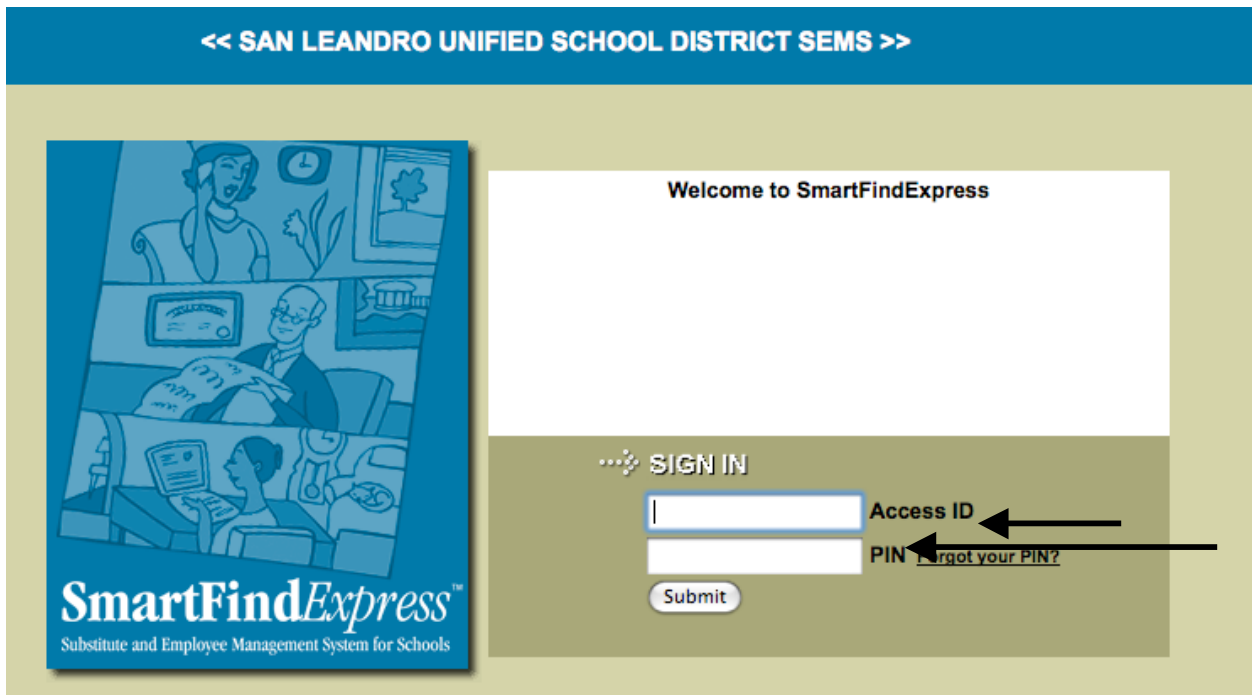


# SUBSTITUTE AND EMPLOYEE MANAGEMENT SYSTEM

Or  
How To Report and Absence

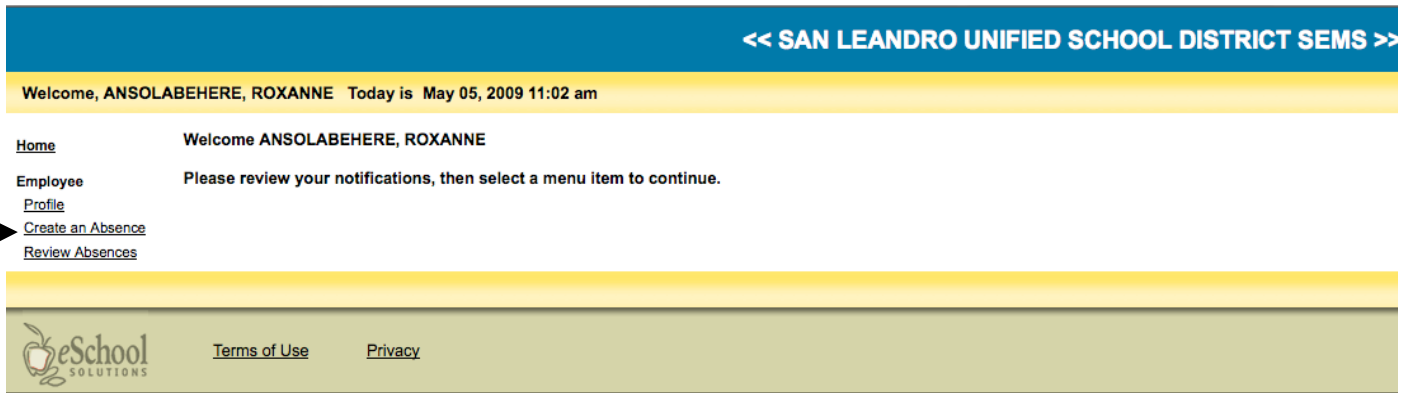
First, you must sign in to our system, <https://sanleandro.eschoolsolutions.com>

You will need your Access ID and your PIN number. If you don't know these numbers, contact your administration or your tech coordinator.

