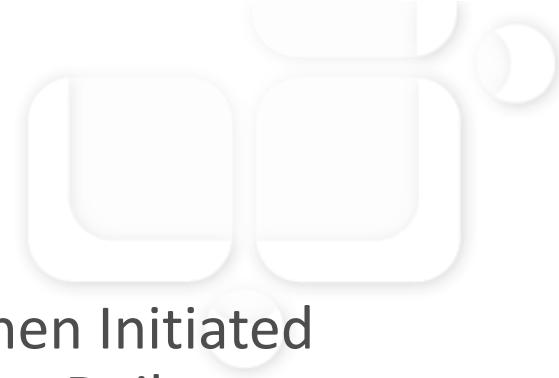




ATTENDANCE GRID INITIATED ABSENCE REQUEST CHANGES AND IMPROVEMENTS

Attendance Changes and Improvements



There have been significant changes in the way Attendance is tracked when Initiated from the Timecard (overrides), the Attendance Grid (HR Initiated), or from Daily Attendance:

- Attendance Grid initiated absences: New, Change, Edit, and Cancel requests, now use Process forms
- Daily Attendance initiated absences: also use a Process Form
- Timecard initiated absences as well (not covered in this slide deck)

The migration to forms adds much needed traceability, approvals, and notifications to these areas of the application

Attendance Grid Initiated Absences – New Absence Requests

The screenshot shows the 'Attendance' grid interface. At the top left, there are date fields for 'Start Date: *' (6/14/2025) and 'End Date: *' (9/12/2027), with an 'Update' button. Below these are several action buttons: 'Clear All', 'Daily Attendance', 'New Absence', 'Export Attendance To Financial System', and 'Export Attendance via Grid'. The 'New Absence' button is highlighted with a red box. A blue line connects this button to a smaller 'Initiate' pop-up window above it, which shows a 'Staff' dropdown menu with 'SMITH, DOUGLAS' selected and a 'Create Form' button highlighted with a red box. A larger 'Initiate' pop-up window is shown below, containing the following fields:

- Selected record(s):** 1
- Absence Information**
- Please select the digital process you would like to start:
- Form Category*:** Absence Request Forms
- Form*:** Attendance Initiated Absence Request
- Date Range*:** Full day
- Start Date*:** 9/11/2025 (with an 'Update Date' button)
- Position*:** BUS DRIVER RPT
- Absence Code*:** Sick - Available: 15.02 (Hours)
- Comments:** (text area)
- Attendance Initiated Absence Request**
- Buttons: Create Form(s), Cancel

All New Absence Requests initiated from the Attendance Grid, now use an Absence Request Form*:

1. Clicking [New Absence](#) (formally HR Initiated Absence) open a pop-up window where you select a Staff User
2. Click [Create Form]
3. Select an Absence Request Form and fill it out like any other Absence Request Form
4. Click [Create Form] to submit it

*What options you have depend on the state of the Absence or Change Request:

- a. **Past / Approved Absence Requests:** You can submit a Change Request, or Cancel
- b. **Pending or Future Requests:** Can Cancel, or Edit* it
- c. **Approved Change Requests:** Can Cancel, or Edit* it

Attendance Grid Initiated Absences – Absence Change Requests

Attendance
 Start Date: * 6/14/2025 End Date: * 9/11/2025 Update
 Clear All Daily Attendance New Absence Export Attendance

Attendance Date	Employee ID	Last Name	First Name	Position	Status	Request Status	Scheduled Time
9/11/2025	6967	SMITH	JONATHAN	P	Closed	Approved	1:00PM-9:30PM

Page 1 of 149 (3720 items) Show 25 items per page.

Details: 9/11/2025 6967 ARONICA JONATHAN
 View Form PDF View / Edit

Entry Status
Closed

Absence Request Status
Approved

Change Request Status

Staff (who belong to an Attendance Group)
SMITH, JONATHAN P

Date
9/11/2025

Position
CLEANER

Attendance Group
CSCORE

From
Hour 1 PM Minute 0

To
Hour 9 PM Minute 30

Absence Code
Vacation - Available: 120.00 (Hours)

Total time (Hours)
8.000

Edit Absence
 The Absence you are editing can be changed by submitting a change request form, please select an action below to continue.
 Please pick an Action*
 Submit Change Request
 View Form
 Continue Cancel

Initiate
 Selected record(s): 1
 Please select the digital process you would like to start:
 Form Category* Change Absence Requests
 Form* Attendance Grid Initiated Change Request
 Select*
 Remove Absence Request (I was present)
 Edit Absence
 Absence Code* Sick - Available: 165.25 (Hours)
 From Hour 8 AM Minute 0 To Hour 4 PM Minute 0
 Check "Deduct Scheduled Lunch" when you want your scheduled lunch to be deducted from the total duration of the absence request.
 Comments
 Attendance Grid Initiated Change Request
 Create Form(s) Cancel

