

# The Employee Home Page

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 [absence-help.frontlineeducation.com/hc/en-us/articles/115003384588-The-Employee-Home-Page](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384588-The-Employee-Home-Page)

Your application home page provides access to all your important information. These options include district notifications, absence details, and much more!

## Web Alerts

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When you log in, before you are taken to the home page, you may first see a window that notifies you of district "Web Alerts." These alerts are created by your district and contain important information that may be useful to you.

Once you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be revisited at any time within the application.

**Important Notifications** ✕

**High** Victoria County School District posted on Friday, March 28, 2018

Don't forget that this Friday is dress like a cowboy day!

Dismiss

## Home Page

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Once you dismiss your notifications (when applicable), you can view your home page.

**Absence Management** Victoria County School District Amy Pond Employee

**April 2018**

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					

**May 2018**

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		

**June 2018**

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

■ Absences ■ Closed Day ■ In-Service Day

**Create Absence** | **3 Scheduled Absences** | **1 Past Absences** | **0 Denied Absences**

Please select a date Need more options? Advanced Mode

**April 2018**

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	1	2	3	4	5

**Substitute Required** Yes

**Absence Reason** Select One

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

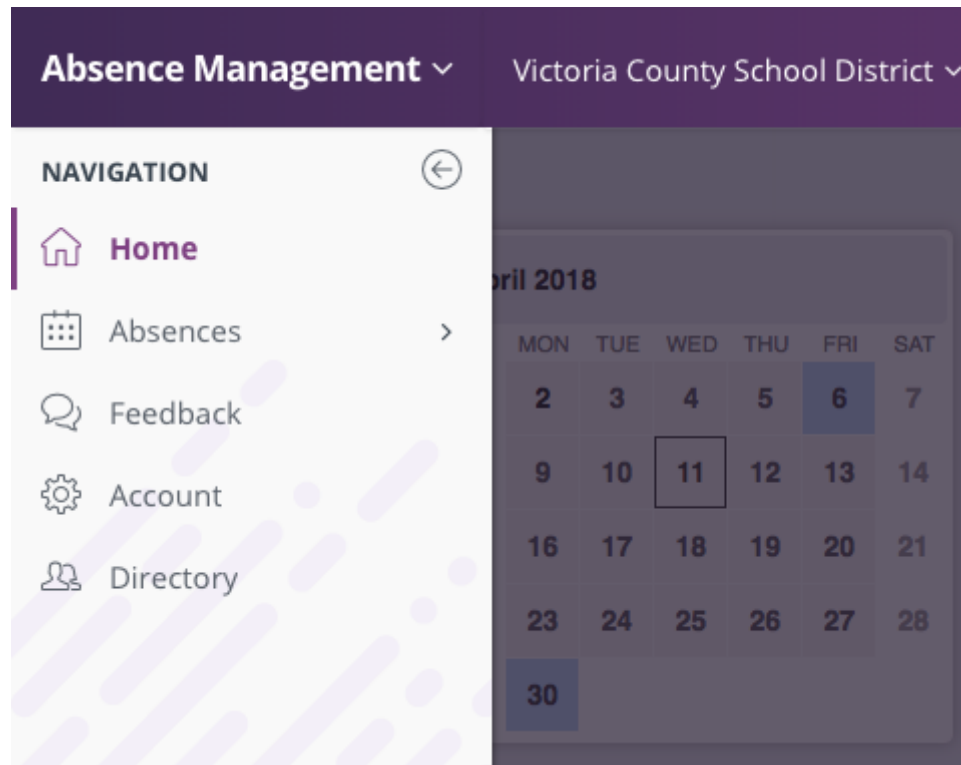
**Shared Attachments**

Cancel **Create Absence**

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## Side Navigation

Your side navigation lists absence details, feedback, system preferences, and a substitute/approver directory.  
<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384588-The-Employee-Home-Page>



**Absences:** [Create a new absence](#) or [review past absences](#).

**Feedback:** [Leave feedback](#) for jobs completed within the past 14 days or view recently provided feedback.

**Account:** View account options that include [Personal Information](#), [PIN Changes](#), [Shared Attachments](#), [Preferred Substitutes](#), [Excluded Substitutes](#), and [Absence Reason Balances](#).

