **SmartPhone**
 - Using smartphone to access CISD app
 - Using smartphone to access SSO via browser
 - **Frontline App**
 - NO support for Jobulator (paid) or the Frontline App (free)
 - **Frontline Calling**
 - Can be turned off > Email #2 confirms your phone and PIN



Accessing Your Frontline Account

After your hiring meeting, you will get two Frontline emails.

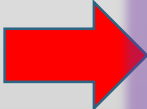
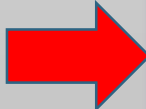
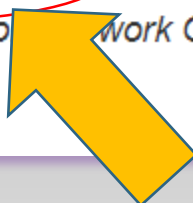
Email #1 will have directions to establish a username and password with Frontline.



Welcome Letter #2

Email #2 will provide general information. **Save both emails!**

Absence Management is available to you in three ways

- 
1. **Conroe ISD SSO:** 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 Frontline Absence Management. Access Frontline through the CISD Single Sign-On (SSO) portal via the CISD website or directly at sso.conroeisd.net. Click on the blue **Frontline Subs and Part-Time** app icon; you will need to enter the Frontline username and password that you created (see above).
 2. **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.
 3. **Outbound Telephone:** Absence Management will also make phone calls to substitutes to offer job opportunities. Management service calls for substitutes from 5:30:00 AM - 10:00:00 PM and 6:00:00 PM - 10:00:00 PM. The phone number we have on record for you is **(###) ###-###** (this number is your login) and your **phone-only pin is ####**. You can choose whether or not you want to receive calls from Absence Management. ***Note: the phone and pin combination work ONLY for phone access.***
- 
- 

This is your
PIN for calls.

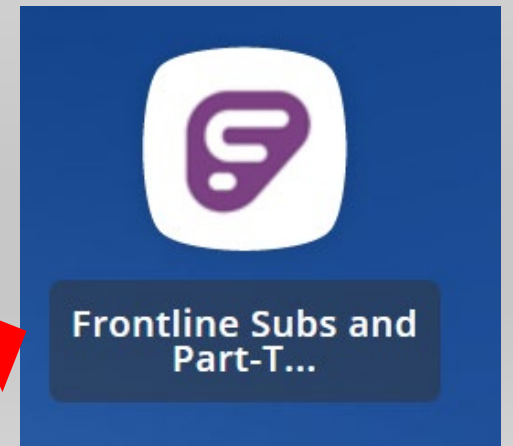
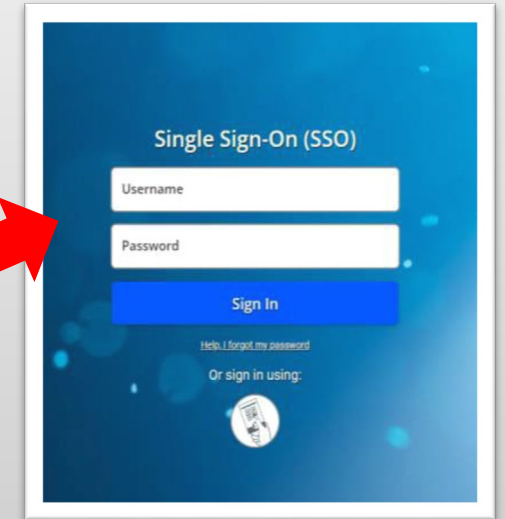
Access Frontline via the CISD SSO

The screenshot shows the homepage of the Conroe Independent School District (CISD) website. The browser address bar displays <https://www.conroeisd.net>. The website features a dark blue header with navigation links: **Our Schools**, **Calendars**, **Careers**, **Contact**, and **CISD SSO**. A red arrow points to the **CISD SSO** link. Below the header is a white navigation bar with the CISD logo (an apple with a 'C') and the text **CONROE INDEPENDENT SCHOOL DISTRICT**. To the right of the logo are links for **Parents/Students**, **Employees**, **Community**, and **MORE**. The main content area is divided into several sections: a large blue section on the left titled **All Means ALL** with a paragraph about the district's commitment and a link to **Learn more about CISD**; a blue section on the right titled **Online registration for the 2020-2021 school year opened Saturday, April 18th.** with a link to **Find your neighborhood school and view registration information.**; a red section titled **2019 Novel Coronavirus (COVID-19)**; a dark blue section titled **JUN 16**; and a section titled **FACEBOOK LIVE FAQ** featuring a photo of a graduate.