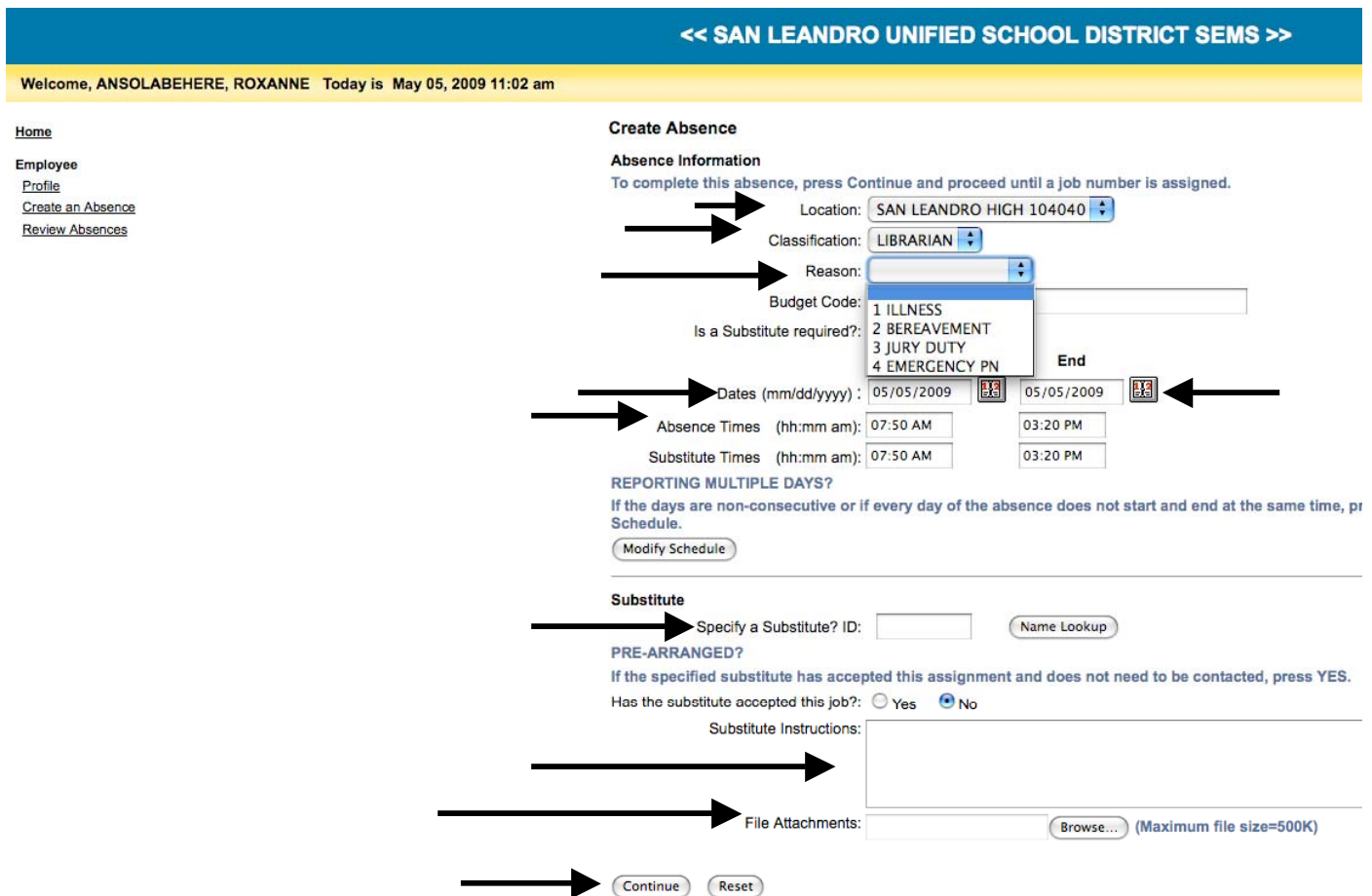


Fill in the information and click “Submit.”

You will see the next interface. Notice the menu bar on the left. You will want to click on “Create an Absence”



The next interface is the most important



1. Make sure that the Location says San Leandro High School
2. Check that your classification is correct: you should use “Teacher”

3. Put in the reason for your absence by choosing from the drop down menu
4. After you do this, the screen will blink as it deletes the line that says Budget Code
5. Make sure the radial button next to “Yes” is clicked for “Is a substitute required?”
6. Place the dates in the squares either by copying the format or by clicking on the small calendar next to each box and choosing the correct day(s)
7. You may specify a particular substitute
8. You may type in specific instructions in the box. It’s best if you keep this brief. You should not put specific lessons in here. If you wish to include lessons, attach them where it says “File Attachments.” Again, do not attach work sheets, only instructions.
9. Press “Continue”

The next interface allows you to review the information and when you are satisfied, click on “Create Absence”

Home **Create Absence Confirmation**

Employee **This absence will not be created until the Create Absence button is pressed**

[Profile](#) Job Status: **Open/Open**

[Create an Absence](#) Employee: ANSOLABEHERE, ROXANNE

[Review Absences](#) Location: SAN LEANDRO HIGH

Classification: LIBRARIAN

Reason: 1 ILLNESS

Voice Instructions: None

Text Instructions: None

File Attachments: None

Dates: 05/05/2009 - 05/05/2009

Weekly Schedule:	Employee	Substitute
	Tuesday 07:50 AM - 03:20 PM	07:50 AM - 03:20 PM

Specified Substitute:

Assigned Substitute:

**Create Absence** Cancel

