

Staff Absences User Guide

September, 2025

Contents

| | |
|--|----|
| Getting started | 3 |
| Target audience | 3 |
| Content | 3 |
| Add a new staff absence | 4 |
| Overview | 4 |
| Steps | 4 |
| View daily absences | 6 |
| Overview | 6 |
| Steps | 6 |
| View daily covers for absent staff | 7 |
| Overview | 7 |
| Steps | 7 |
| View a relief teacher's records | 8 |
| Overview | 8 |
| Steps | 8 |
| View relief teachers register | 9 |
| Overview | 9 |
| Steps | 9 |
| Staff register | 11 |
| Overview | 11 |
| Steps | 11 |
| Not signed in | 12 |
| Overview | 12 |
| Steps | 12 |
| View staff signed in | 13 |
| Overview | 13 |
| Steps | 13 |
| View signed out staff | 14 |
| Overview | 14 |
| Steps | 14 |
| Evacuation roll | 14 |
| Overview | 14 |
| Steps | 15 |
| Staff Absences Report | 16 |
| Overview | 16 |
| Steps | 16 |
| Staff Sign Ins Report | 16 |
| Overview | 16 |
| Steps | 16 |

Getting started

Target audience

- Teachers
- Administration staff

Content

The topics in this section cover how to:

- create staff absences
- create covers for staff absences.

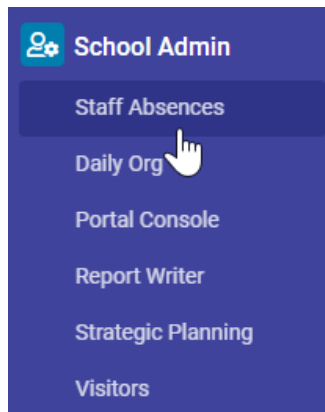
Add a new staff absence

Overview

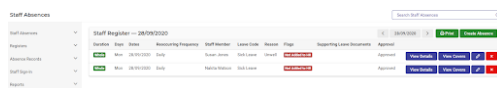
Use the information in this topic to load absences for staff and covering teachers.

Steps

1. Select the menu icon  and choose **Staff Absences** in the School Admin group.

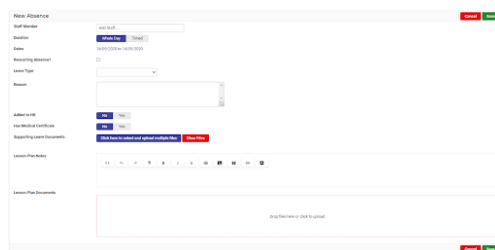


The Staff Absences home screen displays.



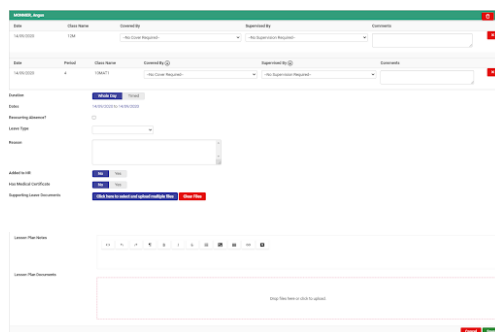
2. To create a staff absence, select **Create Absence** .

The New Absence screen displays.



3. In the Search Member field, type the staff member you wish to create an absence for.

Additional fields display for you to enter absence details.



4. Enter details.



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

5. Select

Save

The screen refreshes with the staff absence.

| Staff | Date | Reasoning | Frequency | Staff Member | Leave Code | Reason | Page | Reporting User | Approved | Action |
|-------|------------|-----------|-----------|--------------|------------|------------|------|----------------|----------|--------|
| John | 10/10/2020 | Sick | 1 | John Doe | Sick Leave | Sick Leave | 1 | John Doe | Approved | Cancel |




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.