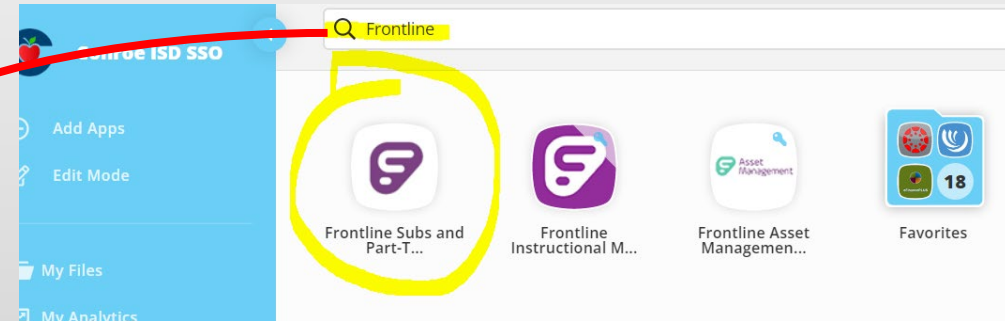
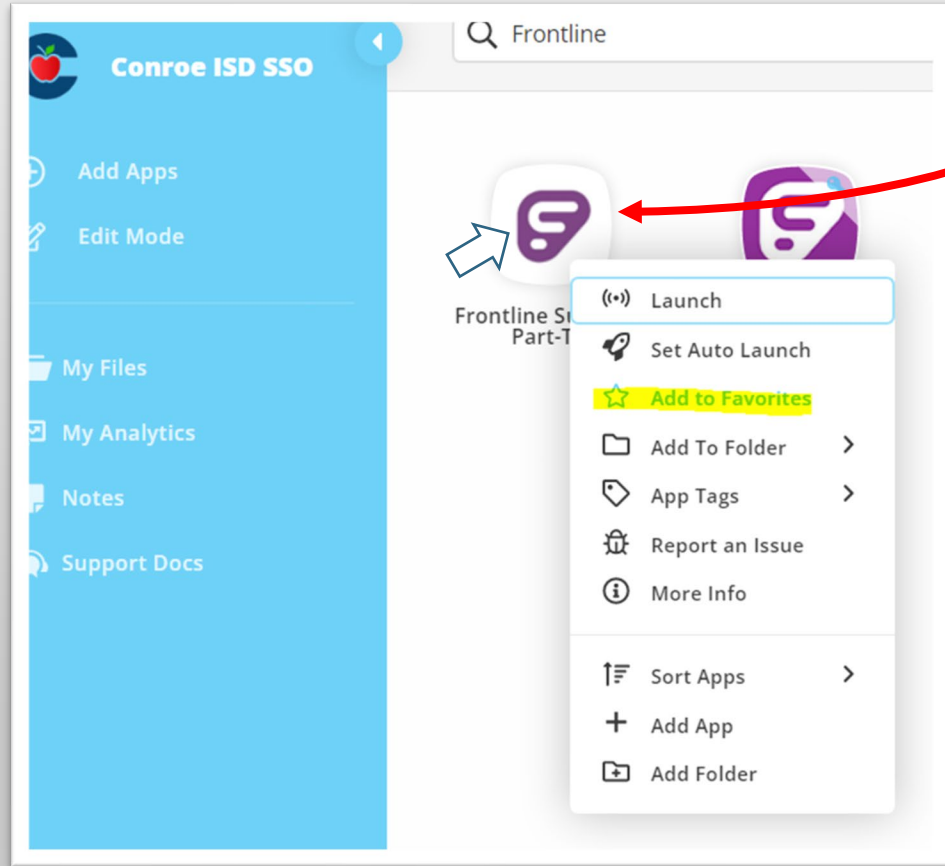
Log-In to Frontline

2-Step Process

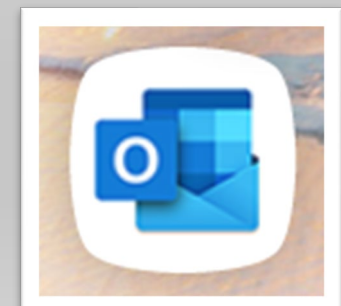
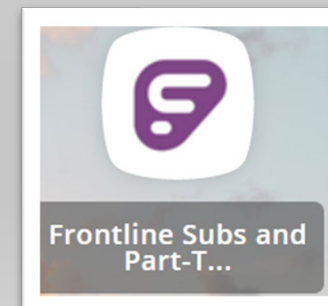
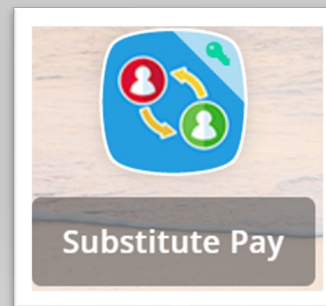
1. Log into the SSO with your CISD login.
 - Username (assigned by district)
 - Password (created by you)
 - **GREEN** New Hire Info sheet for reference.
2. Login to **Frontline Subs and Part-Time App**