All Absence Changes initiated from a past / approved Absence Request, now use a Change Absence Request Form*:

1. Click a past/approved* Absence Request
2. Click “View Edit” from the Details Tab
3. Click “Submit a Change Request”
4. Click [Continue]
5. From the pop-up, select a “Form*” from the dropdown
 - If the list is empty, contact your Solution Architect
6. IF you want to cancel the request, select:
 - a. “Remove the Absence Request (I was present)” and the system will remove the request and credit your balances
7. Otherwise, Select “Edit Absence” and fill out the form
8. Click [Create Form(s)]

- *What options you have depend on the state of the Absence or Change Request:
- a. **Past / Approved Absence Requests:** You can submit a Change Request, or Cancel
 - b. **Pending or Future Requests:** Can Cancel, or Edit* it
 - c. **Approved Change Requests:** Can Cancel, or Edit* it

Attendance Grid Initiated Absences – Editing Absences

Attendance

Start Date: * 6/14/2025 End Date: * 9/30/2026 Update

Clear All Daily Attendance New Absence

Attendance Date	Employee ID	Last Name
9/15/2025	6967	SMITH

Page 1 of 1 (47 items) Show 250 items per page

Details: 9/15/2025 6967 ARONICA JONATHAN

View Form PDF View / Edit

Entry Status
Closed

Absence Request Status
Approved

Change Request Status

Staff (who belong to an Attendance Group)
SMITH, JONATHAN P

Date
9/15/2025

Position
CLEANER

Attendance Group
CSCORE

Absence Code
Vacation - Available: 120.00 (Hours)

From 1 PM 0 Minute
To 9 PM 30 Minute

Total time (Hours)
8.000

Edit Absence

The Absence you are editing is in the future and can not be changed with a change request, please select an action below to continue.

Please pick an Action*

Cancel Existing Request

Cancel Existing Request and Submit new Request

View Form

Warning: Selecting a Cancel option and clicking Continue will immediately cancel the existing form and require a resubmission of the form to recover the Absence.

Continue Cancel

Initiate

Selected record(s): 1

Absence Information

Please select the digital process you would like to start:

Form Category* Absence Request Forms Form* Attendance Grid Initiated Absence Request

Date Range* Full day Start Date* 9/11/2025 Update Date

Position* DIRECTOR REGIONAL EDUCATION CTR FOR ECO Absence Code*

Comments

Attendance Grid Initiated Absence Request

Create Form(s) Cancel

¹ Check "Deduct Scheduled Lunch" when you want your scheduled lunch to be deducted from the total duration of the absence request.

All pending or approved Change Requests or any future Absence Requests are now edited using a Process Form*:

1. Select any pending, future OR approved Change Request
2. From the "Edit Absence" Pop-up select:
 - a. "Cancel Existing Request and Submit a new Request"
3. Click [Continue]
4. The system will then:
 - a. Cancel the exiting form and credit your balances
 - b. Launch a new Absence Request Form
5. Fill out the new form and click [Create Form]

*What options you have depend on the state of the Absence or Change Request:

- a. **Past / Approved Absence Requests:** You can submit a Change Request, or Cancel
- b. **Pending or Future Requests:** Can Cancel, or Edit* it
- c. **Approved Change Request:** Can Cancel, or Edit* it

Attendance Grid Initiated Absences – Cancel Absences

Attendance
 Start Date: * 6/14/2025 End Date: * 9/30/2026 Update
 Clear All Daily Attendance New Absence Export Attendance

Attendance Date	Employee ID	Last Name	Scheduled Start	Scheduled End
9/15/2025	6967	SMITH	9/15/2025 01:00 pm	9/15/2025 09:30 pm

Page 1 of 1 (47 items) Show 250 items per page.

Details: 9/15/2025 6967 ARONICA JONATHAN
 View Form PDF View / Edit

Entry Status
Closed

Absence Request Status
Approved

Change Request Status

Staff (who belong to an Attendance Group)
SMITH, JONATHAN P

Date
9/15/2025

Position
CLEANER

Attendance Group
CSCORE

	From	Hour	Minute
		1 PM	0
		9 PM	30

Absence Code
Vacation - Available: 120.00 (Hours)

Total time (Hours)
8.000

¹ Check "Deduct Scheduled Lunch" when you want your scheduled lunch to be deducted from the total duration of the absence request.

