

Finding Available Jobs

You can find and accept jobs in a few quick steps!

Click a hyperlink below to jump to that topic:

- **Overview**
- **Locating Your Jobs**
- **Viewing Job-Related Details**
- **Accepting or Rejecting Jobs**

Overview


Absence Management offers both phone and web services. You can call in to the Absence Management system toll-free at **1-800-942-3767** or log in at **app.frontlineeducation.com** (<http://app.frontlineeducation.com>). These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

The screenshot displays the Absence Management web application interface for Victoria County School District. The top navigation bar includes the title "Absence Management", the district name "Victoria County School District", a user profile for "Melody Pond" with a dropdown arrow, and a "Multi-District View" link. A left sidebar contains navigation icons for home, calendar, messages, and settings. The main content area features three monthly calendars for October, November, and December 2016. Below the calendars, there are four tabs: "Available Jobs" (1), "Scheduled Jobs" (1), "Past Jobs" (1), and "Non Work Days" (0). The "Available Jobs" tab is active, showing a table of job listings. The table has columns for Date, Time, Duration, and Location. One job is listed for Robert Banner, a Physics Professor, with a duration of 6:00 AM to 3:00 PM on Friday, 10/28/2016, through Monday, 10/31/2016, at Victoria County Community Schools. The job is marked as a "Full Day" and includes "Reject" and "See Details" buttons.

Date	Time	Duration	Location
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	Full Day	Victoria County Community Schools

The system sends notifications about available jobs that align with your qualifications. Most employee absences are entered the day before the absence occurs, but employees can also enter their absences further out. Depending on your district's settings, you can discover available jobs that occur days, weeks, or even months in advance.

When a job for which you are qualified and available is entered, the Absence Management system will notify you about the new job over the phone and also via the online application. You can then choose to accept or reject the assignment.






 **Additional Resources: Finding Available Jobs** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266187>)

Locating Your Jobs


The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.

➔ Job Notes



Employees can attach important, job-related notes during the creation of their absence. A paper icon indicates when these notes are provided, and you can select the icon, as needed, to view the job-related details.

Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School


Once selected, a pop-up message will appear.

Barker, Bob 

Thu, 11/21/2019

Barker, Bob  

Thu, 12/5/2019 -
Fri, 12/6/2019

Notes 




Please cover chapter 3. Thanks!

Phoenix School District
Rohirrim High School

Victoria County School District
Gallahorn Middle School

➔ Multi-Day Jobs

Some jobs in your list may occur over a period of multiple days, and the system identifies these opportunities with a circle icon that contains a plus inside it.

Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School

Multi-day jobs do not have an "Accept" option that is immediately visible. You will first need to select the **"See Details"** button to view all the job's details, including the option to accept the position.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob				<div>✖ Reject</div> <div>✔ Accept</div>
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School	<div>📞</div> <div>📍</div>
Barker, Bob				<div>✖ Reject</div> <div>🔍 See Details</div>
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	<div>📞</div> <div>📍</div>

This selection will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

2 Available Jobs

1 Scheduled Jobs







2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob				<div>✖ Reject</div> <div>✔ Accept</div>
Thu, 11/21/2019	11:00 AM - 6:00 PM	<div>1</div> Full Day	Phoenix School District Rohirrim High School	<div>📞</div> <div>📍</div>
Barker, Bob				<div>✖ Reject</div> <div>✔ Accept Multi-day</div> <div>⬆ Hide Details</div>
Thu, 12/5/2019	11:00 AM - 6:00 PM	<div>1</div> Full Day	Victoria County School District Gallahorn Middle School	<div>📞</div> <div>📍</div>
Fri, 12/6/2019	11:00 AM - 6:00 PM	<div>1</div> Full Day	Victoria County School District Gallahorn Middle School	<div>📞</div> <div>📍</div>

➔ Phone Number and Map

In each job listing, you can select a **green phone** icon to reference the school's phone number or click the **orange map** icon to open Google maps and review the directions. *A gray icon indicates that the number or map is not available. These availability options are determined by your district.

2 Available Jobs					1 Scheduled Jobs	2 Past Jobs	3 Non Work Days
Date	Time	Duration	Location	Filter			
Barker, Bob					✖ Reject	✓ Accept	
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School		 		
Barker, Bob					✖ Reject	✓ Accept Multi-day	⌵ Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School		 		
Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School		 		

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

➔ Rejecting a Job

To reject a job, all you have to do is click the **Reject** button beside the listing. The rejection of a job causes it to disappear from your available jobs, and you will not see it again.



Only click the "Reject" button if you are absolutely sure that you do not want this job. You cannot recover a rejected assignment.

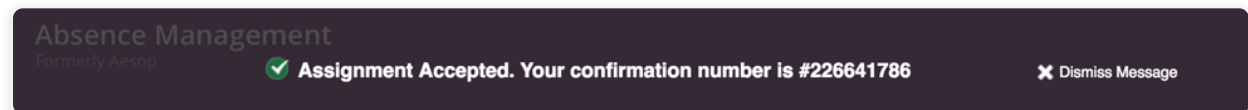


➔ Accepting a Job

To accept a job, click the green **Accept** button on the right side of the job listing.



Once a job is accepted, you will see a confirmation number at the top of the page. (*If there is a file attached to the absence, you will also see a link to view the attached file.) This pop-up will remain on your screen until you dismiss it. Click the "x" next to "Dismiss Message" to close the confirmation.



🔗 Additional Resources: Accepting Jobs as a Multi-District Sub
(<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266227>)