



**SENTRAL
EDUCATION**

Staff Absences User Guide

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Staff Absences

Target Audience

- Teachers
- Administration Staff

Content

Within this course staff will learn how to:


- Create Staff Absences
- Create Covers for Staff Absences

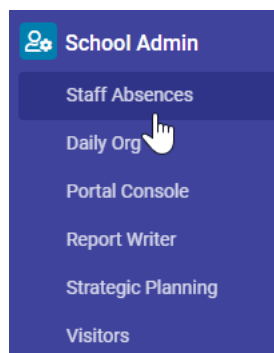
Overview

Staff will learn how to create staff absences.

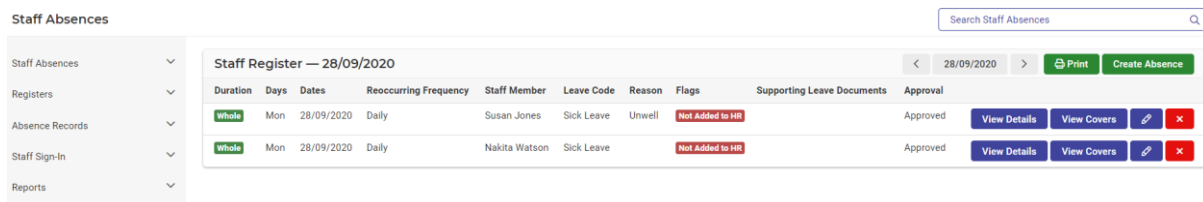
Staff Absences – Add new absence

The following procedure is to show users how load absences for staff and covering the teachers.

1. Select the **Sentral** Waffle Icon  in the top left corner of the screen, the modules display. Select **Staff Absences** under **School Admin group**.



The **Staff Absences** screen displays.

A screenshot of the 'Staff Absences' interface. On the left is a sidebar with 'Staff Absences' selected. The main area shows a 'Staff Register — 28/09/2020' table with columns for Duration, Days, Dates, Reoccurring Frequency, Staff Member, Leave Code, Reason, Flags, Supporting Leave Documents, and Approval. Two rows are visible, both marked as 'Not Added to HR'. A 'Create Absence' button is visible in the top right of the table area.

Duration	Days	Dates	Reoccurring Frequency	Staff Member	Leave Code	Reason	Flags	Supporting Leave Documents	Approval
Whole	Mon	28/09/2020	Daily	Susan Jones	Sick Leave	Unwell	Not Added to HR		Approved
Whole	Mon	28/09/2020	Daily	Nakita Watson	Sick Leave		Not Added to HR		Approved


2. To create a staff absence, click on the **Create Absence**  button.

The **Create Absence** screen displays.

3. In the Search Member field, type in the **staff member** you wish to create absence for.
4. The screen will drop down with details to enter for the absence.

5. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

Note: Staff have an opportunity to upload any lesson plans or notes for the casual/staff member taking that class.

6. Click on the green **Save**  button bottom right of the screen, the screen refreshes with the staff absence.

Staff absence created successfully.

Staff Register — 14/09/2020										Print	Create Absence	
Duration	Days	Dates	Recurring Frequency	Staff Member	Leave Code	Reason	Flags	Supporting Leave Documents	Approval			
Whole	Mon	14/09/2020	Daily	Angus Monnier	Sick leave	Unwell	Not Added to HR		Approved	View Details	View Covers	
Whole	Fri - Wed	28/08/2020 - 30/09/2020	Daily	Victoria Maudsley	Sick leave	meh	Medical Certificate Received Added to HR	kookaburra.jpg	Approved	View Details	View Covers	

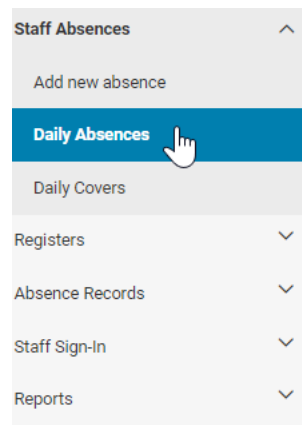
Note: The changes automatically flow through to the **Daily Org Module** where you can select class covers. This step needs to be completed to be able to view the **Daily Covers in Staff Absences**.

