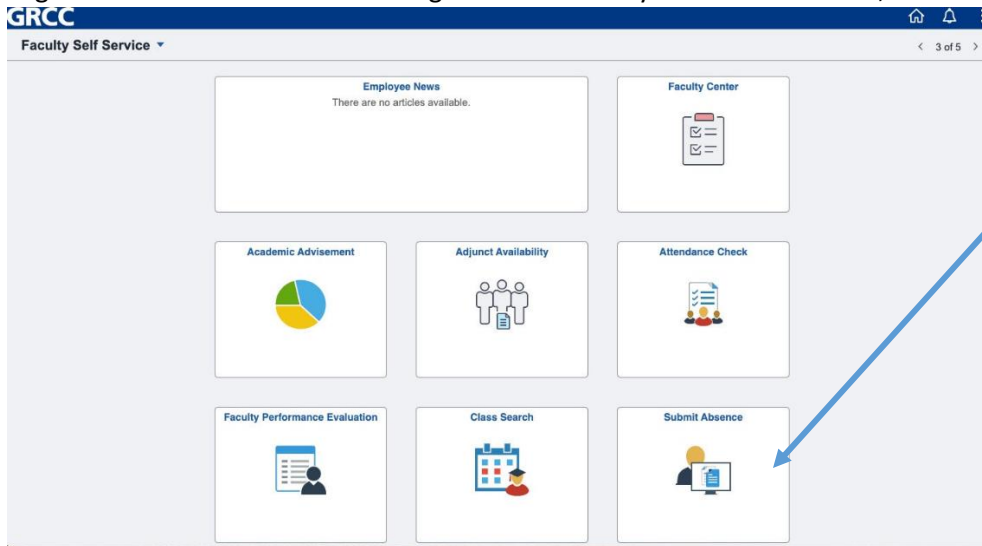


# Faculty Self-Reporting of an Absence

1. Log into the Online Center and navigate to the Faculty Self Service screen, and select the Submit Absence tile.



2. Indicate the date of the absence and the reason for the absences

A screenshot of the 'Submit Faculty Absence : Absence Form' page. The form is titled 'Submit Faculty Absence : Absence Form' and has a 'Form ID 328083' in the top right corner. Under the 'Personal Information' section, the 'Empl ID' field is populated with 'Dewent, Deborah R'. Under the 'Absence Information' section, the '\*Absence Date' field is set to '08/25/2022' and the '\*Absence Reason' dropdown menu is set to 'SICK-SELF'. There are also radio buttons for 'Non-Teaching Day' (set to 'No') and 'Absent for Multiple Days' (set to 'No'). A text instruction reads: 'Please indicate the date that you are going to be absent. If your absence spans multiple days, please check the "Absent for Multiple Days" checkbox and select the absence end date. If your absence falls on a non-teaching day, select that checkbox below and also indicate any classes you will be absent for.' Two blue arrows point from the text above to the 'Absence Date' and 'Absence Reason' fields.

Reasons for an absences are:

- Paid Time Off (PTO)-Adjunct/Overload only
- Self-Sick
- Family Sick
- Bereavement Immediate Family
- Bereavement Friend/Other
- Administrative (on-campus meetings)
- Academic/Athletic Trip
- Conference
- Jury Duty
- Personal Business
- Vacation Days (52-week only)

***A leave of Absences form is still required for a Conference, Personal Business, Jury Duty, Academic/Athletic Trip, or Administrative leaves. This form must be completed and approved prior to the leave.***

***Faculty members are now required to self-report these leaves once approval is received from their Dean/Associate Dean.***

3. **Non-Teaching Day** = this is for an absence which occurs on a day when you are *not teaching* (ie: contractual days, meeting days, office hours).

Comments

- A. Indicated “yes” for Non-Teaching Day
- B. Please provide any necessary details for this absence
- C. Then hit “submit”

4. **Teaching Absences** =

- If you are teaching both online and in-person course, the display will be broken out into the respected modality

**Current Term In-Person Courses**

Please select “Report Absence” for the class(es) below that you will be absent. The selected class(es) will be recorded for the above selected absence date(s).  
 If you will not have a substitute and want to send an alert to students and digital signs, please select “Post on Web/Digital Signs”. Comments will be shown to students in the email, but not on Digital Signs.

Course Info	Class Name	Meeting Days	Report	Post	Comments
1 HS 250 2028	U.S. History Reconst - Present	MW	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	Test moved to Monday
2 HS 250 3033	U.S. History Reconst - Present	MW	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	Test moved to Monday
3 HS 251 2195	African-Am History and Culture	MW	<input checked="" type="radio"/> Yes	<input type="radio"/> No	

**Current Term Online Courses**

Please only select “Report Absence” for the online class(es) below that you will not be teaching. The selected class(es) will be recorded for the above selected absence date(s).  
 If you want to send an alert to students and digital signs, please select “Post on Web/Digital Signs”. Comments will be shown to students in the email, not on Digital Signs.

Course Info	Class Name	Report	Post	Comments
1 HS 249 2037	U.S. History Through Reconstr	<input type="radio"/> No	<input type="radio"/> No	
2 HS 250 2029	U.S. History Reconst - Present	<input type="radio"/> No	<input type="radio"/> No	
3 HS 250 2032	U.S. History Reconst - Present	<input type="radio"/> No	<input type="radio"/> No	

In-Person Classes

- a. Select which courses you will be absent from **by indicating “yes” for REPORT absence.**
- b. **POST** = Select “yes” if you wish to post the absences and to notify your students. If you have a sub to cover the class or do not wish to have it posted on the digital signs/web, do not change the default.
- c. **HOURS** = will be populated based on the class time for in-person classes when an absence is reported. **This field can be changed if you will not be absent for the entirety of the class based on directions provided by your Dean on when this is allowable.**
- d. **COMMENTS** = This is a limited character space and for simple messages (other than “check blackboard”). For example, the absences cause the day of a test to change or when an assignment is due.

