
Cheat Sheets for Classified staff default times and new absence/vacancy reasons

From : hr subdesk <hr_subdesk@4j.lane.edu> Thu, Sep 01, 2022 08:23 AM
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Subject : Cheat Sheets for Classified staff default times and new absence/vacancy reasons

Hello and welcome back!

There have been some changes to Absence Management due to the move to Business+, the most notable being a huge reduction in Absence & Vacancy reason choices. This is a good thing! Different, but definitely a good move. If you have questions about what reason code to use, reach out to your supervisor or the organizer of the event/training and they should be able to fill you in. Many reason are now lumped together, such as SSD - Elementary IEP TRANS, SSD - IEP Release, SSD-Case Management are all now under SSD/CASE MANAGEMENT and require a note as to the specific activity you are doing. Program supervisors will then be able to run reports, look at notes, for reporting on specific activity info. The same is true for many of the Instruction reason codes. Again, if you do not know what to choose, ask!

As you all know, many of our classified staff have 30 min unpaid lunch breaks that the sub should not get paid for. This was not consistent last year, and many subs were overpaid. I attached a cheat sheet on classified staff entering their default times that you should make sure to go through with all your classified staff who get a district paid sub: EAs and Elementary Secretaries. If default times are entered with the unpaid break noted (7:55-11:30 and 12:00-2:55) the employee can enter their absences without having to use a variation or enter AM/PM and the break time will automatically be deducted from the sub time. It will show 7 hours, but the sub paid time will be 6.5hours. ***Licensed staff should not include a break time as licensed subs are paid either 4 or 8 hours!

Here's to a great year!!! Please reach out if you have further questions or need clarification.
Best~

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Substitutes & Coaches
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 **Classified Employee default times.docx**
144 KB

 **New Reason Codes requiring Notes to Admin.docx**
313 KB

When logged in to your Absence Management account: **1)**Click on Account under the Navigation menu, **2)**Under personal Info, fill in your time in the Absence Times and the Sub Report Times and make sure to leave out your 30 min unpaid lunch break, **3)**Save changes!

Account

Personal Info

Phone Credentials

Shared Attachments

Preferred Substitutes

Personal Info

General Information

Name: Human Resources Test Employee Account

Phone: 0000000000

Email Address: crohare_b@4j.lane.edu

Title: Test User - TEST ABSENCE

Room Number: Main Office

Language: English

Address

Address1:

Address2:

Address3:

Address4:

State:

City:

Zip Code:

Absence Times

Start Time: 7:30 am

Half Day AM End Time: 11:30 am

Half Day PM Start Time: 12:00 pm > 30 min

End Time: 2:30 pm

Substitute Report Times

Start Time: 7:30 am

Half Day AM End Time: 11:30 am

Half Day PM Start Time: 12:00 pm > 30 min

End Time: 2:30 pm

Save Changes

Once you have saved your changes, any absences you enter will match your default time and automatically deduct a 30 min lunch from the sub time- You will not see the deduction, but the sub will be paid correctly. Using the above example, the time will show 7:30-2:30 (7 hours) but the sub will be credited 6.5 hours.

When entering an absence with one of our new absence codes:

Where do they add the note? When I go into the dropdown it

- Select One
- ATHLETICS (MUST ADD NOTE WITH SCHOOL AND SPORT)
- Bereavement - HR Leave Request Required within 3 Days of Return
- BEST Afterschool
- Crisis Team
- Data Team Elementary - Title II
- Data team Elementary-Title I
- EEA Joint Committee
- EEA Nego/Griev Comm
- Elementary Leadership
- INSTRUCTION/Adoption (must include subject in notes)
- INSTRUCTION/ASSESSMENTS (K-12)
- INSTRUCTION/CTE
- INSTRUCTION/ELL
- Instruction/Other "include activity name in notes"
- ✓ Instruction/PD "must include activity/workshop name"
- JBC Release Time
- Jury Duty / Court Appearance

Choose a reason that best describes why you are out (see above). A note must be added in the "Notes to Administrator" section with the name of the activity/workshop/training/course/etc. This will help Instruction/HR/SSD know where to bill the sub.

Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Please select a date Need more options? [Advanced Mode](#)

August 2022

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Substitute Required Yes

Absence Reason Instruction/PD "must include act" ▼

Time to **Substitute Report Time** to

Hold Until

Notes to Administrator (not viewable by Substitute) 255 character(s) left

Notes to Substitute 255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

- 4J School Region Map & Addresses.pdf
- 4J_HR_sub_handbook_2020docx.pdf