

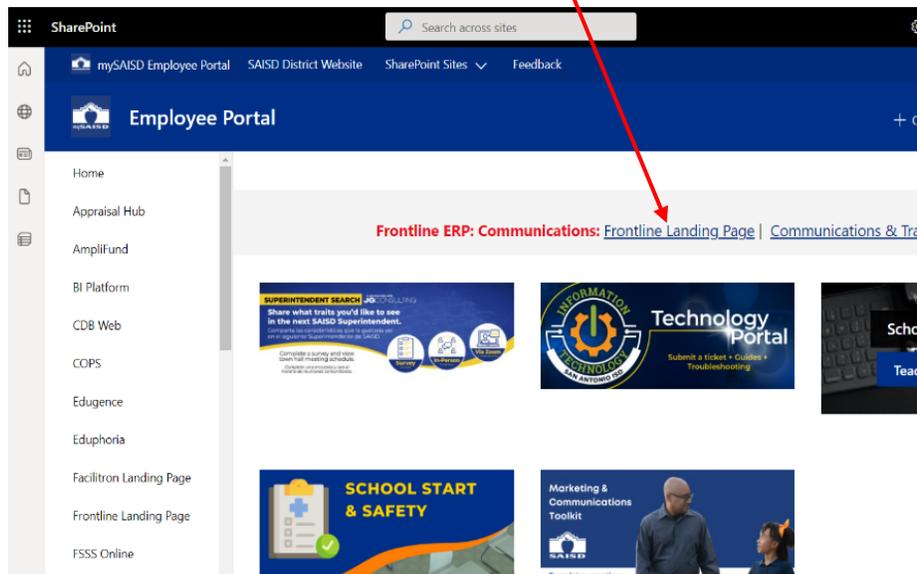
Absence Management: Requesting Leave Using Absence Management



How to Access Absence Management

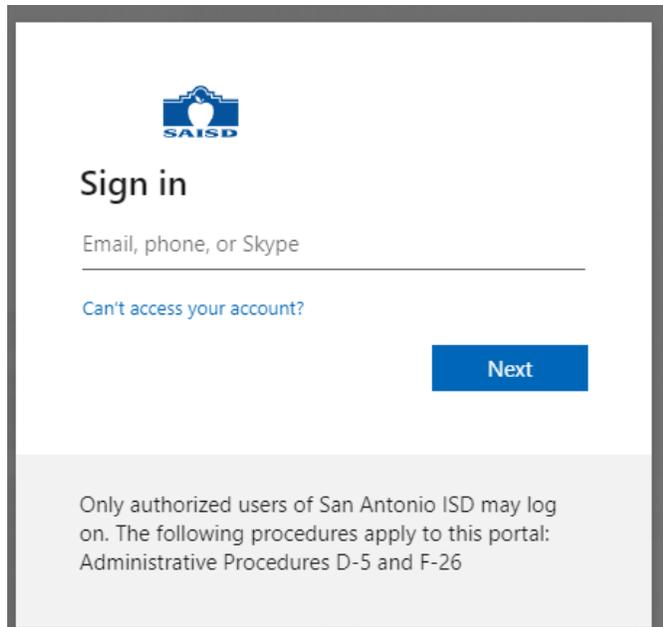
1) Access through SAISD Employee Portal:

A.) Click on **Frontline Landing Page** on the Employee portal page, then click on **Click here to access** under Frontline SSO on the Frontline Landing Page.



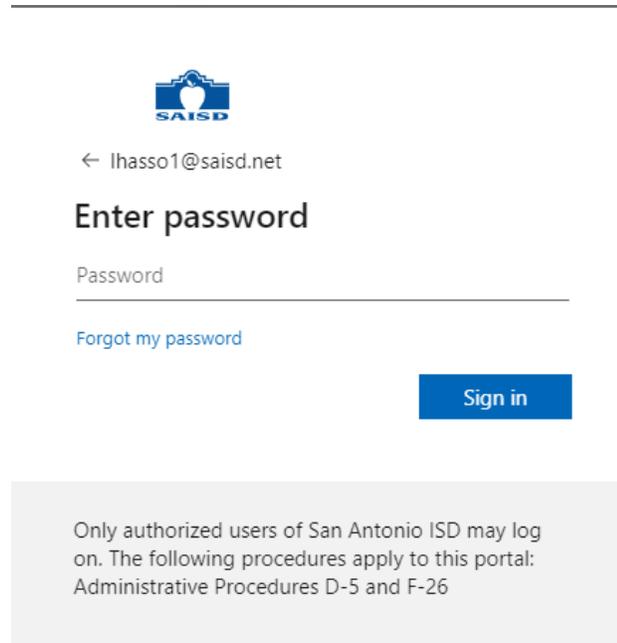
Logging into SSO and Selecting Absence Management

