

## **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 can be absent and not need sub coverage.*

### **JOB CALLING TIMES:**

Staff are allowed to place a job up to 1 hour prior to the start time. (pre-set for you based on your schedule)

Calls will be made to try to fill your job up to 1 hour after the start time. (It works, I have had subs arrive shortly into first period.)

The system has been set to call from 5:30am-11:59am and then begins again from 12pm-9:30pm. So basically it calls all day to try to fill *future* absences.

The parameters have been re-set for jobs to be held longer for your Fave 5 or preferred sub lists, prior to opening to the general public. Depending on how far out your job is, it will be held for 70% of the time for your favorites, then will go out to the site and district preferences lists for the remaining time, in order to fill it.

### **FAVE 5 or PREFERRED SUB LIST:**

Technically the system utilizes one or the other.

With Fave 5 you can "heart" up to 5 people and jobs will be offered to them first, if time allows.

Preferred works the same, except you can add numerous subs to your preferred list. If you currently have a Fave 5 AND a preference list, it may not work as you want it to. I suggest utilizing only one method.

### **PRE-ARRANGED SUBS:**

You have the ability to pre-arrange and plug a sub into a job.

You **MUST** speak to the sub you are pre-arranging with. There must be an agreement that the sub can & wants to take the job.

After contacting the sub of choice and receiving agreement to sub on 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 horrible, I suggest you 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 your jobs, please contact the district receptionist and she can place an exclusion on them.

### **SUB PHONE NUMBERS:**

You currently do not have access to look up sub numbers and emails that aren't scheduled for a job with you. Email Kerri and she can issue you that info. Once they accept a job with you, their number or email will be accessible for you to get in touch with them regarding the job.

### **PN/PL/Add'l LV:**

These all require advance approvals and there are limits on how many can be allowed for each day.

Submit your completed leave form well in advance of the desired date.

Once approved/denied, Kerri will follow up with an email confirming approval/denial, or suggesting another date

If your forms are submitted after the fact, there will be no email from Kerri and there is a potential you will be docked differently by payroll, depending on our daily allotments. Payroll should be contacting you in this instance.

### **JOB START/END TIMES:**

Most start/end times will automatically pre-set at 8:15am-3:35pm. Zero period teachers will default at 7:15am.

If you only teach a few periods that require a sub (due to monitoring, coaching, district/site chair) you are responsible for changing 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, 3 periods or more are considered a full day pay. Additional pay is issued for 6<sup>th</sup> period day assignments.

## 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)

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', '2 Scheduled Absences', and '2 Past Absences'. Below the tabs, the date 'November 04' is displayed. On the left, there is a calendar for November 2022. The main form area is divided into several sections: 'Substitute Required' (Yes), 'Absence Reason' (Select One), 'Time' (08:15 AM to 02:32 PM), and 'Substitute Report Time' (08:15 AM to 02:32 PM). A chain icon is located between the 'Time' and 'Substitute Report Time' fields. A red arrow points to this chain icon. Below these fields are 'Notes to Administrator' and 'Notes to Substitute' text areas. On the right, there is a 'FILE ATTACHMENTS' section with 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'.

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

This screenshot shows the same 'Create Absence' interface, but with the 'Substitute Report Time' field highlighted. The text 'Substitute Report Time' is now in bold, and the time range '08:15 AM to 02:32 PM' is also in bold. A red arrow points to the 'Substitute Report Time' field. The rest of the form, including the calendar, 'Substitute Required' field, 'Absence Reason', 'Time' field, and 'Notes' sections, remains the same. The 'FILE ATTACHMENTS' section is also visible on the right. At the bottom, the buttons for 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence' are present.

## 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 in 'Advanced Mode'. The form is titled 'November 04' and includes a calendar for November 2022. The 'Substitute Required' toggle is set to 'Yes'. The 'Absence Reason' is set to 'Select One'. The 'Time' and 'Substitute Report Time' are both set to 'Full Day' with a time range of '08:15 AM to 02:32 PM'. There are text areas for 'Notes to Administrator' and 'Notes to Substitute', both with a 255 character limit. A 'FILE ATTACHMENTS' section is on the right, with a red arrow pointing to the 'Advanced Mode' button. At the bottom, there are three buttons: '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 a red arrow pointing to the 'Create Absence & Assign Sub' button. The form is titled 'Absence' and includes a calendar for November 2022. The 'Absence Reason' is set to 'Select One'. The 'Time' and 'Substitute Report Time' are both set to 'Full Day' with a time range of '08:15 AM to 02:32 PM'. There are text areas for 'Notes to Administrator' and 'Notes to Substitute'. On the right, there is a 'NEXT STEPS' section with 'Status: Unfilled', an 'ABSENCE SUMMARY' section with 'Substitute Required: Yes', and a 'No Dates Selected' section with '8:15 AM - 2:32 PM' and 'No Reason Selected'. At the bottom, there are three buttons: '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.