## 5. **Online Classes** =

### Current Term Online Courses

Please only select "Report Absence" for the online class(es) below that you will not be teaching. The selected class(es) will be recorded for the above selected absence date(s).  
If you want to send an alert to students and digital signs, please select "Post". Comments will be shown to students in the email, not on Digital Signs.

Course Info	Class Name	Hours	Report Absence	Post	Comments
1 AN 201 8761	Intro to Anthropology	1.00	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	See Discussion Questions
2 AN 210 8355	Intro to Cultural Anthropology	2.00	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	See Discussion Questions

### Comments

- Indicate the hours you will missing from each online course and then hit the 'tab' key to Report Absence
- Select "Yes" for Report Absence
- POST = Select "Yes" if you wish to have the students notified you will not be available online
- COMMENTS = Leave instructions for the students. This is a limited character space.

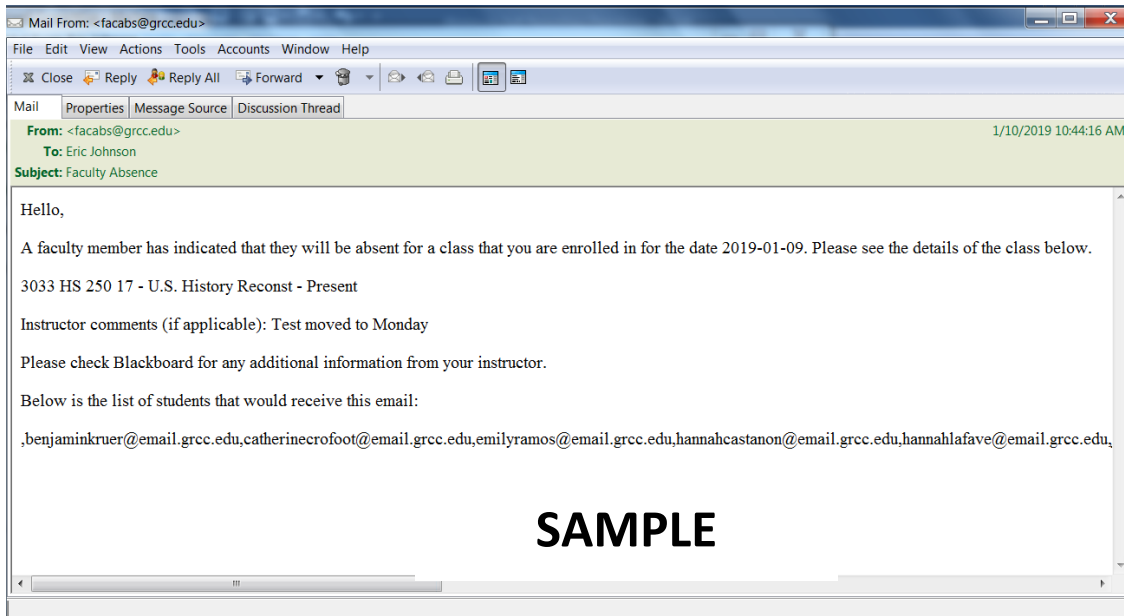
## 6. Once you have selected your courses, you will then click on the "submit" button

Please only select "Report Absence" for the online class(es) below that you will not be teaching. The selected class(es) will be recorded for the above selected absence date(s).  
If you want to send an alert to students and digital signs, please select "Post on Web/Digital Signs". Comments will be shown to students in the email, not on Digital Signs.

Course Info	Class Name	Report	Post	Comments
1 HS 249 2037	U.S. History Through Reconst	<input type="radio"/> No	<input type="radio"/> No	
2 HS 250 2029	U.S. History Reconst - Present	<input type="radio"/> No	<input type="radio"/> No	
3 HS 250 2032	U.S. History Reconst - Present	<input type="radio"/> No	<input type="radio"/> No	

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- Once you hit the submit button, a communication will be sent to the classes selected indicating your absence and to check Blackboard and you will receive a confirmation email.



## 7. Submit confirmation

Faculty Self Service Form Result

Submit Faculty Absence : Results Form ID 59

**Faculty Information Forms**

If you are reporting an emergency Personal Business leave, you will need to complete the application for Leave of Absences immediately.

All faculty members are encouraged to use Blackboard to notify student when they are absent and to communicate their instructions about assignments students need to complete.

Important - If you are teaching off-campus, you need to notify the host school regarding your absence so the proper posting and notification can be done.

You will receive an confirmation email upon successful submission of this form. If "Post on Web/Digital signs" has been selected for a class, an email will be sent to students indicating them of the absence.

You have successfully submitted your eForm.

multiple approvers.

Signature/Action Logs

### Questions—

#### 1) Am I able to submit an absence for a previous date?

Yes. You would enter the all the information for the absence. No communication will go out to the students.

#### 2) What if I select the wrong date?

You will need to notify your Department APSS of the date change. The system will show all of your courses for in-person and online, you will need to carefully select the courses for the absence date. You will be given an opportunity to verify the courses selected before submitting the form.