Frontline and the CISD SSO

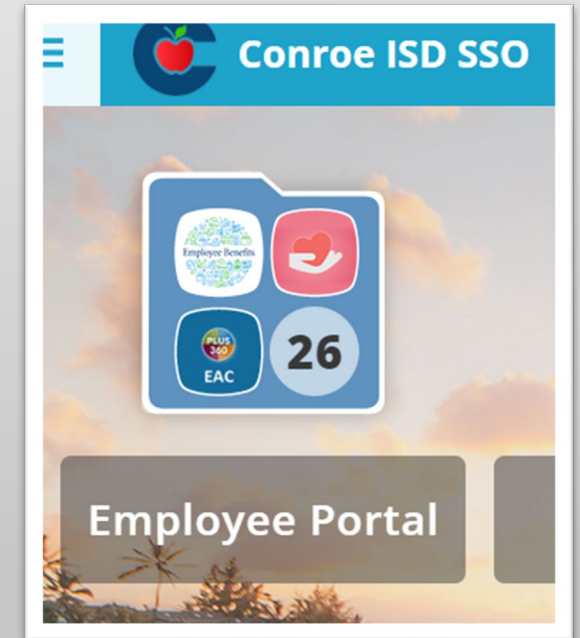


TIP: Right click on apps to “Add to Favorites” bar on bottom.



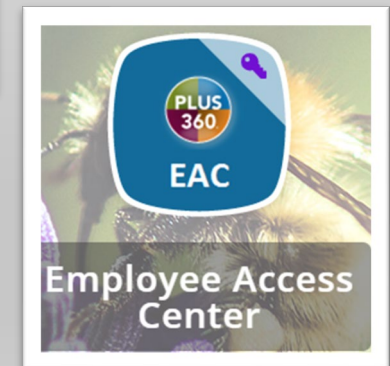
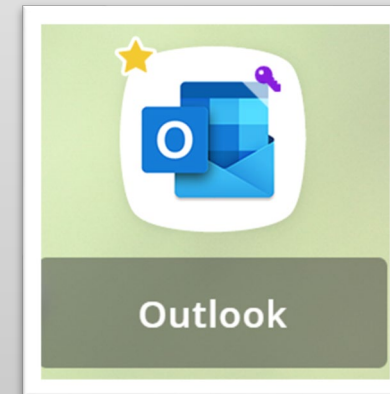
Why is the SSO Portal Useful?

- Portal for all CISD applications
 - Access on campus and at home
 - Secure way to access your information
 - DO NOT used on unsecured networks
- Outlook, Employee Access Center
 - Access paychecks, print W2 forms, update information
- Problems? – Contact Technology Help Desk
 - Reach them at help@conroeisd.net or 936-709-7658



Using the SSO Regularly

- Sign-In Regularly
 - Be sure you can access what you need
 - Outlook
 - Frontline
 - Employee Access Center
- Log-In at least once a month
- You will need access to sign your LRA
- Problems? – Contact Technology Help Desk
 - Reach them at help@conroeisd.net or 936-709-7658



