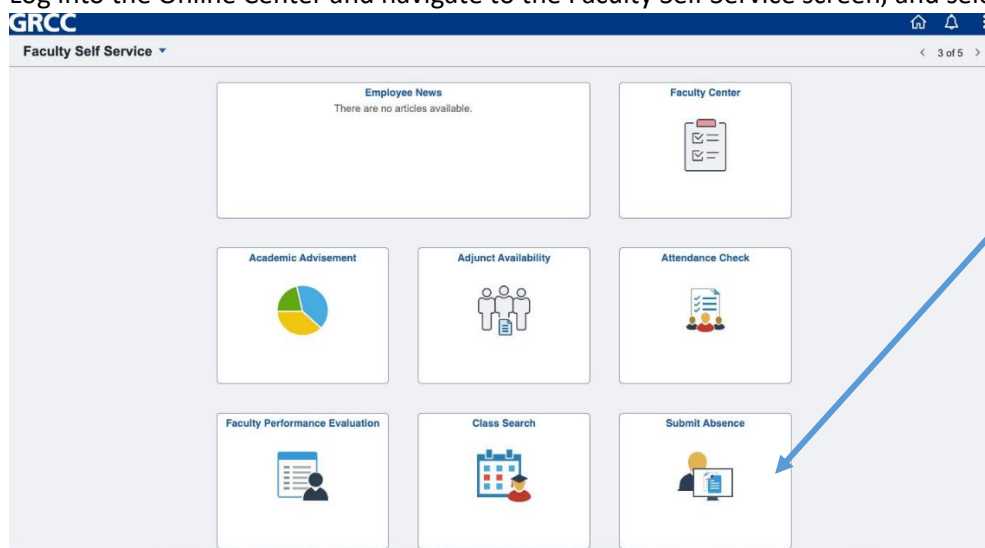


Faculty Self-Reporting of an Absence

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

The screenshot shows the 'Submit Faculty Absence : Absence Form' with Form ID 328083. It has two main sections: 'Personal Information' and 'Absence Information'. In 'Personal Information', there's a field for 'Empl ID' with the value 'Dewent, Deborah R'. In 'Absence Information', there's a text prompt: '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.' Below this, there are three fields: '*Absence Date' (08/25/2022), '*Absence Reason' (SICK-SELF), and 'Hours Absent' (4.00). There are also two checkboxes: 'Non-Teaching Day' (No) and 'Absent for Multiple Days' (No). Blue arrows point from the text in step 2 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).

A

Non-Teaching Day ☒ Yes ☐ No

Absence Description
 Medical Appointment

B

Hours Absent

Comments

Submit

C

- 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 type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Test moved to Monday
2 HS 250 3033	U.S. History Reconst - Present	MW	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Test moved to Monday
3 HS 251 2195	African-Am History and Culture	MW	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" 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 checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	
2 HS 250 2029	U.S. History Reconst - Present	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	
3 HS 250 2032	U.S. History Reconst - Present	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	

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 canvas”). 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).

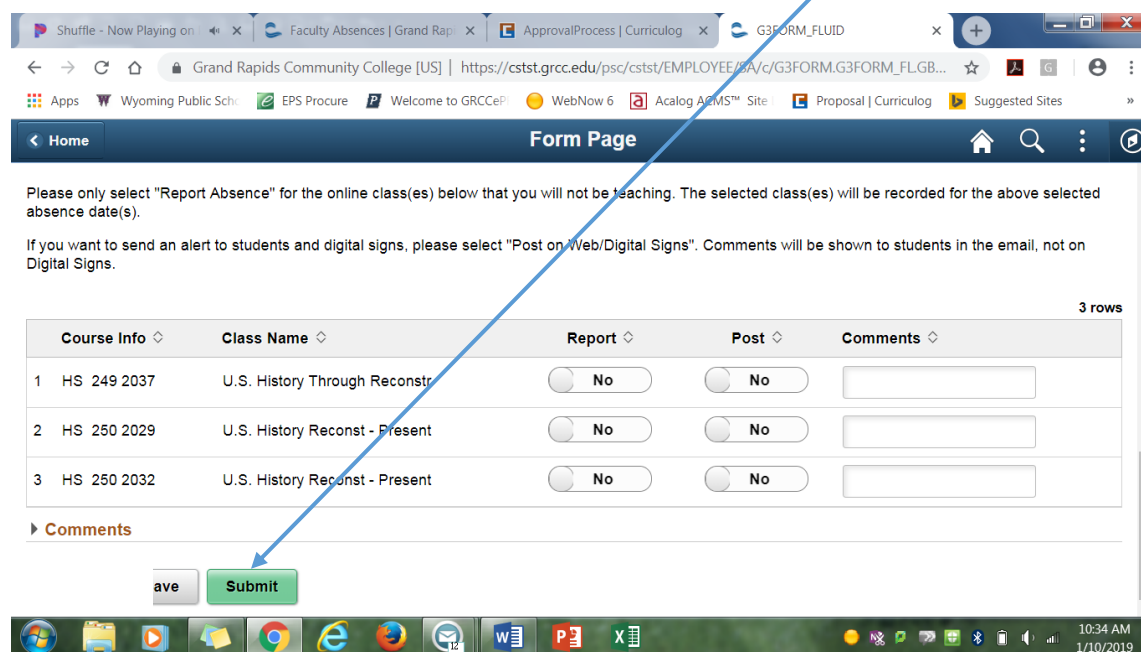
If you want to send an alert to students and digital signs, please select "Post". Comments will be shown to students in the email, not on Digital Signs.

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 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	

ave Submit

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

Hello,

A faculty member has indicated that they will be absent for a class that you are enrolled in for the date 2025-10-16. Please see the details of the class below.

2149 EL 144 4 - Bas Electricity & Electronic - TR 05:30 PM - 09:30 PM

Instructor Name: Street, Thomas R

Instructor comments (if applicable):

Please check Canvas for any additional information from your instructor.

SAMPLE

7. Submit confirmation

Form Result



Submit Faculty Absence : Results

Faculty Information Forms

For a class that is entirely overload, a faculty member shall be granted one class period of sick leave pay for each time per week the class meets. These sick leaves are granted each semester and are not cumulative.

Faculty members who exceed their paid sick leave entitlement each semester will have their overload/adjunct pay reduced to reflect the excess absences.

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 Canvas 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.

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.