

Biggs Unified School District

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Requesting time off/Frontline/Absence Reports/Extended Leaves FREQUENTLY ASKED QUESTIONS

1. How do I request time off?

- ❖ All absences and leaves for ***all employees*** need to be entered in Frontline. Frontline is our Absence Management system. You will be able to access Frontline from both a computer and phone.
- ❖ If you are a ***new employee***, you will receive an email invitation with your ID and temporary password from Frontline www.aesonline.com. ***Please set up your account promptly as it will expire.***
- ❖ If it has expired, email payroll at mgraves@biggs.org and she can resend.
- ❖ **You can find the below details with pictures on the District website here:** <https://www.biggs.org/Staff/Employees/index.html>
- ❖ **Steps to entering in your absences:**
 1. Log into Frontline www.aesonline.com. You will received an email invitation with your ID and temporary password.
 2. Click "Create Absence" tab on the homepage
 3. Click the desired date within the calendar. Or click on multiple days to create a multi-day absence, and the days do not have to be consecutive.
 4. Enter Absence detail. This is where you enter the reason you are taking leave and amount of time.
 5. Leave Notes to Administrator if needed. If someone is subbing for you, your supervisor will enter in who.
 6. Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner. Once saved you will see a message with a confirmation number.
 7. An email will be sent to your supervisor, you will received an email back once your request has been approved. The system will lock once the request is approved, changes will have to be done by your supervisor.

2. How do I know what absence code to enter?

- ❖ Please review the **Quick Guide for Employee Leaves Reporting** that was handed out at the Back to School Breakfast. A copy can also be found on the District website here: <https://www.biggs.org/Staff/Employees/index.html>
- ❖ Quick list of available codes are: Bereavement, District Business*, FMLA*, Industrial* (workers comp), Jury Duty* (provide a copy of your Jury Summons), No Tell, Other Approved*, Personal Necessity*, Sick Leave, Vacation*, Unpaid*.
All codes with * require additional paperwork and/or prior approval
- ❖ ***For any leaves of three (3) days or more please contact the District Office for additional paperwork. If you are out sick for 3 days or more, the District requires a doctor's note.***

3. What is an Absence Report?

- ❖ Absence reports need to be turned into your site office on the last working day of the month. **Absence reports** are the “**blue sheet**” and can be found in your site office, at the District office, and on the District website here: <https://www.biggs.org/Staff/Employees/index.html>

4. Do I need to submit an Absence Report if I didn't take time off?

- ❖ Yes, **EVERYONE** needs to submit a signed absence report rather you had time off or not.

5. What if I entered my absences in Frontline, do I still submit an Absence Report?

- ❖ Yes, absence reports are required. Your absence report and frontline need to match.

6. Can my supervisor enter my time off in Frontline? Or should I?

- ❖ If the absence is **pre-planned**, (i.e.: Doctors' appointments, vacations) this time will be entered in by the **EMPLOYEE**. An email will be sent to your supervisor requesting approval.
- ❖ The absence is **un-planned**, your **SUPERVISOR** will enter that time in Frontline. (example: Calling in sick) You must contact your supervisor as soon as possible if it is known you will not be able to come to work.

7. I entered time off in Frontline but the time needs to be modified or deleted, what do I do?

- ❖ Your supervisor/site office must be notified via **email** to make that change in Frontline. (*There must be written verification time has changed*)
- ❖ Both Frontline and your absence report must reflect that change.

8. I need to take an Extended Leave, where do I start?

- ❖ Notify your supervisor, or Payroll, or HR.
- ❖ Complete the **Request for Extended Leave form** and submit to any of the above. This form can be found on the District website here: <https://www.biggs.org/Staff/Employees/index.html> or by contacting mgraves@biggs.org
- ❖ Payroll will put together a “what to expect” based on the information you provide.
- ❖ Payroll will send you leave information via your district email and home mailing address.
- ❖ You must continue to submit Absence Reports while still on leave.