Note: Please refer to the Daily Org Module User Guide.

Staff Absences – Daily Absences

The Daily Absences screen will display the Daily Absences created for today.

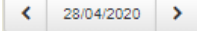

- From the Staff Absences home screen, select **Staff Absences > Daily Absences** from the left-hand side menu.




The Staff Register for today displays.

Staff Register — 15/09/2020										Print	Create Absence	
Duration	Days	Dates	Recurring Frequency	Staff Member	Leave Code	Reason	Flags	Supporting Leave Documents	Approval			
Whole	Fri - Wed	28/08/2020 - 30/09/2020	Daily	Victoria Maudsley	Sick leave	meh	Medical Certificate Received Added to HR	kookaburra.jpg	Approved	View Details	View Covers	

By default, the staff absences will open to the **Staff Register** showing absences for the day.

- To view absences for previous days, click on the date arrows  to go forwards or back in time.
- To view the covers (teachers who will be covering for the class), for the absent staff member, click on the **View Details**  button aligned with the staff member.

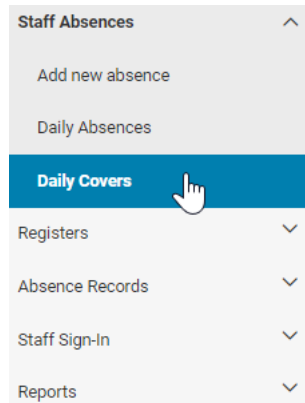
This will show you the name of the casual or teacher covering each class as well as the supervising teacher.

- To print a copy of the day's changes, you can do so by clicking on the green **Print**  button on the **Staff Register** for the current date.

Staff Absences – Daily Covers

Note: The Daily Covers will display once you have set these up in the Daily Org Module.

1. From the Staff Absences home screen, select **Staff Absences > Daily Absences** from the left-hand side menu.



The Daily Covers for today will display.

Search Staff Absences

Cover	Availability	Phone/s
Tangela Bage	Per0 Per1 Per2 Rec Per3 Per4 Lun1 Lun2 House Per5 Per6	View Schedule
Patty Barclay	Per0 Per1 Per2 Rec Per3 Per4 Lun1 Lun2 House Per5 Per6	View Schedule

2. To view the Schedule, click on the blue **View Schedule** button beside the staff member you wish to view.

The screen expands showing the Timetable Schedule.

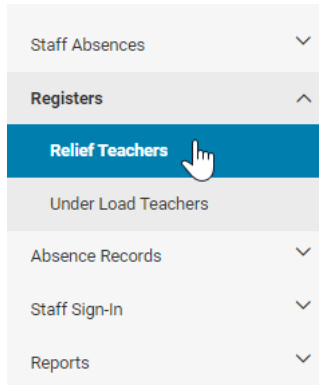
Imogen Bastow	0	Home room	1	2	Recess	3	Lunch	4	5	6	7	View Schedule

Timetabled Schedule

- 11CIV1 – no supervision

Registers – Relief Teachers


1. From the Staff Absences home screen, select **Registers > Relief Teachers** from the left-hand side menu.



The Casual Register screen displays.

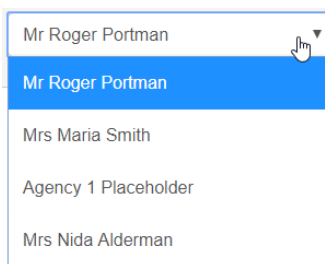
Casual Register			
<p>i Casuals can be created and edited in Sentral Setup > Data Sources > Manage Staff or click here. Please click on Sync with Sentral Staff button after adding casual staff in Sentral.</p>			
Teacher Name	Skills & Qualifications	Preferences/Comments	Phone/s
Teacher Casual MO (WH), TU (WH), TH (WH), FR (WH)	English Maths PE		0422111111
Pat Postman MO (WH), TU (WH), WE (WH), TH (WH), FR (WH)	Science HSIE		

