

Web App

Using the web app, you can review all of your absences, modify special instructions and attachments for active jobs, or cancel a job (when allowed).

1. Choose **Review Absences** from the main menu.
2. Define search criteria as needed, then click **Search**.
3. To review an open or active job, click its **Job #**.
 - a. Update the instructions or add attachments for the substitute.
 - b. To cancel the job (if available), click **Cancel**.
 - a. The system will ask if it should notify the assigned substitute.
 - b. Ensure you receive the cancellation confirmation.
4. Click **Return to List**.

Employee Experience Interface

You can review all absences, modify special instructions and attachments for active jobs, or cancel a job. Some districts may prevent cancel requests within a specified time of the absence start time.

 You cannot view canceled requests.

Web App

1. You may view absences in two ways:
 - On the home page, select the absence you want to view.
 - Choose My Calendar, then click the absence on the calendar date.
2. Click **Edit** to make changes for a request.
3. Enter the changes, then click **Submit Changes**.
4. To cancel a request, click Cancel Absence, then click Confirm Cancel.

Mobile App

1. You may view absences in two ways:
 - On the Absences tab, select the absence you want to view.
 - Choose Calendar, then click the absence on the calendar date. Any date with a blue circle has an absence to view. Click Today to return to the current date.
2. Click **Edit** to make changes for a request.
3. Enter the changes, then click **Submit Changes**.
4. To cancel a request, click Cancel Absence, then click Yes.

Phone

Using the phone system, you can review your active jobs, modify special instructions, or cancel a job (when allowed). (To review past jobs, use the web app.)

1. Select **2** from the main menu.
2. Open and active jobs are played in date order. After each job is played, you can:
 - a. Repeat the job information.
 - b. Hear the next job.
 - c. Modify special instructions.
 - d. Cancel the job (if available).
 - a. The system will ask if it should notify the assigned substitute.
 - b. Ensure you receive the cancellation confirmation.

 To modify a job's dates, times, or reason, you must cancel the job and create a new absence.