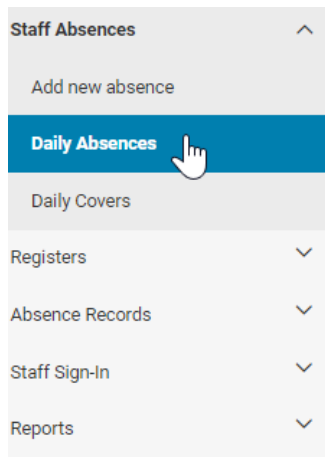
View daily absences

Overview

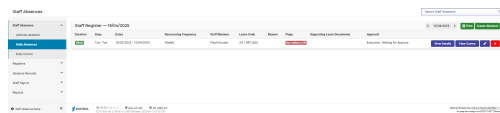
The Daily Absences screen displays daily absences created for the current day.

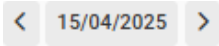


Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.
The Staff Absences home screen displays.
2. Select **Staff Absences** in the left menu and choose **Daily Absences**.



The Staff Register displays, showing staff absences for the day.



3. Use the date picker and arrows to view absences for other days.

4. To view the covers (that is, teachers who will be covering for the class), for the absent staff member, select **View Details**  next to the staff member.
This shows you the name of the casual or teacher covering each class as well as the supervising teacher.
5. To print a copy of the day's changes, select  on the Staff Register for the current date.

View daily covers for absent staff

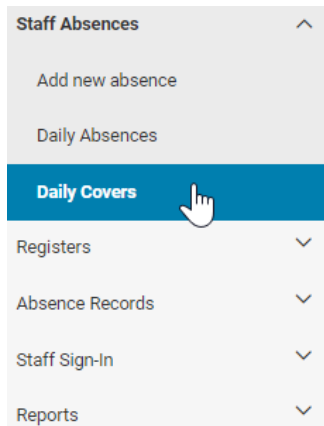
Overview



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

Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.



The Daily Covers for today will display.



2. To view the schedule, select [View Schedule](#) next to the staff member you wish to view.

The screen expands showing the Timetable Schedule.




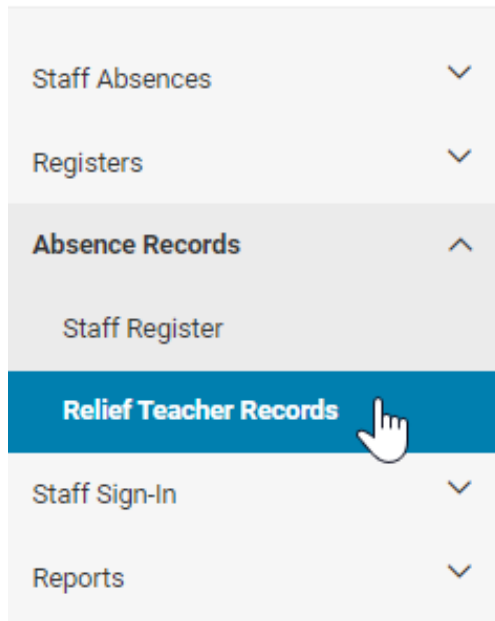
View a relief teacher's records

Overview

Use the information in this topic to view a relief teacher's record.

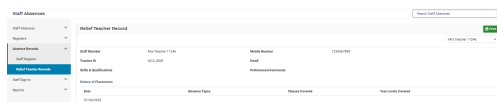
Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.
The Staff Absences home screen displays.
2. Select **Absence Records** in the left menu and choose **Relief Teacher Records**.

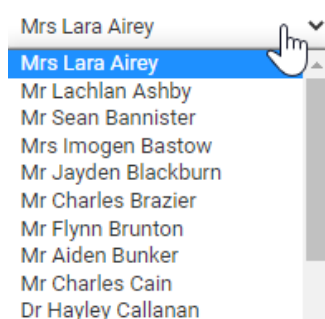


The Relief Teacher Record screen displays.

3. View information about the history of placements.



4. To select a different staff member, use the dropdown list at the top-right of your screen.




5. To Print the record, select **Print**.

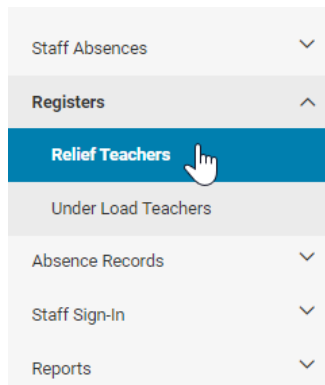
View relief teachers register

Overview

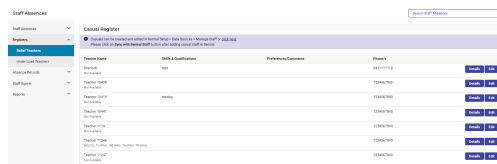
Use the information in this topic to view relief teachers in the Relief Teachers register.

Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.
The Staff Absences home screen displays.
2. Select **Registers** in the left menu and choose **Relief Teachers**.




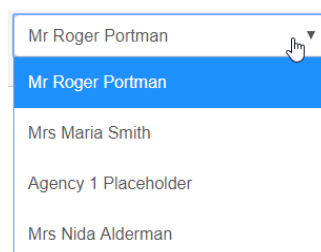
The Casual Register screen displays.



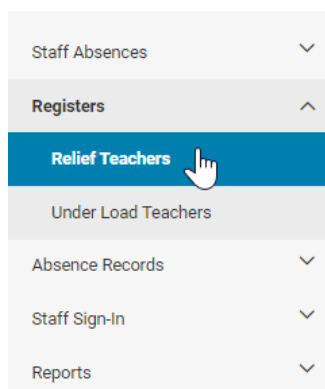
3. Select  next to a teacher's name to view more information.



4. Select  to print details.
5. Use the dropdown to select a different Teacher.



6. Select **Registers – Relief Teachers** in the left menu to go back to the previous screen.



7. To edit staff details, select **Edit** next to a teacher's name.

Details for the staff member display.

A screenshot of a web form titled 'Casual Register - Teacher Casual'. The form is divided into several sections: 'Staff Information' (with fields for Name, Email, and Phone), 'Availability' (with a table for selecting dates and times), 'Preferred Casuals' (with a dropdown menu), and 'Contact Details' (with fields for Name, Email, and Phone). At the bottom right, there is a green 'Save' button.

8. Enter Casual/Relief staff details, qualifications, availability, and preferences.

9. Select **Save**.

Staff register

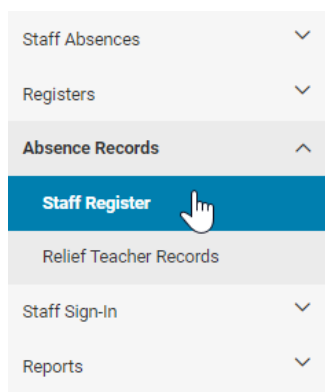
Overview

Use the information in this topic to view and print an absence record for a staff member.

Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.

The Staff Absences home screen displays.

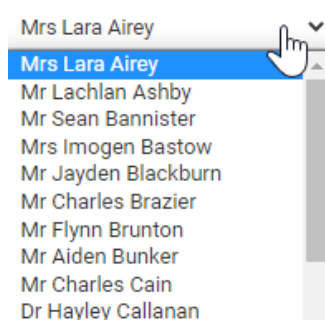


Select **Absence Records** in the left menu and choose **Staff Register**.

The Staff Record screen displays.



2. To select a different staff member, use the dropdown list at the top-right of your screen.



3. To print the record, select **Print**.

Not signed in

Overview

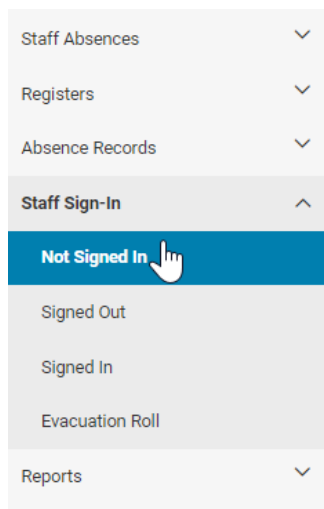
Use the information in this topic to view staff members that have not signed in and create an absence for them.



Note: This applies for users that have their staff accounts linked to their user accounts in Sentral.

Steps

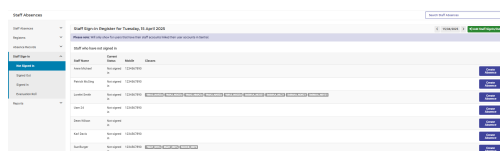
1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.



