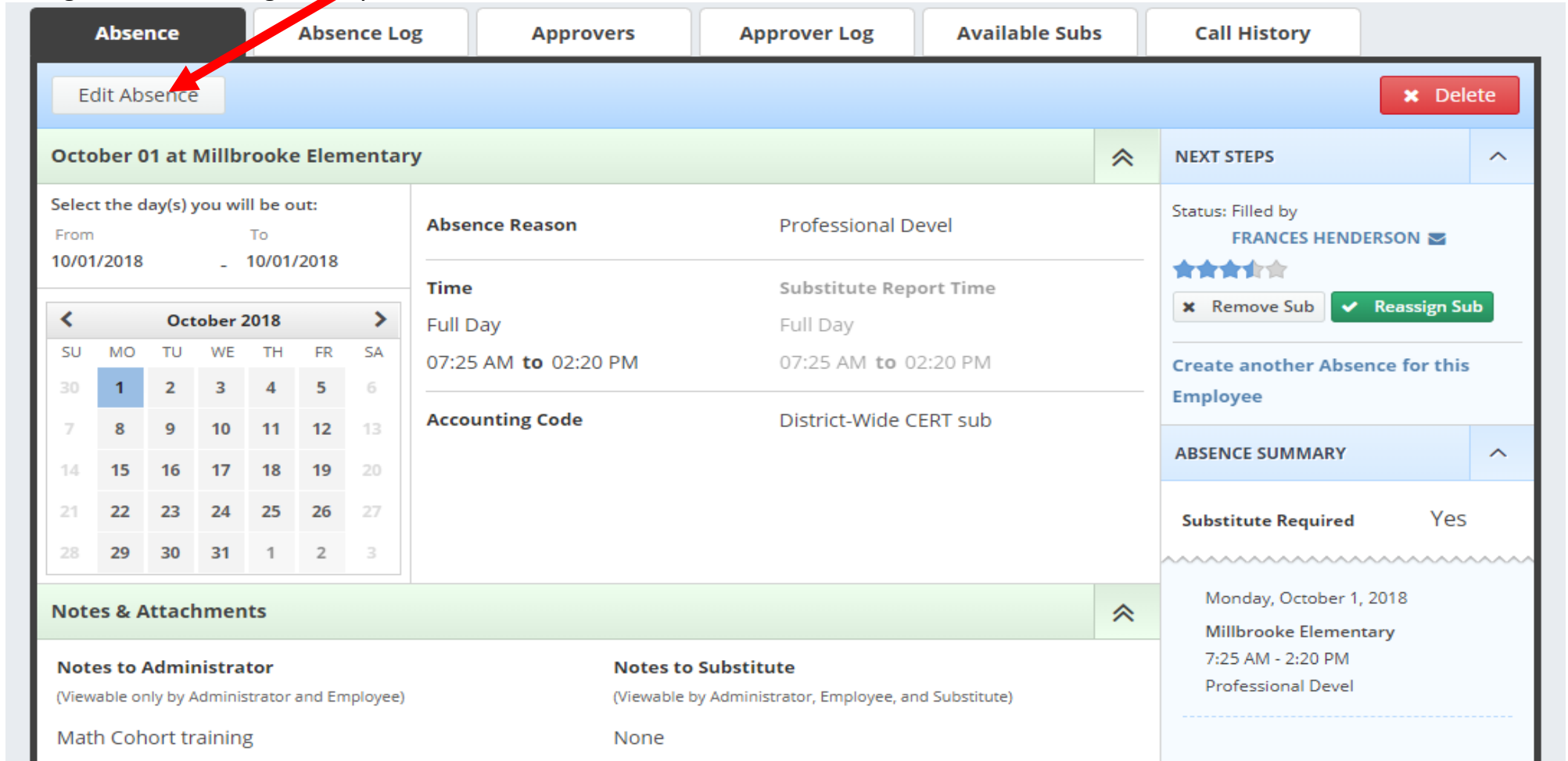


# Absence Management

## Funding Codes for Professional Development Absences

Currently, the link from Professional Learning Management to Absence Management is not functional. Therefore, your employees will need to create an absence in Absence Management for any of their conference leave requests that are approved in Professional Learning Management.

When approving the absence, you should have a screen that looks similar to this one. If you've already approved it and need to change the Accounting Code, you can Edit Absence.



**Absence** | Absence Log | Approvers | Approver Log | Available Subs | Call History

Edit Absence Delete

**October 01 at Millbrooke Elementary**

Select the day(s) you will be out:  
From 10/01/2018 To 10/01/2018

**Calendar:** October 2018  
SU MO TU WE TH FR SA  
30 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 1 2 3

**Absence Reason:** Professional Devel

**Time:** Full Day  
07:25 AM to 02:20 PM

**Substitute Report Time:** Full Day  
07:25 AM to 02:20 PM

**Accounting Code:** District-Wide CERT sub

**NEXT STEPS**

Status: Filled by **FRANCES HENDERSON**

★★★★☆

Remove Sub | Reassign Sub

Create another Absence for this Employee

**ABSENCE SUMMARY**

Substitute Required: Yes

Monday, October 1, 2018  
Millbrooke Elementary  
7:25 AM - 2:20 PM  
Professional Devel

**Notes & Attachments**

**Notes to Administrator**  
(Viewable only by Administrator and Employee)  
Math Cohort training

**Notes to Substitute**  
(Viewable by Administrator, Employee, and Substitute)  
None

Then you will click on the drop down box for Accounting Code, and choose the appropriate funding source for the substitute cost for this Professional Development Absence.

The screenshot displays the 'Absence' form for 'October 01 at Millbrooke Elementary'. At the top, there are tabs for 'Absence', 'Absence Log', 'Approvers', and 'App'. Below the tabs are buttons for 'Save Absence', 'Save Absence and Reassign', and 'Cancel'. The form includes a date range selector for 'October 01, 2018' and a calendar view for 'October 2018'. The 'Absence Reason' field is set to 'Full Day'. The 'Time' field shows '07:25 AM to 02:20 PM'. The 'Accounting Code' dropdown menu is open, listing various funding sources, with 'SLAM grant - Cert' selected. The right sidebar shows 'NEXT STEPS' and 'ABSENCE SUMMARY'.

SU	MO	TU	WE	TH	FR	SA
30	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	1	2	3

Once you have selected the appropriate funding code, click Save Absence.

This information will assist in month-end reporting for payroll so that the cost of the substitute for this PD day is charged to the correct code.