2. Click on the blue **Details**  button to View Details.

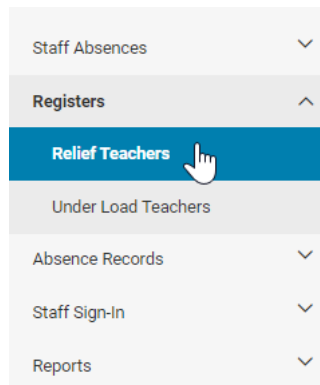
Relief Teacher Record			
			
Mr Teacher Casual <input type="text" value="Mr Teacher Casual"/>			
Staff Member	Mr Teacher Casual	Mobile Number	0422111111
Teacher ID	CAS1	Email	ewan@sentral.com
Skills & Qualifications	English Maths PE	Preferences/Comments	
History of Placements	none		

3. Click on the green **Print**  button to print details.

4. Use the drop-down to select a different Teacher.



5. Click back on **Registers – Relief Teachers** from the left-hand menu to go back to previous screen.



6. To edit staff details, click on the blue **Edit** button beside the teacher's name.

The details for staff member displays.

Casual Register — Teacher Casual

Qualification/Skills: English, Maths, PE

Availability:

MON	Not Available	WHOLE	AM	PM	TIMED
TUE	Not Available	WHOLE	AM	PM	TIMED
WED	Not Available	WHOLE	AM	PM	TIMED
THU	Not Available	WHOLE	AM	PM	TIMED
FRI	Not Available	WHOLE	AM	PM	TIMED

Restrict availability to classes for year levels: Choose a value...

Preferences/Comments:

Current Status: Available (selected), Not Available

Phone: 0422111111

Email: ewan@sentral.com

Teacher ID: CAS1

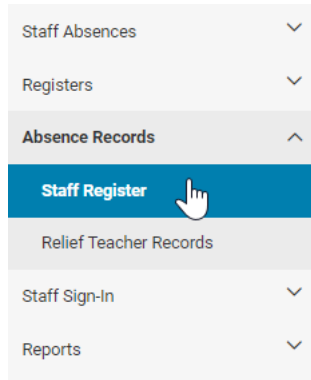
Save

7. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input to complete Causal/Relief staff details, qualifications, availability, and preferences.

8. Click on the green **Save** button bottom right of the screen.

Absence Records – Staff Register

1. From the Staff Absences home screen, select **Absence Records > Staff Register** from the left-hand side menu.



The Staff Record screen displays.

Staff Record Print

Mr Aiden Bunker

Staff Member: Mr Aiden Bunker Mobile Number: _____

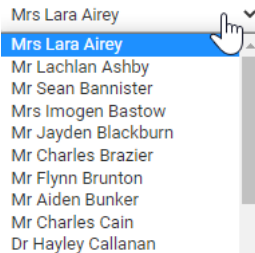
Teacher ID: none Email: aiden.bunker475-staff@data-test.sentral.com.au

Total Extra Reliefs: 0

Available for Paid Supervision: No [Change Availability](#)

Duration	Days	Dates	Reoccurring Frequency	Leave Code	Reason	Flags	Supporting Leave Documents	Approval	
Whole	Mon	27/07/2020	Daily	Sick leave		Not Added to HR		Approved	View Details View Covers Edit Delete
Whole	Mon	03/08/2020	Daily	long service leave	Test 2	Not Added to HR		Approved	View Details View Covers Edit Delete
Whole	Mon	07/09/2020	Daily	vacation leave		Not Added to HR		Approved	View Details View Covers Edit Delete

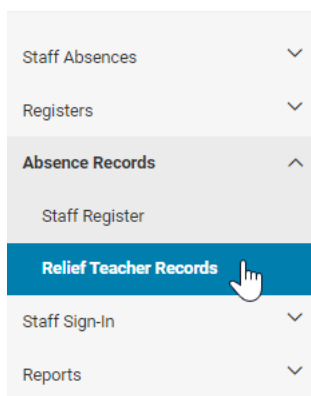
2. To select a different staff member, use the drop-down list in top right-hand corner.