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

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

0 Available Jobs

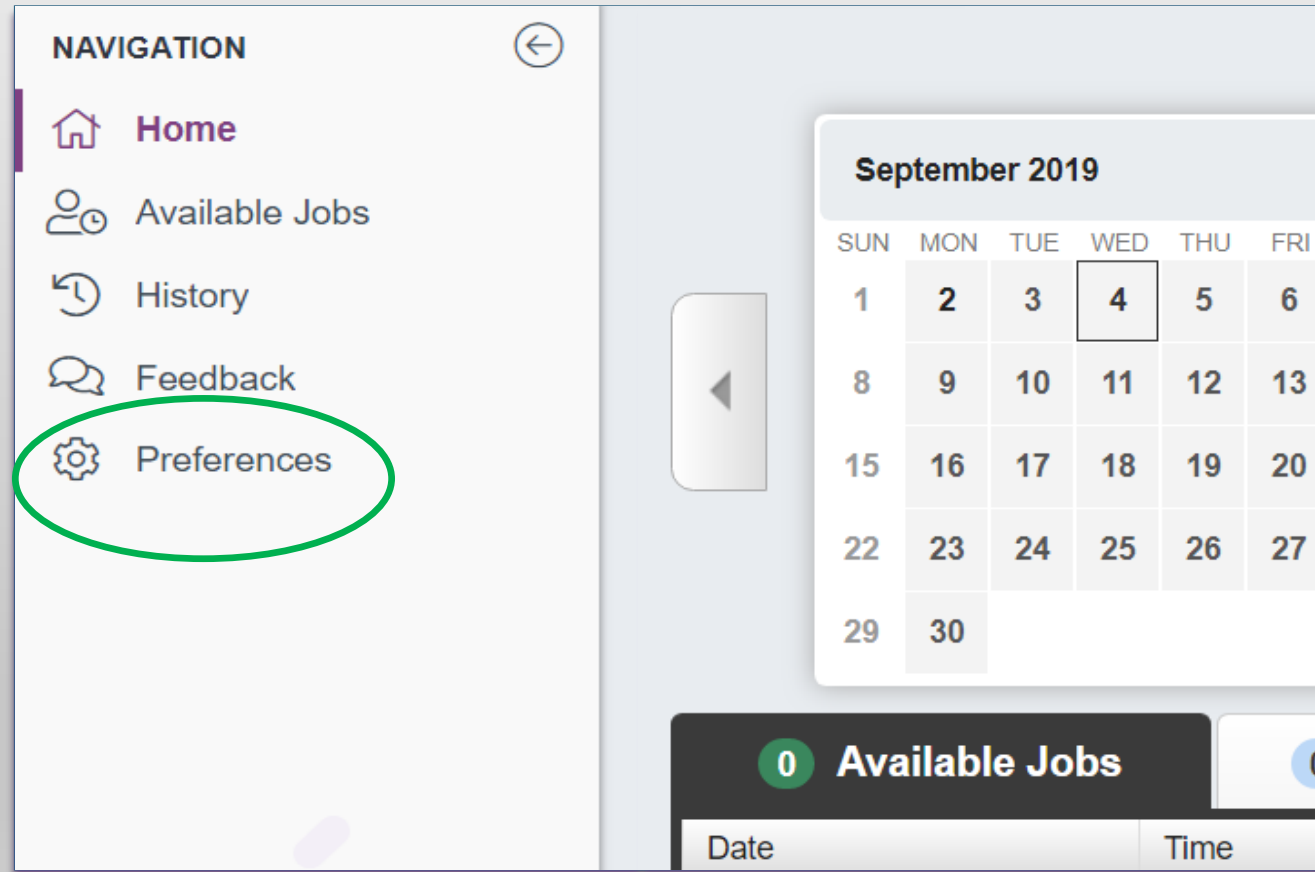
0 Scheduled Jobs

0 Past Jobs

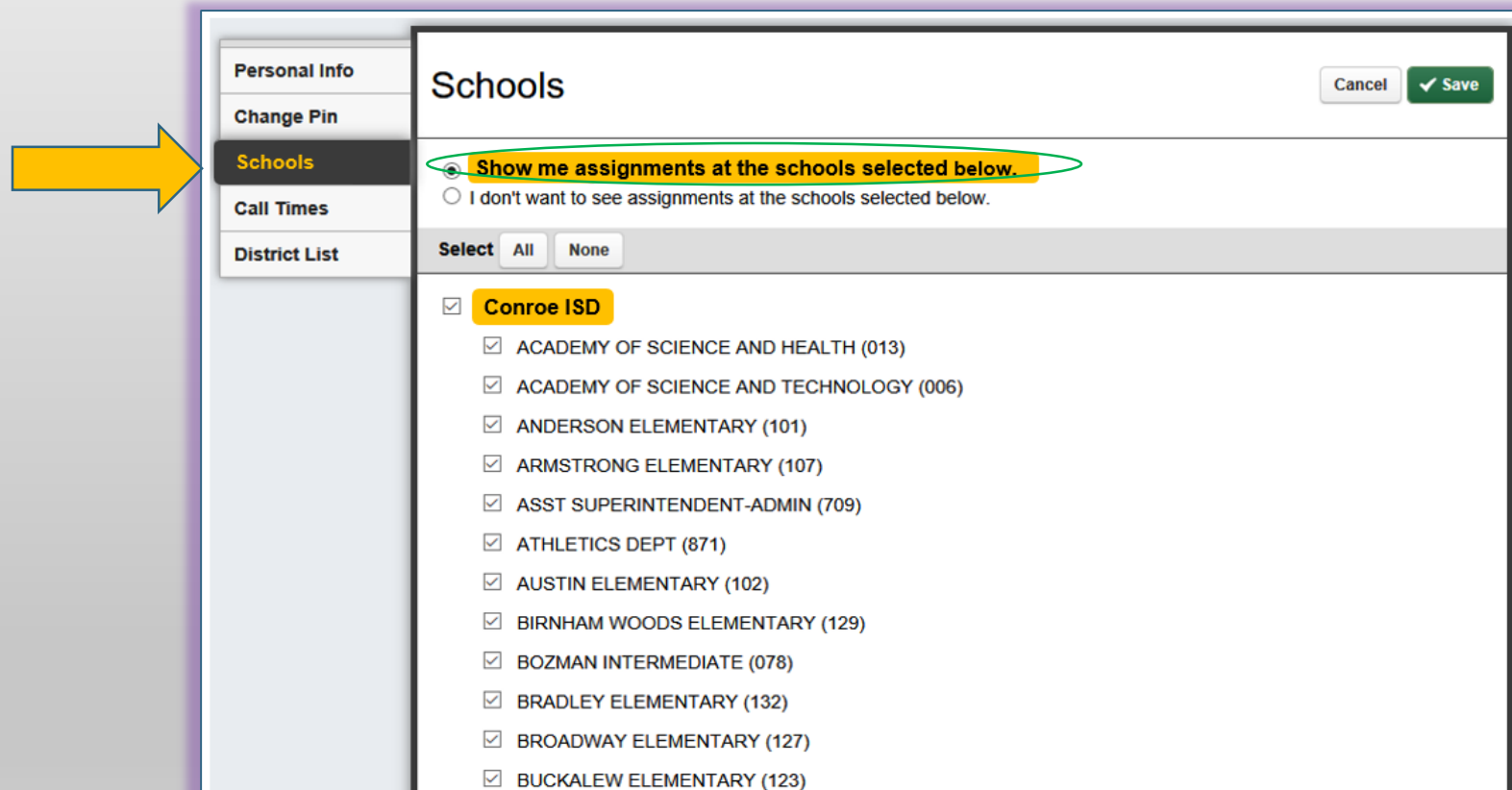
0 Non Work Days

Date	Time	Duration	Location	
Doe, John TEACHER JH/MATHEMATICS				
Mon, 8/29/2017	12:16 PM - 4:15 PM	pm Half Day PM	PEET JUNIOR HIGH (041)	<div>Reject</div> <div>Accept</div>

Setting Preferences



Setting Preferences – Schools



Personal Info

Change Pin

Schools

Call Times

District List

Schools

Cancel Save

☒ Show me assignments at the schools selected below.

☐ I don't want to see assignments at the schools selected below.

Select All None

- ☒ **Conroe ISD**
 - ☒ ACADEMY OF SCIENCE AND HEALTH (013)
 - ☒ ACADEMY OF SCIENCE AND TECHNOLOGY (006)
 - ☒ ANDERSON ELEMENTARY (101)
 - ☒ ARMSTRONG ELEMENTARY (107)
 - ☒ ASST SUPERINTENDENT-ADMIN (709)
 - ☒ ATHLETICS DEPT (871)
 - ☒ AUSTIN ELEMENTARY (102)
 - ☒ BIRNHAM WOODS ELEMENTARY (129)
 - ☒ BOZMAN INTERMEDIATE (078)
 - ☒ BRADLEY ELEMENTARY (132)
 - ☒ BROADWAY ELEMENTARY (127)
 - ☒ BUCKALEW ELEMENTARY (123)



If you do NOT choose a school and they try to assign you to a job they will **NOT** be able to see your profile!