The Staff Absences home screen displays.

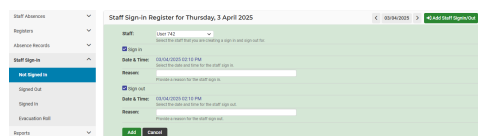
2. Select **Staff Sign-In** in the left menu and choose **Not Signed In**.

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

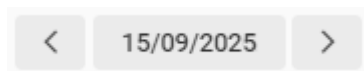


3. To sign a staff member in or out:

- a. Select .



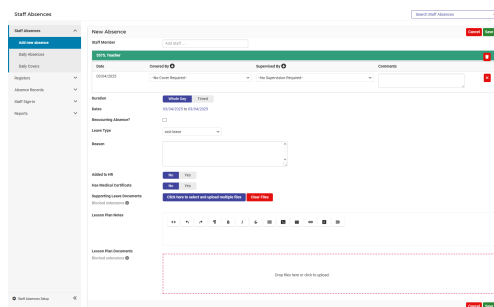
- b. Use the date picker to adjust the date.



- c. Select the staff member from the dropdown list.
- d. Specify Sign in and/or Sign out details.
- e. Select **Add**.

4. To create an absence, select **Create Absence** next to a teacher.

The New Absence screen displays pre-filled with the selected staff member's details at the top of the screen.



- Select an option for Cover By and Supervised by.
- Enter comments.
- Specify the duration and dates.
- Choose a leave type option and provide a reason.
- Specify whether the absence has been added to your school's HR system.
- Specify whether there is a medical certificate for the absence.
- Upload supporting documents, if available.
- Drag and drop lesson plan documents, if available.
- Select **Save**.

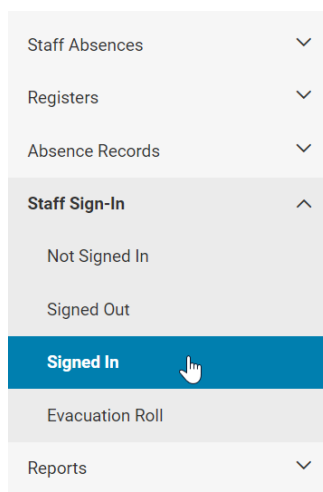
View staff signed in

Overview

Use the information in this topic to view signed in staff.

Steps

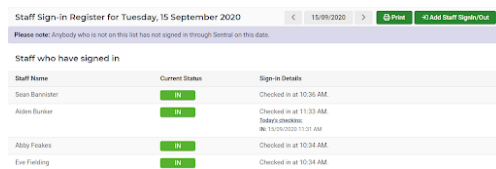
1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.



The Staff Absences home screen displays.

2. Select **Staff Sign-In** in the left menu and choose **Signed In**.

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



| Staff Name | Current Status | Sign-in Details |
|----------------|----------------|---|
| Sean Barrister | IN | Checked in at 10:36 AM |
| Aiden Barker | IN | Checked in at 11:33 AM Before checkout On 15/09/2020 11:31 AM |
| Abby Frakes | IN | Checked in at 10:34 AM |
| Eve Fielding | IN | Checked in at 10:34 AM |

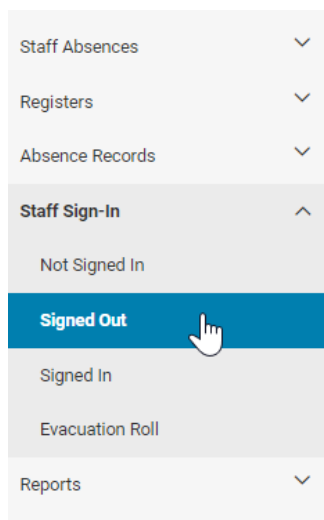
View signed out staff

Overview

Use the information in this topic to view staff that are signed out.

Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.



The Staff Absences home screen displays.