3. To Print the record, click on the green **Print**  button in the top right-hand corner.

Absence Records – Relief Teacher Records

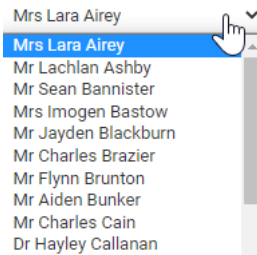
1. From the Staff Absences home screen, select **Absence Records > Relief Teacher Records** from the left-hand side menu.



The Relief Teacher Record screen displays. Information here provides the school with a history of placements.

Relief Teacher Record				Print
Staff Member	Mr Teacher Casual	Mobile Number	0422111111	
Teacher ID	CAS1	Email	ewan@central.com	
Skills & Qualifications	English Maths PE	Preferences/Comments		
History of Placements	none			

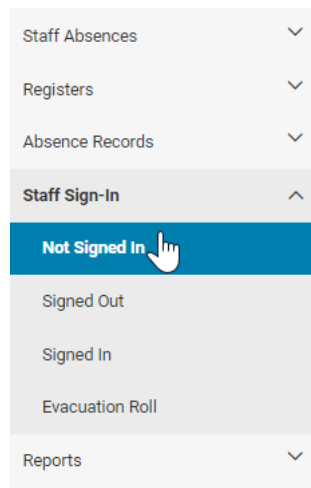
2. To select a different staff member, use the drop-down list in top right-hand corner.



3. To Print the record, click on the green **Print**  button in the top right-hand corner.

Staff Sign-In – Not signed In

1. From the Staff Absences home screen, select **Staff Sign In > Not Signed In** from the left-hand side menu.



The Staff Sign-In Register screen displays for the current day showing which staff have not signed in.

Staff Sign-in Register for Tuesday, 15 September 2020 15/09/2020 [Add Staff Signin/Out](#)

Please note: Will only show for users that have their staff accounts linked their user accounts in Sentral.

Staff who have not signed in

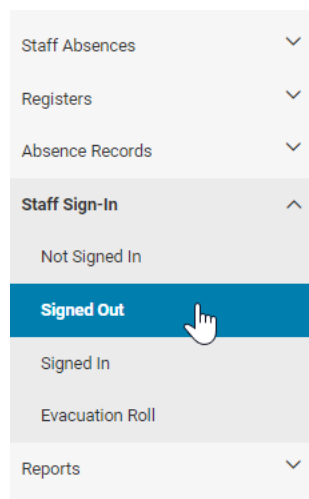
Staff Name	Current Status	Mobile	Classes	
Luke McLean	Not signed in		10ANR1	Create Absence
Kayla Ritchie	Not signed in		09MRS1 12RHS1	Create Absence
Hayley Callanan	Not signed in			Create Absence
Aiden Bunker	Not signed in		09ENG1 10VIS1	Create Absence
Laura Hannam	Not signed in		07VIS1	Create Absence

Staff can be signed in or out and staff can toggle between dates. 15/09/2020

- To create an Absence, you can click on the blue **Create Absence** [Create Absence](#) button.

Staff Sign-In – Signed Out

- From the Staff Absences home screen, select **Staff Sign-In > Signed Out** from the left-hand side menu.



The **Staff Sign-In Register** screen displays for the day displaying staff signed out.

Staff Sign-in Register for Wednesday, 14 October 2020 14/10/2020 [Print](#) [Add Staff Signin/Out](#)

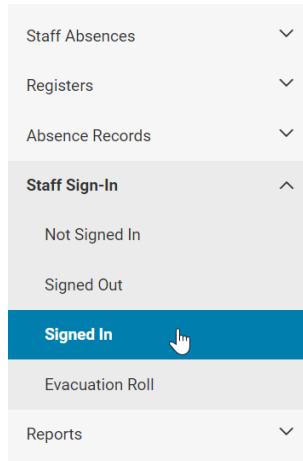
Please note: Anybody who is not on this list has not signed in through Sentral on this date.

