



# SUB/TEMP REQUEST GUIDE

FOR ASSISTANCE OR TRAINING WITH FRONTLINE, PLEASE  
CONTACT VIRGINIA AT [VIRGINIA.HOLLEY@SPRINGSCS.ORG](mailto:VIRGINIA.HOLLEY@SPRINGSCS.ORG),  
CHAT, OR CALL 951-225-7706.

# What We Expect From You

- Enter absences for Certificated (Sub) and Classified (Temp) support staff into Frontline.
- Enter vacancies for "no employee req" jobs into Frontline.
- Utilize Springs substitutes and temporary staff to fill absences.



Please note that TCP is the designated platform for requesting time off.

After receiving approval for the time-off request, employees should proceed to enter their absence into Frontline to secure a substitute for the stated duration, if needed and approved by their supervisor.

# Quick Guide:

To ensure smooth and efficient processes for requesting a substitute teacher or classified support, i.e. ACE, Aide, please review the following instructions carefully.



## 01 Absence Reporting in Frontline

To ensure proper handling of absences, please remember that the first step is to enter the absence into Frontline. This helps us effectively manage and address staffing needs in order to utilize our own Springs Substitute and Temp employees.

## Request from Scoot Education 02

If it becomes impossible to secure a Springs employee as a Substitute Teacher, ACE, or Aide within 48 hours before the absence, you may submit a Scoot request.\*



## 03 Update Frontline (if needed)

If a Scoot substitute is found, update the Frontline absence status to 'no sub required' and add a note stating that a Scoot substitute has filled the assignment. This is important for Frontline reporting.



# Step 1: Absence Reporting in Frontline

To ensure proper handling of absences, please remember that the initial step is to enter the absence into Frontline. This practice enables us to effectively manage and address staffing needs, allowing us to utilize our Springs Substitute and Temp employees and achieve cost savings for Springs.

## Employees do have access to:

- Manage Absences: Employees can create, review, or cancel their absences.
- Assignment Options: Employees can assign, request, mark as available for others, or indicate no substitute is needed.
- Personal Information: Employees have the ability to review and update their personal information.
- Provide Feedback.
- Shared Attachments: Employees can access shared attachments and documents.
- Preferred Substitutes/Temps: Employees can specify their preferred substitutes or temp staff.
- Frontline Support: Access to the Frontline Support page for assistance and guidance.

**Create Absence**    0 Scheduled Absences    0 Past Absences

Please select a date Need more options? [Advanced Mode](#)

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Substitute Required**  Yes

**Absence Reason**

**Time**  
Please enter a valid time range using the HH:MM AM format.  
  to

**Notes to Administrator** (not viewable by Substitute)

**Notes to Substitute**

255 character(s) left    255 character(s) left

**FILE ATTACHMENTS**  
**Shared Attachments**

## Step 2: Request from Scoot Education

If it becomes impossible to secure a Springs employee as a Substitute Teacher, ACE, or Aide within 48 hours before the absence, you may submit a Scoot request.

*\*Important Notes:*

- *Non-credentialed positions (ACE/Aide) can be requested only in cases where it is necessary to ensure classroom safety or if an absence is longer than 3 days.*
- *Please follow this protocol for last-minute requests as well.*

When making a Scoot request, ensure that you provide thorough details by choosing from the available options: classification, grades, and reason. Additionally, in the notes section, don't forget to specify the name of the employee for whom this request is being submitted.

The screenshot shows a web form for creating a booking. The form is titled 'Location' and includes the following fields and options:

- Location:** Del Rio Student Center (TK-8) [Change](#)  
745 N. Perris Blvd  
Perris CA 92571 USA
- Classification:** Teacher (highlighted in yellow)
- Required:** This field is required
- Options:**
  - Create Multiple Bookings ⓘ
  - Full Day ⓘ
- Start Time:** 07:45 AM
- End Time:** 03:30 PM
- Grades:** Grade 3 (highlighted in yellow)
- Reason:** Other (highlighted in yellow)
- Notes:** Covering Joe Smith. (highlighted in yellow)
- Certifications:** Select any of the certifications below to make them a requirement for this booking
  - CA Credential/Permit
  - COVID-19 Vaccination OR Recent Test (USA)

At the bottom of the form is a blue button labeled '+ Create Booking'.

# Step 3: Update Frontline (if needed)


When a Scoot substitute is secured, please adjust the Frontline absence status to 'no sub required' and make a note indicating that a Scoot substitute has filled the assignment. This action is crucial for our Frontline reporting.

The screenshot shows the Frontline system interface with the following details:

- Navigation:** Vacancy, Vacancy Log, Available Subs, Call History, Mobile History
- Buttons:** Cancel, Save, Delete
- Viewing by day:** Add Day(s)
- Vacancy 1 (09/13/2023, Wednesday):**
  - School: Pathfinder Student Center
  - Vacancy Type: Custom
  - Start Time: 08:00 AM
  - End Time: 03:30 PM
  - Vacancy Reason: (Vacancy Position)
- Vacancy 2 (09/14/2023, Thursday):**
  - School: Pathfinder Student Center
  - Vacancy Type: Custom
  - Start Time: 08:00 AM
  - End Time: 03:30 PM
- RIGHT SIDEBAR:**
  - NEXT STEPS:** Status: No Substitute Required; Create another vacancy for this vacancy profile
  - VACANCY SUMMARY:**
    - Substitute Required: **No** (highlighted in yellow)
    - Hold Until: No Hold

## Requesting Additional Support:

If you require additional classified support at your site, such as for special projects or extra assistance, kindly complete a [Temp Request Form](#) and send it via email to Virginia Holley. This form will aid us in promptly evaluating and meeting your staffing requirements. The Temp Request Form can be found in HR HQ for Supervisors.



### TEMP Work Request Form

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Finance: Select One \_\_\_\_\_  
 Superintendent: Select One \_\_\_\_\_

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Date of Request	Approvals	Finance Initials
12/8/23		

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Director/Supervisor Name	Location/Site
Joni Rogers	HR Dept/Plaza

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Position being Requested	Name of Temp being requested (if any)
HR Tech	1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/>

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Director/Supervisor Email	Level (HR Only)
joni.rogers@springscs.org	

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Director/Supervisor Phone	Rate of Pay (HR Only)	Duty Hours (i.e. 8-4:30)
951-252-8873		7:30am - 9:30am

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Description / List of Tasks	Comments	Dates Needed	Hours
Reference checking. Application screening and assisting with other HR duties as needed.	Assisting HR dept during busy season	9/18-9/29*	10-15 hours per week

# Questions

**If you have any questions, need further assistance, or require training, please feel free to contact Virginia Holley. Her regular office hours are Monday through Friday from 6:00 am to 2:30 pm, though they may vary depending on her workload.**

**Thank you for your attention to these reminders. Your cooperation in following these procedures is greatly appreciated.**

## *Virginia and Joni*

Virginia Holley, Sub Coordinator, [virginia.holley@springscs.org](mailto:virginia.holley@springscs.org)

Joni Rogers, Director of Recruitment & Hiring, [joni.rogers@springscs.org](mailto:joni.rogers@springscs.org)

# Useful Information

[Employee Quick Start Guide](#)

[Popular Questions for Employees](#)

[Campus User Quick Guide](#)

[Popular Questions for Campus Users](#)