Setting Preferences – Call Times

Personal Info

Change Pin

Schools

Call Times

District List

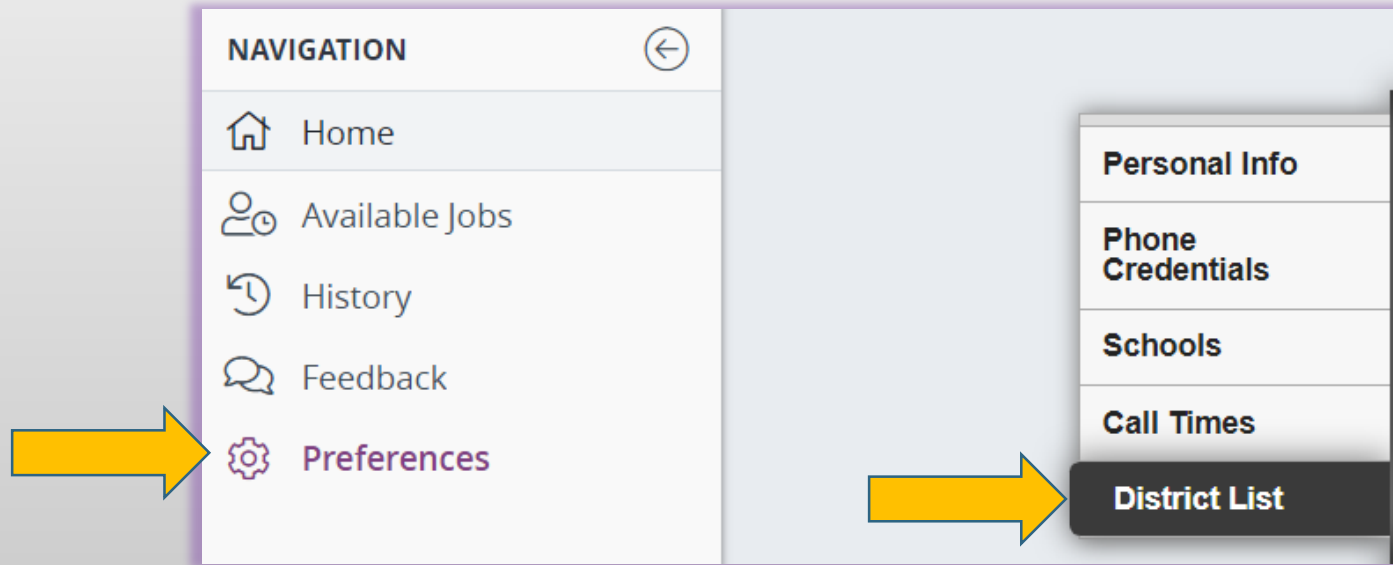
Call Times

CONROE ISD ▼

Accept phone calls for available jobs?
☒ Yes ☐ No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for CONROE ISD						
Morning						
No Calls	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	No Calls
Evening						
6:00 PM - 10:00 PM	6:00 PM - 10:00 PM	6:00 PM - 10:00 PM	6:00 PM - 10:00 PM	6:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

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 Conroe ISD log-in with your established username/password and BOTH should be visible.

Three-Month Jobs Calendar

[Home](#)[Available Jobs](#)[History](#)[Feedback](#)[Preferences](#)[Frontline Support](#)

July 2016

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Three-Month Jobs Calendar

September 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



Available jobs



Scheduled jobs



Non-workdays

Accepting Jobs

The screenshot shows a web application for accepting jobs. At the top, there are four tabs: 'Available Jobs' (highlighted with a yellow circle), 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. Below the tabs is a table with columns: 'Date', 'Time', 'Duration', 'Location', and an action column. The table lists two jobs. The first job is for 'Doe, John' (TEACHER JH/MATHEMATICS) on 'Mon, 8/29/2017' from '12:16 PM - 4:15 PM' at 'PEET JUNIOR HIGH (041)'. The second job is for 'Smith, Jane' (PARA SPECIAL ED AIDE) on 'Tues, 8/30/2017' from '8:00 AM - 4:00 PM' at 'MCCULLOUGH JUNIOR HIGH (053)'. Each job row has 'Reject' and 'Accept' buttons. A red arrow labeled 'Alpha Sort' points to the 'Location' column header. A green arrow points to the 'Accept' button for the first job. An orange arrow points to the 'Accept' button for the second job. A yellow arrow points to the 'Accept' button for the second job. A yellow circle highlights the 'Accept' button for the second job. At the bottom, a blue banner shows a green checkmark and the text 'Assignment Accepted. Your confirmation number is #161469764' with a link to 'Dismiss Message'.

Date	Time	Duration	Location	Action
Mon, 8/29/2017	12:16 PM - 4:15 PM	Half Day PM	PEET JUNIOR HIGH (041)	<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Tues, 8/30/2017	8:00 AM - 4:00 PM	Full Day	MCCULLOUGH JUNIOR HIGH (053)	<input type="button" value="Reject"/> <input type="button" value="Accept"/>

Assignment Accepted. Your confirmation number is #161469764 [X Dismiss Message](#)

Note: You do NOT need to reject all jobs – they will “fall off.”

Contact Campus re: Job Details







You may have questions about specific assignments

- Can I accept a half-day assignment?
- What does an [type] position look like?
- Do I need certain skills for [position type]?

Contact the campus first with questions

Non-Workdays

Scheduled non-work days are days you are taking off so you will NOT be available.

10 Available Jobs		0 Scheduled Jobs		0 Past Jobs		0 Non Work Days
Date ▲	Time	Duration	Location			
Doe, John		TEACHER JH/MATHEMATICS		✖ Reject ✓ Accept		
Mon, 8/29/2017	12:16 PM - 4:15 PM	 Half Day PM	PEET JUNIOR HIGH (041)	 		
Smith, Jane		PARA SPECIAL ED AIDE		✖ Reject ✓ Accept		
Tues, 8/30/2017	8:00 AM - 4:00 PM	 Full Day	MCCULLOUGH JUNIOR HIGH (053)	 		
Doe, June		PARA SPECIAL ED AIDE		✖ Reject ✓ Accept		