Staff who have signed out

Staff Name	Current Status	Sign-out Details
Patricia Betar	OUT	Checked out at 11:53 AM. Sign-in History : IN: 14/10/2020 9:50 AM

Staff Sign-In – Signed In

- From the Staff Absences home screen, select **Staff Sign-In > Signed In** from the left-hand side menu.



The Staff Sign-In Register screen displays for the day displaying staff signed in.

Staff Sign-in Register for Tuesday, 15 September 2020 < 15/09/2020 > Print → Add Staff SignIn/Out

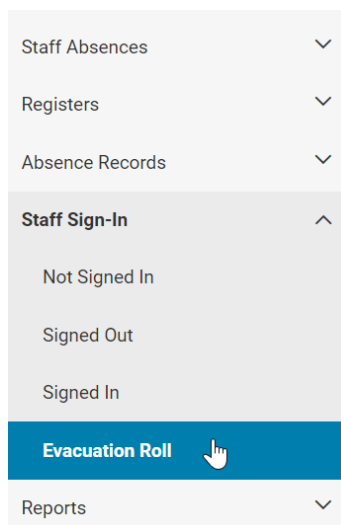
Please note: Anybody who is not on this list has not signed in through Sentral on this date.

Staff who have signed in

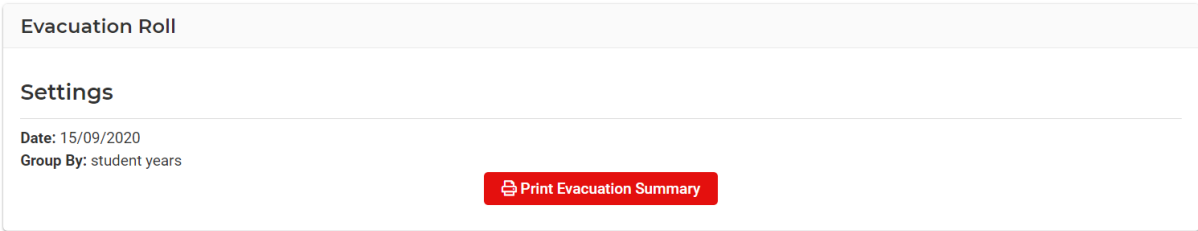
Staff Name	Current Status	Sign-in Details
Sean Bannister	IN	Checked in at 10:36 AM.
Aiden Bunker	IN	Checked in at 11:33 AM. <u>Today's checkins:</u> IN: 15/09/2020 11:31 AM
Abby Feakes	IN	Checked in at 10:34 AM.
Eve Fielding	IN	Checked in at 10:34 AM.

Staff Sign-In – Evacuation Roll

- From the Staff Absences home screen, select **Staff Sign In > Evacuation Roll** from the left-hand side menu.



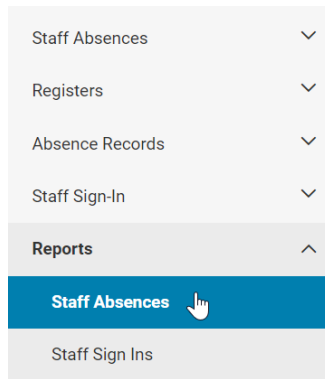
The Evacuation Roll screen displays.