1.) Enter your district email log-in:
xxxx1@saisd.net



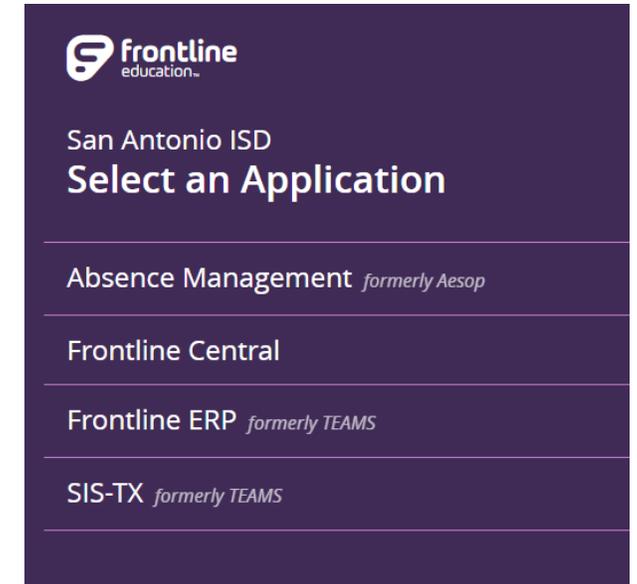
The screenshot shows the SSO login page for San Antonio ISD. At the top is the SAISD logo. Below it is the heading "Sign in" followed by a text input field labeled "Email, phone, or Skype". A link "Can't access your account?" is positioned below the input field. A blue "Next" button is located at the bottom right of the form area. A footer note states: "Only authorized users of San Antonio ISD may log on. The following procedures apply to this portal: Administrative Procedures D-5 and F-26".

2.) Enter your district password:



The screenshot shows the password entry page. It features the SAISD logo at the top, followed by the email address "lhasso1@saisd.net" and a back arrow. The heading "Enter password" is above a "Password" text input field. A "Forgot my password" link is located below the input field. A blue "Sign in" button is at the bottom right. A footer note states: "Only authorized users of San Antonio ISD may log on. The following procedures apply to this portal: Administrative Procedures D-5 and F-26".

3.) Click on **Absence Management** from the list of Applications



The screenshot shows a dark purple application selection menu. At the top is the "frontline education" logo. Below it is the text "San Antonio ISD" and "Select an Application". A list of applications is shown with horizontal dividers: "Absence Management formerly Aesop", "Frontline Central", "Frontline ERP formerly TEAMS", and "SIS-TX formerly TEAMS".

Frontline - Requesting Leave Using Absence Management

- 1.) Select the date to be requested on the calendar.
- 2.) Go to **Absence Reason** to select the type of leave you will submit by clicking on the drop-down arrow.
- 3.) Go to **Time** and select Full day if you will be out all day or select Custom and add the hours you will be out on the day selected.
- 4.) Click on **Create Absence**.

Frontline Home Page

The screenshot displays the 'Create Absence' form on the Frontline Home Page. The form is divided into several sections: a calendar for date selection, a 'Substitute Required' dropdown, an 'Absence Reason' dropdown, a 'Time' range selector, a 'Notes to Administrator' text area, and a file upload section. Red annotations with numbers 1 through 4 point to specific elements: 1 points to the date '29' in the June 2021 calendar; 2 points to the 'State Personal Days' dropdown in the 'Absence Reason' section; 3 points to the 'Custom' dropdown and the '08:30 AM to 04:00 PM' time range in the 'Time' section; 4 points to the green 'Create Absence' button at the bottom right. The form also includes a 'Helpful Hint' and a '255 character(s) left' indicator for the notes.

Frontline - Requesting Leave Using Absence Management (Cont.)

5.) A Confirmation number will appear, click on Ok.

6.) Your leave request will appear in the Scheduled Absences tab.

a.) Once leave has been approved, the employee cannot delete the leave request.

7.) To delete a leave request prior to approval, click on the delete button, then click on Yes to confirm.

The screenshot displays the Frontline Absence Management interface. At the top, a 'Confirmation' dialog box shows 'Your Confirmation Number is 458411881' and a green 'Ok' button, which is highlighted with a red box and labeled '5'. Below this, the 'Scheduled Absences' tab is active, showing a table with columns: Date, Reason, Location, Duration, and Time. A row is highlighted with a red box and labeled '6', containing the following data: CONFIRMATION # 458411881, NO SUBSTITUTE REQUIRED / NO APPROVAL REQUIRED, Wheatley Middle School, Full Day, and 8:30 AM - 4:00 PM. A red 'Delete' button is visible in the top right of this row, highlighted with a red box and labeled '7'. A 'Confirm' dialog box is shown at the bottom, asking 'Are you sure you want to cancel absence #458411881?' with a green 'Yes' button highlighted by a red box and labeled '7'.

Date	Reason	Location	Duration	Time
01 Jul 2021	State Personal Days	Wheatley Middle School	Full Day	8:30 AM - 4:00 PM