

Process for Requesting & Recording Absences

All employees are responsible for completing an Employee Absentee Request Form and reporting absences in the Absence Management System (currently Frontline through Kelly Services).

Employee: In the event of an unexpected illness or emergency, skip to Step 2 to report absence in the Absence Management System and call Supervisor to report absence at least 1 hour prior to the beginning of your work day. When you return to work, make sure Step 1 is completed within 2 days. For all other absences begin with Step 1. For any absence requiring 5 or more consecutive days, you will be unable to input these days in the Absence Management System, due to system restrictions. The Absentee Clerk will need to send an email to Kelly Services for the absence to be created or contact the Personnel Office.

Absentee Clerk: When an employee has an unexpected illness or emergency, make sure employee fills out and turns in the form within 2 working days. Note: You are responsible for making sure you have an Employee Absentee Request Form for every employee and for every absence. Please see note above regarding input of 5 or more consecutive days absent.

Step 1: Complete "Employee Absentee Request Form"

Fill out form completely and submit to supervisor for pre-approval. Please allow sufficient time for the absence to be approved.

If supporting documentation is required, submit with the Employee Absentee Request. Note: For absences requiring 10 or more days, Extended Leave Paperwork must be completed. The paperwork can be picked up from and returned to the Personnel Department at the District Office.

IMPORTANT: All work related injuries must be reported to the District Personnel Office immediately, if the employee is unable to contact the Personnel Office, a nurse or supervisor should do so on their behalf, whether an employee misses a day or not. Please follow procedures for a Worker's Comp Injury. FAILURE TO REPORT AN INCIDENT MAY RESULT IN WORKER'S COMP NOT PAYING A CLAIM.

Step 2: Once approved paperwork is returned, input absence into the "Absence Management System".

- A. Go to the following website <http://www.frontlineeducation.com/signin/> or call Kelly Scheduling Team at 1-866-535-5998.
- B. On the website click on the Absence Management Sign In link and enter your ID or Username and PIN #. This information can be obtained from the Absentee Clerk at your location.
Absentee Clerks assigned to each location are as follows:
MECC – Ms. Davis, MPS – Ms. Simon, MES – Ms. Holmes, MJHS – Ms. McFaddin, MHS - Ms. Fairris, Monarch – Ms. Samuel, District Office – Ms. Evins
- C. Once you have logged into the system, input your absence by clicking on the date of the absence, choosing the time (full day or ½ day – AM or PM), Choosing your Absence Reason - some leave codes require a note to be put in Notes to Administrator. For Professional Day, please note the name of the meeting/conference.
- D. Requesting a Substitute (or not):

For employees/positions that do not allow substitutes: Click Create Absence.

Note: If your position does not allow a substitute, it will not allow you to request a sub. If for any reason a sub is needed and this option is not available, have the Absentee Clerk contact the District Office to get this option updated.

For employees/positions where requesting a substitute is Optional:

For Substitute Required Selection:

Option 1 - Sub is needed: Substitute Required – Leave Option marked as “Yes” If you have already spoken to a sub and they have agreed to work for you, you can assign a sub. Make sure you only use this option if you have already personally spoken to the sub to confirm they are available and willing to work. If you do not have a substitute you have spoken to, click create absence. This will send the request for a sub out to the general sub pool. You can type a note for the Substitute if needed. If the Assign and Create Option is not available, but is needed, contact your Absentee Clerk so that this can be updated. Click Create Absence.

Option 2 – Sub is NOT needed: Change Substitute Required to “No”. Absence will be created but no sub will be requested for the absence. Click Create Absence.

Option 3 – Sub only needed ½ day, but you are absent the entire day: Two separate absences must be created for the same day. Request a sub for the ½ day the sub is needed.

Note: Employees that drive buses and also work in an additional position – subs cannot be created for bus drivers. If a sub is needed for the other position, contact your Absentee Clerk.

Step 3: Once the absence has been created, make a note on your Employee Absentee Request Form and turn in White copy to the Absentee Clerk for your Location.

Instructions for Absentee Clerk Only - Reconciling Absences

1. All employees should sign in daily at their Locations.
2. If an employee has not signed in, verify whether they are present or absent and make notes accordingly
3. Use Sign in sheets / Computer Sign-in to verify against daily absence report sent from Kelly Services.
4. Once a week, the Payroll Clerk will import absences from Kelly Services (Absence Management System) into the Finance System, from the previous week. The Absentee Clerk is responsible for the following, once absences are imported:
 - a. Run an Absence Report for the prior week in Smart Fusion by going to Smart Fusion → Payroll Module → Absentee Sub. Click on Reports → Absentee Report. Input Period to Report dates. Print Report.
 - b. Verify report against the Employee Absentee Request Forms and/or verified Sign in Sheets for the prior week.
 - c. Once information is verified, sign and get Principal to sign, confirming the absences are correct for the prior week. Reports are due to the Payroll Department by close of business every Wednesday, unless otherwise notified.

Note: In the event, that an employee's absence did not get reported in the Absence Management System, the Absentee Clerk will need to manually input the absence in Smart Fusion by going to Payroll Module → Absentee Sub → Process → Enter/Edit Employee Absence/Subs. Click on New Button (White Paper with yellow star) Enter Name, Date of Absence, Hours/Days (this should only be a 1.0 or a .5), Reason Code, and Note (optional). If the employee neglected to input their absence in the Absence Management System, remind them that policy states they are responsible for reporting absences properly. If the absence was inputted into the Absentee Management System, but did not properly import into Smart Fusion, input the absence in SF, then contact the Payroll Clerk, so that the issue can be resolved/corrected in a timely manner. If the employee reported the absence to Kelly incorrectly (wrong reason, date or time), the absence will need to be edited in SF. Under the Enter/Edit Employee Absence/Subs, instead of clicking the new button for entering a record, you will need to use the search at the top to pull up the absence and make a correction.

5. Maintain "Employee Absentee Request Forms" at your school/location for verification for absences. Forms do not need to be sent to the District Office, but must be available for review in the event that a reported absence comes into question. If an employee turns in a doctor's excuse, attach it to the approved Absentee form.