

Staff Absences Admin Guide

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Getting started

The topics in this section describe 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 prerequisites, decisions and recurring tasks that need to be reviewed on a periodic basis.

Considerations, dependencies and prerequisites

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

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.



Note: Daily Org is not available to all schools.


Calendars (optional)

Your school can create a calendar called Staff Absences in the Calendar module, which will reflect these absences.

Staff

For the Staff Absences module to operate, you must have user accounts created for staff members at your school, as well classes set up in Timetables and Class PxP (for high schools).

User Permissions

Your school's Sentral Administrator will need to view the user permissions for staff absences via  **Setup | Enterprise Setup | General | Permissions | Staff Absences Setup**.

Leave Types

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

Relief Staff

Your school will need to ensure that casual/relief staff have been entered into the system.

For schools using Enrolments, go to **Manage Staff | Add Staff** and then view them in the Casuals Register.

For government department schools, go to **Sentral Setup | Manage Staff | Add staff**.

Configure Staff Absences

The following is a description of the setup for each area in Staff Absences Setup. These details will guide you through the critical configurations you need to set up. 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](#).

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.

Approval Workflows

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

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.

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
Leave types	Review the leave types	Once
Approval workflows	Review the approval workflows	On a regular basis
Daily Org notification	Review the Daily Org notifications	On a regular basis