Edit Absence
 The Absence you are editing is not fully approved, please select an action below to continue.

3. Please pick an Action*

Cancel Existing Request
 Cancel Existing Request and Submit new Request
 View Form

Warning: Selecting a Cancel option and clicking Continue will immediately cancel the existing form and require a resubmission of the form to recover the Absence.

4.

Absence Requests when Canceled from the Attendance Grid, use a Process Form*:

1. Select any Absence Request by clicking on it
2. Click [View / Edit]
3. From the "Edit Absence" Pop-up select:
 - a. "Cancel Existing Request"
4. Click [Continue]
5. The system will then Cancel the existing form and credit your balance

*What options you have depend on the state of the Absence or Change Request:

- a. **Past / Approved Absence Requests:** You can submit a Change Request, or Cancel
- b. **Pending or Future Requests:** Can Cancel, or Edit* it
- c. **Approved Change Requests:** Can Cancel, or Edit* it

Daily Attendance – also uses a Process Form

The screenshot displays the 'Attendance' section of the SchoolFront system. The main interface includes a 'Start Date' (4/18/2025) and 'End Date' (7/17/2027) with an 'Update' button. A 'Daily Attendance' button is highlighted with a red box and a blue arrow pointing to step 1. A 'Select Employees To Mark Present or Absent' pop-up window is open, showing a table of employees and their attendance records. The pop-up window has a 'Start Date' (8/15/2025), 'Start Time' (12:00 AM), and 'End Range' (11:59 PM). It also has an 'Absence Code*' (CO (Core Day)) and 'Full/Half Shift*' (Full) dropdowns. A red box highlights the 'Initiate Attendance' button (step 4) and the 'Absent' button (step 5c). The table in the pop-up window has the following data:

Date	Staff ID	Employee Name	Position	Absence Code Description	Total Duration	Days / Hours	Scheduled Time	Phone
8/15/2025	11928	SMITH, LIZA M	DIRECTOR REGIONAL EDUCATION CTR FOR ECO			?		
8/15/2025	13722	SMITH, DOUGLAS	BUS DRIVER RPT			?		
8/15/2025	14152	SMITH, LAURICE	BUS ATTENDANT RPT			?		

Daily Attendance allows Districts to record absences in mass (like for a snow day). It now also uses a Process Form:

1. Click Daily Attendance from the Attendance Grid
2. Set the "Attendance Date*"
 Attendance Date*
 7/17/2025
3. Set Start and End Times
 Start Time Start Range Start Time End Range
 12:00 AM 11:59 PM
4. Click [Initiate Attendance]
5. From the "Select Employees To Mark Present or Absent" pop-up:
 - a. Select the "Absence Code*"
 Absence Code*
 CO (Core Day)
 - b. The length of the Absence (Full or Half Day)
 Full/Half Shift*
 Full
 - c. Click [Absent]
6. Confirm by clicking [Yes]

Remove an Absence from the system (Mistakes)

The screenshot displays the 'Forms I Submitted Management' interface. At the top, there are fields for 'Start Date' (3/19/2025) and 'End Date' (9/15/2025) with an 'Update' button. Below these are action buttons: 'Clear All', 'Change Status' (4a), 'PDF Package', and 'Delete' (5a). A table lists records for 'SMITH, ANN T' with columns for Name, Process Form Name, Status, and counts. A 'Change Status' dialog box (4b) is open, showing 'Selected record(s): 5', 'Status*' set to 'Cancelled', and a 'Comment' field. A 'Save' button (4c) is highlighted. A 'Mass Delete Confirmation' dialog box (5b) is also open, showing 'Selected record(s): 5' and a 'Confirm Delete' button (5b).

Name	Process Form Name	Status	2	2	0
SMITH, ANN T	Absence Request	Cancelled	2	2	0
SMITH, ANN T	Absence Request	Cancelled	2	2	0
SMITH, ANN T	Absence Request	Cancelled	2	2	0
SMITH, ANN T	Absence Request	Cancelled	2	2	0

Remove Attendance Grid or Daily Attendance Initiated Absence(s) from the system like you would any other completed form:

1. If you submitted the absences:
 - Go to **Process Forms > Forms I Submitted >**
2. Otherwise
 - Go to **Process Forms > All Forms >**
3. Use the filter functions to find the form(s). Use any of the following:
 - Process Form Name
 - Process Category
 - Date Created
4. Select the forms(s) to remove from the system, then:
 - a. Select Change Status
 - b. Set the Status = "Canceled"
 - c. Check [Save]
5. You can now mass delete the selected form(s):
 - a. Check Delete from the grid
 - b. Check [Confirm Delete]

Backup

