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

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).

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

   **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**

   a. Indicate the hours you will missing from each online course and then hit the ‘tab’ key to Report Absence
   b. Select “Yes” for Report Absence
   c. POST = Select “Yes” if you wish to have the students notified you will not be available online
   d. 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

   a. 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.
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.