2. Select **Staff Sign-In** in the left menu and choose **Signed Out**.

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



| Staff Name | Current Status | Sign-in Details |
|----------------|----------------|--|
| Sean Barrister | OUT | Checked out at 10:36 AM |
| Aiden Barker | OUT | Checked out at 11:33 AM Before checkout On 15/09/2020 11:31 AM |
| Abby Frakes | OUT | Checked out at 10:34 AM |
| Eve Fielding | OUT | Checked out at 10:34 AM |

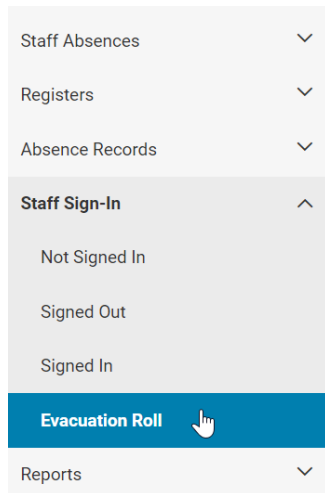
Evacuation roll

Overview

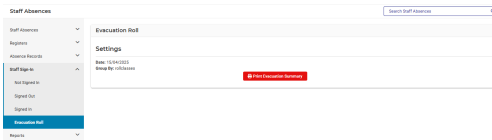
Use the information in this topic to generate the evacuation summary roll.

Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.
2. From the Staff Absences home screen, select **Staff Sign In** in the left menu and choose **Evacuation Roll**.



The Evacuation Roll screen displays.



3. Select **Print Evacuation Summary** to generate the report.


 **Print Evacuation Summary**

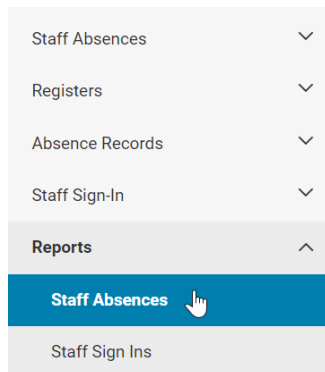
Staff Absences Report

Overview

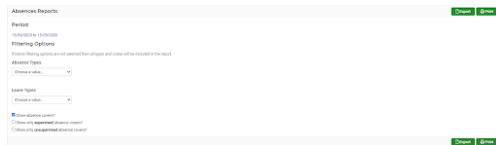
Use the information in this topic to generate a Staff Absences report.



Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.
The Staff Absences home screen displays.
2. Select **Reports** in the left menu and choose **Staff Absences**.



The Absence Reports screen displays.




3. Specify report criteria.
4. Select the **Export**  to export the data to create a .csv file.
5. Select the **Print**  to print the report.

Staff Sign Ins Report

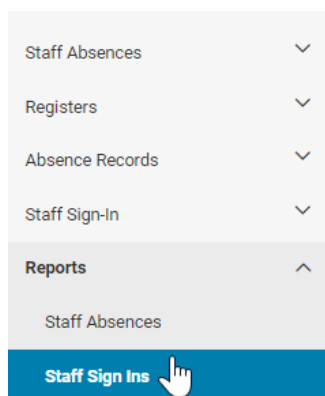
Overview

Use the information in this topic to generate the Staff Sign Ins report.

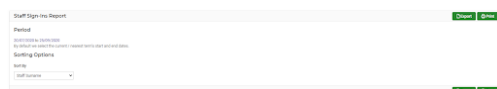
Steps

1. Select the menu icon  and choose **Staff Absences** in the **School Admin** group.
The Staff Absences home screen displays.

2. Select **Reports** in the left menu and choose **Staff Sign Ins** .

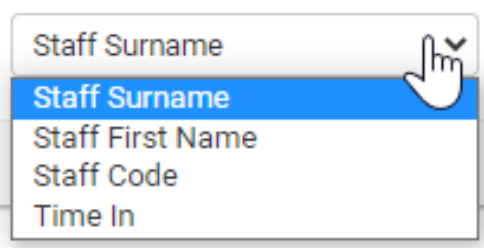




The Staff Sign-Ins Report screen displays. The Period defaults to the current term.



3. Select the date to change to change it.
4. Use the dropdown list to change the **Sort By** filter.

Sort By



5. Select **Export**  to export the data to create a .csv file.
6. Select the **Print**  to print the report.