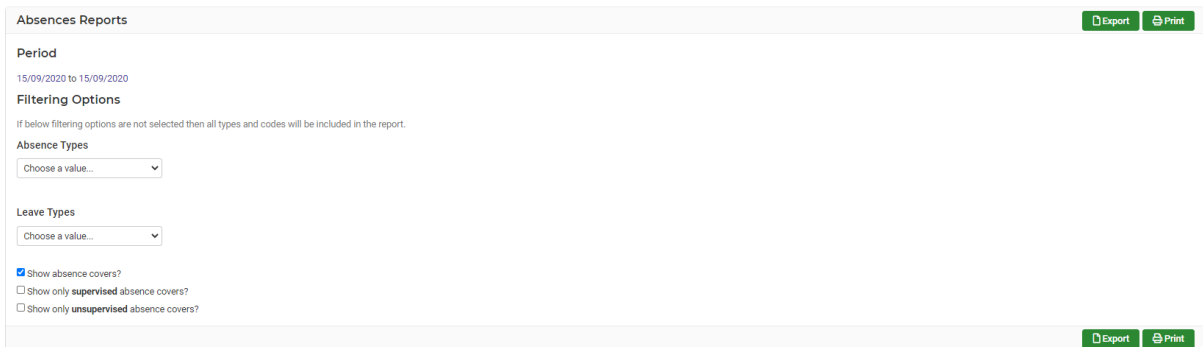
2. Click on **Print Evacuation Summary**  button to generate the Report.

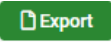

Reports – Staff Absences

1. From the Staff Absences home screen, select **Reports > Staff Absences** from the left-hand side menu.



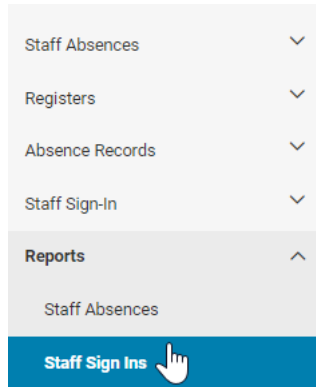
The Absence Reports screen displays.



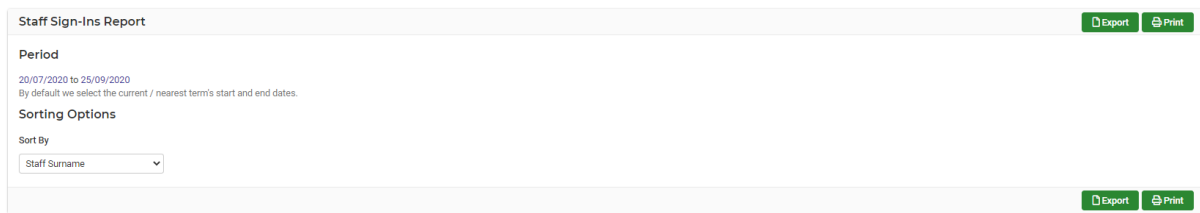
2. Tick the toggle boxes and use the drop-down lists for your input.
3. Click on the green **Export**  button to export the data to create a .csv file.
4. Click on the green **Print**  button to print the report.

Reports – Staff Sign Ins

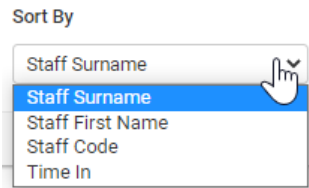
1. From the Staff Absences home screen, select **Reports > Staff Sign Ins** from the left-hand side menu.



The Staff Sign-Ins Report screen displays.



2. The Period defaults to the current term. Click on the date to change to change.
3. Use the drop-down to change the Sort By.



4. Click on the green **Export**  button to export the data to create a .csv file.
5. Click on the green **Print**  button to print the report.

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for staff absences. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
Staff Member	Search for Staff Member for Absence	text field

Duration	Select duration for absence	Toggle button
Dates	Select dates for absence	calendar entry
Leave Type	Select the leave type	Drop Down
Added to HR	Select Yes or No	Toggle button
Has Medical Certificate	Select Yes or No	Toggle button
Supporting Leave Documents	Click to upload documents	Upload
Lesson Plan Notes	Enter Lesson Plan Notes	text field
Lesson Plan Documents	Drop files or upload	Drop Files or Upload
Sort By	filter options for reports	drop down
Available for paid supervision	additional option for casual staff	yes/no