



Absence Management: Overview of System Settings

This document is designed to serve as a "cheat-sheet" when rolling out absence management to your employees. Before training your end users, be sure to fill out all fields with the settings you've chosen so that you can confidently answer questions they may have.

If you are unsure of where or how to find any of this information in absence management, please contact your implementation consultant.

Organization Name: Date: Signoff:

Which groups of employees are using the system?

(Signoff confirms completion of system setup)

Visibility Settings

How is the system set up to find substitutes?

Track 1: Maximum Visibility for Subs

Track 2: Finds Subs Via Preferences

Which preference lists are you using?

What are your visibility percentages at?

Employee Preference List

#: Minimum: Maximum:

School Preference List

#: Minimum: Maximum:

District Preference List

#: Minimum: Maximum:

What MUST HAVE Skills are you using?

Track 3: Finds Subs Via Specific Qualifications

What MUST HAVE and SHOULD HAVE Skills are you using?

Employee and sub cancellation permissions

How late can an employee create an absence?	<input type="text" value="1 HOUR BEFORE START"/>
How late can an employee cancel an absence?	<input type="text" value="1 HOUR BEFORE START"/>
How late can a substitute cancel out of a job?	<input type="text" value="1 HOUR BEFORE START"/>
How late will the system continue to try to fill a job?	<input type="text" value="1 HOUR AFTER START"/>

Miscellaneous Settings

Who can exclude subs? Organization users only Campus users Employees

How far in past can campus users edit absence?

Call times Morning Period: -

Evening Period: -

Admin's contact info for end users' questions

Name Phone