Non-Workdays

General Non-Workdays

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

Add Non-Work Day

Date

Repeat ☒ every ☐ day

☒ Monday

Until

From ☒ All Day

to






Reason

Cancel

Save

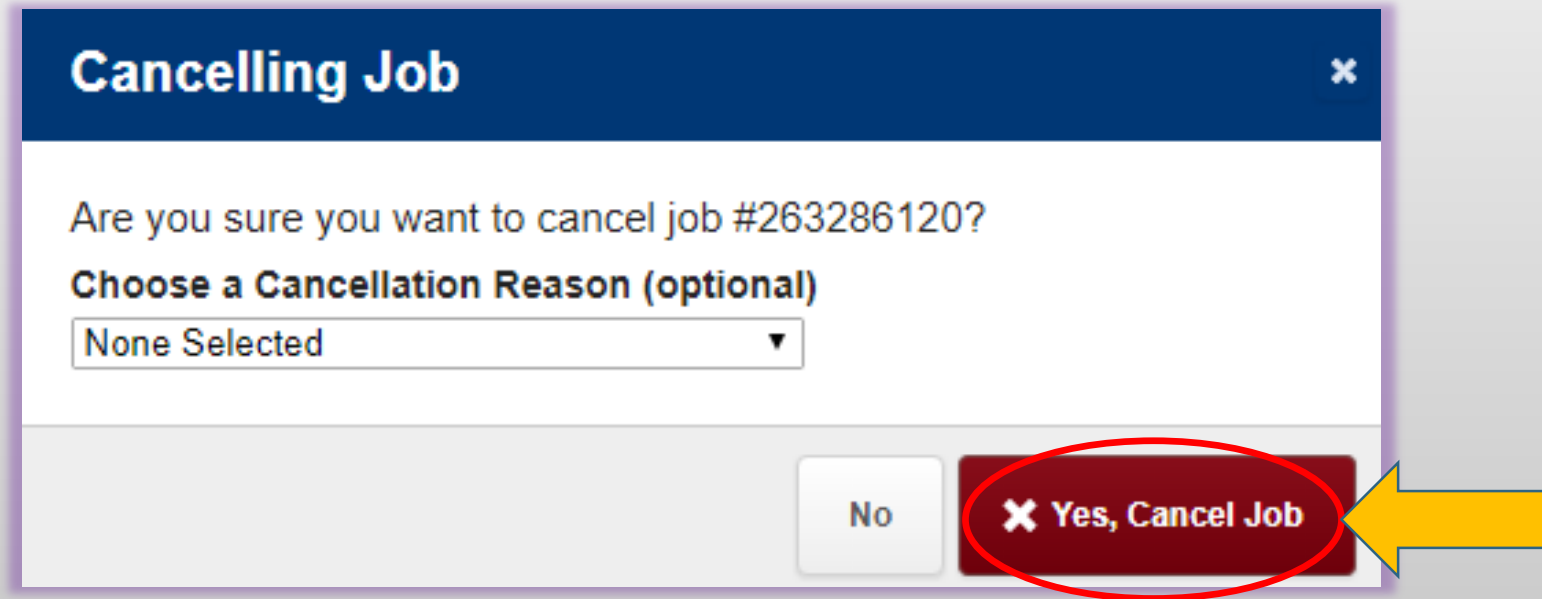
Canceling Jobs

You can cancel scheduled jobs, and should do so ASAP.

0 Available Jobs	1 Scheduled Jobs	0 Past Jobs	0 Non Work Days
Date	Time	Duration	Location
TEST, EMPLOYEE TEST EMPLOYEE   Report to: Main CONFIRMATION #263286120 			
Office			
Fri, 7/21/2017	8:00 AM - 4:30 PM	1 Full Day	HUMAN RESOURCES DEPT (726)  

You must cancel your own jobs.

Canceling Jobs



Cancelling Job ✕

Are you sure you want to cancel job #263286120?

Choose a Cancellation Reason (optional)

None Selected ▼

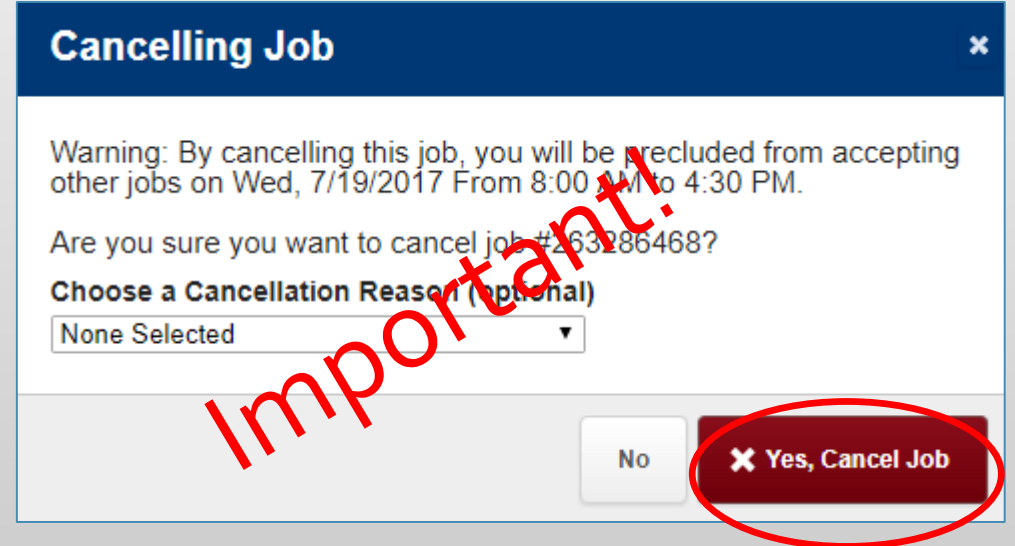
No **✕ Yes, Cancel Job**

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

- As a courtesy, contact them ASAP
- **Do not contact the Sub Office!**

System Generated Non-Workdays

- If you cancel less than 18 hours before an assignment, you will receive a **System Generated Non-Workday** (SGNWD).
 - The system will assign you a non-workday.
 - You cannot 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 happen – you must still cancel your own assignments.
- Multiple or repeated SGNWDs can cause campus exclusion and/or deactivation.



