The Employee Home Page

Your application homepage provides access to district notifications, absence details, and much more!

Click a hyperlink below to jump to that topic:

→ **Web Alerts**
→ **Side Navigation**
→ **Calendar**
→ **Absence Tabs**
→ **Application Options**

Web Alerts

Once logged in, you may see a pop-up message that highlights important district notifications. These alerts are marked by priority (e.g. "high," "low," etc.) and contain system or organization-specific messages. You can revisit these notifications at any time via the 🔔 **Notifications** icon in the top right corner of the application page.

Once you have read the alerts, click the **Dismiss** button to proceed to your homepage.

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

Side Navigation

Your side navigation lists absence details, feedback, system preferences, and a substitute/approver directory.

Absence Management ∨   Victoria County School District ∨

NAVIGATION ⊖

🏠 Home

📅 Absences   >

💬 Feedback

⚙️ Account

👥 Directory

🗄 Resource Library   >

May 2018

WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3				1	2	3	4	1
7	8	9	10		2	3	4	5	6	7	8
14	15	16	17		9	10	11	12	13	14	15
21	22	23	24		16	17	18	19	20	21	22
28	29	30			23	24	25	26	27	28	29
					30	31					

Navigation

Navigation

📅 **Absences**	**Create a new absence** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence) or review past absences (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265967-Viewing-Past-Absences).
💬 **Feedback**	**Leave feedback** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384828-Leaving-and-Reviewing-Feedback) for jobs completed within the past 14 days or view recently provided feedback.
⚙️ **Account**	View account options that include **Personal Information** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384548), **PIN Changes** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265747), **Shared Attachments** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265787-Uploading-Shared-Attachments), **Preferred Substitutes** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384808), **Excluded Substitutes** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384848-Creating-an-Excluded-Substitutes-List), and **Absence Reason Balances** (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265827-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.

Calendar Options

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.
Arrows	Use the arrows on either side of the calendar to view previous or future months.

2018-04-11_09-33-4811.png

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

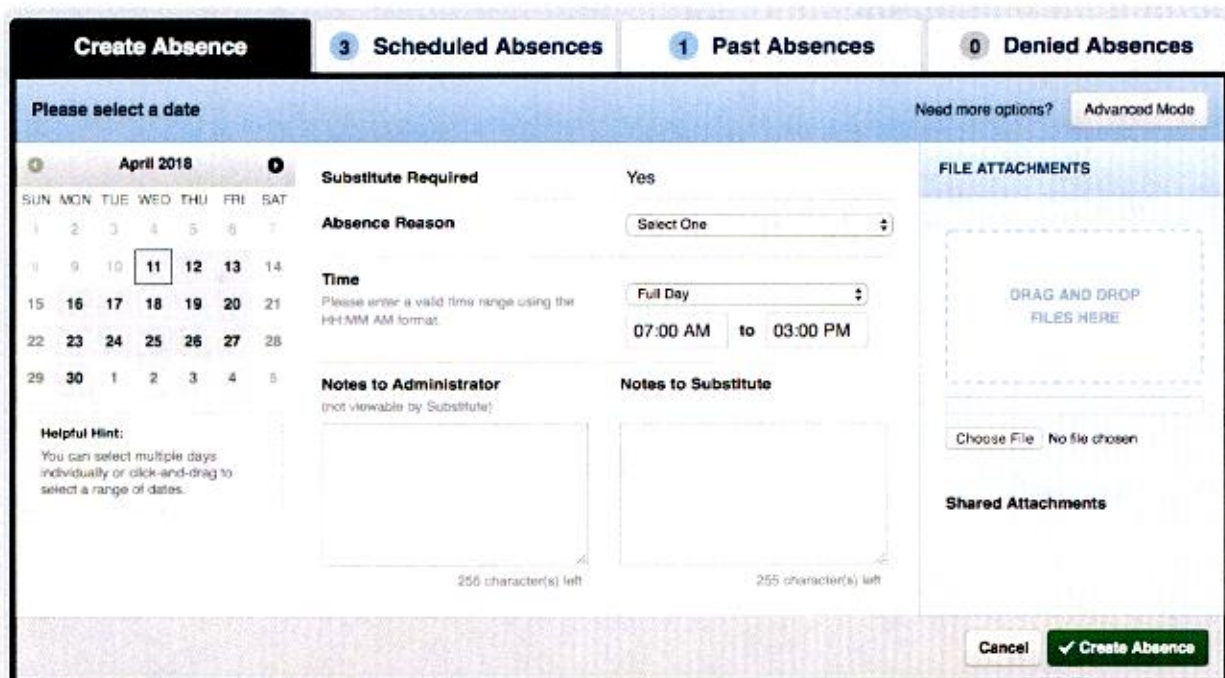If there is an absence on that day, you can take action on that absence right from the pop-up. Or, if it is an open day, you can initiate the creation of an absence.

2018-04-11_09-51-501.png

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.

Absence Options

Create Absence

Here, you can create a basic absence right from the home page.

Absence Options

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, you may have access to options specific to your application, district, help resources, and Frontline ID account at the top of the page.

Absence Management ∨   Victoria County School District ∨   ⑦   Amy Pond ∨
                                                                                        Employee   ◔

Top Bar

Application

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

Top Bar

Organization

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

"⑦" 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.