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1 Introduction

This document describes key steps for successfully setting up Sentral to track staff absences. The system is built to handle staff absences and update the Daily Org Module. This document describes the top-level setup of the Staff Absences Module.

A detailed description for the setup of each area in Staff Absences has been provided as well as a **checklist of pre-requisites, decisions** and recurring tasks that need to be reviewed on a periodic basis.

2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Staff Absence module.

2.1 Daily Org (optional)

Schools that create Staff Absences can also use the Daily Org Module to enter Staff Cover and Variations based on the staff absences. Daily Org is not available to all schools.

2.2 Calendars (optional)

Schools can create a calendar called Staff Absences in the Calendar Module which will reflect these absences.

2.3 Staff

For the Staff Absences module to operate, you must have user accounts created for staff members at the school, as well classes setup in Timetables and PXP (for High Schools).

2.4 User Permissions

Staff will need to view the User Permissions for staff absences via the **Sentral Cog Wheel > Setup Enterprise > Permissions > Staff Absences Setup**.

2.5 Leave Types

Schools will need to decide the type of leave types that are available for staff when they create a Staff Absence.

2.6 Relief Staff

Schools will need to ensure that casual/relief staff have been entered into the system. For schools using **enrolments**, this can be done under **Manager Staff > Add Staff** and then view them in **Casual Register**.

For schools in DoE space go to **Sentral Setup > Manage Staff > Add staff**.

3 Setup Staff Absences

The following is a description of the setup for each area in the Staff Absences setup. These details will guide you through the critical configurations you need to setup. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **Staff Absences > Setup Staff Absences**.

3.1 Leave Types

This section gives you the ability to show and hide leave types. When a staff member creates a staff absence, they will select a leave type from a drop-down list. Schools can create Leave Types specific to their school.

3.2 Approval Workflows

This section is where you define and manage the different approval workflows and their relating steps.

3.3 Daily Org Notification

This section is where you manage the Daily Org personnel. This will determine who is going to receive the notification for absences if completed approval has been processed.

4 Appendix A: Summary Checklist

So, you have scanned the detailed document and are wondering what is next? This table gives you a road map in concise, easy to read steps of how to get your Staff Absences module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Leave Types</i>	Review the Leave Types	Once
<i>Approval Workflows</i>	Review the Approval Workflows	On a regular basis
<i>Daily Org Notification</i>	Review the Daily Org Notifications	On a regular basis