Cancelling Job [X]

Warning: By cancelling this job, you will be precluded from accepting other jobs on Wed, 7/19/2017 From 8:00 AM to 4:30 PM.

Are you sure you want to cancel job #263286468?

Choose a Cancellation Reason (optional)




















None Selected [v]

No [X] Yes, Cancel Job

Important!

Past Jobs Tab

Jobs you WILL be paid for

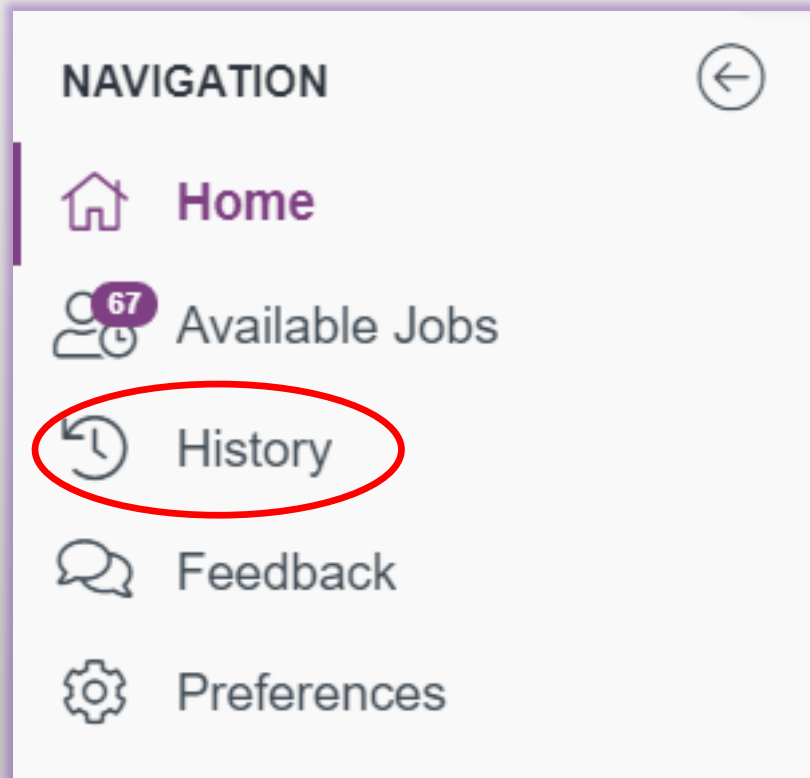
0 Available Jobs	0 Scheduled Jobs	3 Past Jobs	0 Non Work Days
This list shows jobs for the past 30 days. View more by clicking the History tab			
Date	Time	Duration	Location
VACANCY PARA   Report to: Main Office CONFIRMATION #262061829  See Details			
Mon, 6/19/2017 - Fri, 6/23/2017	8:00 AM - 4:30 PM	 Full Day	COMMUNICATIONS AND INFORMATION (906)  
VACANCY PARA   Report to: Main Office CONFIRMATION #262757721  See Details			
Wed, 6/28/2017 - Fri, 6/30/2017	8:00 AM - 4:30 PM	 Full Day	COMMUNICATIONS AND INFORMATION (906)  
VACANCY PARA   Report to: Main Office CONFIRMATION #262892614  See Details  Leave Feedback			
Mon, 7/3/2017 - Fri, 7/7/2017	8:00 AM - 11:45 AM	 Half Day AM	COMMUNICATIONS AND INFORMATION (906)  

Important!

- Jobs you WILL BE paid for in an upcoming 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.
- Check the Employee Access Center (SSO) and Substitute Pay for specifics.

Visit the Substitute Webpage

Helpful Resources

Below are some helpful resources for Substitutes; select from the list on the left.

Substitute Orientations

**CISD QuickGuides and
Frontline ShortCuts**

**Pay Related: Paychecks,
W2 Info, Direct Deposit**

Pay Related: Paychecks, W2 Info, Direct Deposit

Verifying Days Worked and Sub Pay **PDF**

Substitute W2 Information **PDF**

Update direct deposit **PDF**

www.conroeisd.net >Careers>Substitutes>Helpful Resources

Thank you for coming!

Welcome to Conroe ISD

- TRS retirees please stay for a brief meeting.
- Nurses contact Health Services for approval.
- Please turn in waivers and we can answer questions at the back of the room.