**Directory:** View the contact details affiliated with substitutes and approvers.

## Calendar

The calendar provides an overview of your scheduled absences and any closed or in-service days affiliated with your district. It is also color coded to indicate the different types of days.

Absence Management Victoria County School District Amy Pond Employee

The screenshot displays three calendar views for April, May, and June 2018. The interface includes a navigation sidebar on the left and a top header with user information. The April calendar shows a black box around the 11th and blue boxes for the 6th and 30th. The May calendar shows a blue box for the 25th and an orange box for the 28th. The June calendar shows yellow boxes for the 14th and 15th.

**Black Box:** A black box around a date represents that it is the current day.

**Blue Box:** A blue box represents a past or scheduled absence.

**Pink Box:** A pink box indicates a Closed day.

**Orange Box:** An orange box indicates an In-Service day.

Use the back and forward arrows on either side of the calendar to view previous or future days.

Absence Management Victoria County School District Amy Pond Employee

The screenshot displays three calendar views for April, May, and June 2018. The interface includes a navigation sidebar on the left and a top header with user information. The April calendar shows a black box around the 11th and blue boxes for the 6th and 30th. The May calendar shows a blue box for the 25th and an orange box for the 28th. The June calendar shows yellow boxes for the 14th and 15th. Red boxes highlight the back and forward navigation arrows on the left and right sides of the calendar views.

You can also click on an individual day within the calendar to view details for that specific date.

If there is an absence on that day, you can take action on that absence right from the pop-up. Or, if it is an open day, you can initiate the creation of an absence.

The screenshot displays a web interface for managing absences. It features three calendar views for April, May, and June 2018. A mouse cursor is clicking on the 6th of April, which has triggered a pop-up window titled 'April 6'. This window shows the following information:

- Past Absences Confirmation # 304340104**
- Full Day** (indicated by a blue circle with the number 1)
- 7:00 AM - 3:00 PM**
- Illness > Family Illness**
- VC Elementary Schools**
- Coulson, Phil**

At the bottom of the pop-up are two buttons: 'View Details' and 'Leave Feedback'. Below the calendar, there are summary tabs: 'Past Absences' with a count of 1, and 'Denied Absences' with a count of 0. A legend at the bottom of the calendar area shows an orange square for 'Closed Day' and a yellow square for 'In-Service Day'.

## Absence Tabs

Locate the "Absence" tabs directly beneath the calendar. These tabs allow you to quickly create new absences as well as view upcoming, past, and denied absences.

**Create Absence**    **3 Scheduled Absences**    **1 Past Absences**    **0 Denied Absences**

Please select a date Need more options?

**April 2018**

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	1	2	3	4	5

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required** Yes

**Absence Reason** Select One

**Time**  
Please enter a valid time range using the HH:MM AM format.  
Full Day  
07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

**Create Absence:** Here, you can create a basic absence right from the home page.

**Scheduled Absences:** This tab lists any upcoming absences that you have already scheduled. Depending on your permissions, you may also be able to cancel absences from here. The number on the tab represents how many scheduled absences you have.

**Past Absences:** This tab allows you to view your absences for the past 30 days. The number on the tab represents how many past absences you have within that 30 day range.

**Denied Absences:** This tab shows any absence requests that were denied by your approver. The number on the tab represents how many denied absences you have.

## Application Options

Based on permissions and your district setup, the system includes selections for your application, district, help resources, and Frontline ID account at the top of the page.

Absence Management ▾

Victoria County School District ▾

Amy Pond ▾  
Employee

**Application:** Employees with access to multiple applications can alternate between them via the dropdown provided beside the application.

**Organization:** Employees who work across multiple districts can alternate between them via a dropdown provided beside the district.

**Help Resources "?":** View your organization's contact information and select the **Frontline Support** link to view application help content.

**Account:** Select the dropdown beside your name to access your account settings for your Frontline ID account (if applicable) or sign out of the application.

**Notifications:** Select the "bell" to review any district alerts/notifications.

## Recently viewed articles

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