Faculty Absence Recording System

Users Guide
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Overview

The Faculty Absence Recording System, hereinafter referred to as the FAR system, will be used to track faculty absences, to determine when it will be allowable to bring in a substitute, and to generate absence and substitution reports for the personnel and payroll departments. This system will replace the hand written forms and may be accessed from any domain-connected computer on-campus using either Internet Explorer or Netscape.

This guide will walk you thru the steps necessary to record an absence, select a substitute when allowed, and generate reports for personnel and payroll.

This system is currently not meant to accommodate long term absences. Any long term absences should be directly referred to Laura Solomon in Personnel Administration.
Logon

The easy way to get to the FAR website is via InsideFIT at http://insideFIT/fars/. On this page you will see a link Click here to enter FARS. Click on this link and you should see a dialog box like the one depicted in figure 1 or figure 2 below.

To log in to the FAR system use your FIT login username and password (e.g. Jane_Doe). If your department hasn’t been added to the new network domain please type “fitsuny” for the domain in the login dialog box.

Figure 1

**Netscape users**

The ‘Domain’ box will not be available for Netscape users. Netscape users should prefix the Domain to their username in this format:

Figure 2

**Note:** Version 7.0 and up are the only recommended versions of Netscape.
Main menus

Departmental level

The menu for users with Departmental level access looks like this:

```
Faculty Absence Tracking Main Menu

- Add Absence
- Substitute Hours Report (One Department)
- Faculty Absence Report (One Department)
- Sick Bank Debit Report (One Department)
- Sick Bank Credit Report (One Department)

Log Out
```

Figure 3

School level (Deans)

The menu for the School Level (Deans) has two additional choices:

```
Faculty Absence Tracking Main Menu

- Add Absence
- Substitute Hours Report (One Department)
- Faculty Absence Report (One Department)
- Faculty Absence Report (One School)
- Sick Bank Debit Report (One Department)
- Sick Bank Credit Report (One Department)

Table Maintenance
- Delete Faculty Absences

Log Out
```

Figure 4
Entering an absence

To add an absence, click the “Add Absence” link on the main menu.

**Department selection**

A department code *must* be entered for every absence. If you do not know the code in advance, you may click on the “Department” link to find the department code.

![Faculty Search Screen](image)

You may then click on the “Department Name” link to automatically fill in the department code textbox on the Faculty Search Screen.

![Department Selection](image)
Selecting an instructor name

You must also enter a faculty member for every absence. The faculty member may be located by typing the faculty member’s name or ID in the “Search String” textbox and clicking “Perform Search”. You may fill in a partial name or ID then click “Perform Search”.

If you enter a partial name or ID, it is likely that the name of more than one faculty member will be returned by your query. A list of instructors will be displayed to choose from. Click on the desired instructor link.

Figure 7
Selecting one or more courses for an absence

All of the courses that the instructor is scheduled to teach will be displayed on the “Faculty Detail Screen.” Check the course(s) that the instructor will miss and then click the “Start Process” button.

Faculty Detail Screen

<table>
<thead>
<tr>
<th>Term Code</th>
<th>200301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>FASHION MERCHANDISING MANAGEMENT</td>
</tr>
<tr>
<td>Instructor</td>
<td>@00034147 Lawrence, Martin</td>
</tr>
<tr>
<td>Absence Hours</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Number/Section</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH MERCH:PRINC/TECHNIQ</td>
<td>3505</td>
<td>FM122-210</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>STRATEGIES OF SELLING</td>
<td>4731</td>
<td>FM231-25A</td>
<td>E</td>
<td>3</td>
</tr>
<tr>
<td>FASH MERCH:PRINC/TECHNIQ</td>
<td>5320</td>
<td>FM122-213</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>INTRO TO FASHION INDUSTRY</td>
<td>6097</td>
<td>FM114-25A</td>
<td>E</td>
<td>3</td>
</tr>
<tr>
<td>FASH MERCH:PRINC/TECHNIQ</td>
<td>6306</td>
<td>FM122-204</td>
<td>D</td>
<td>3</td>
</tr>
</tbody>
</table>

Add Absence For Selected Courses

Start Process  | Cancel

Go Home  | Log Out  | How to add an absence  | How to login

Page 6
Selecting an absence type

The course currently being inputted will be highlighted in grey. Use the highlighting to keep track of which course you’re working on. Enter the date the instructor will be absent if different from the default current date. Also select the type of absence. Then click the “Next Step” button.

Figure 9

Warning: The “Date” defaults to today’s date. Be careful to enter the correct date for the absence.

Please remember that absence types of Authorized College Business, Graduation, Religious Observance, Jury Duty and Death-in-Family will automatically allow for a substitute.
**Makeup type**

Next you can choose a “Makeup Type” from the drop down list. If the “Makeup Type” is not known choose “Other”. If the threshold hours (number of hours before a substitute is available) have not been met, the makeup options are “Work to be spread over the balance of the semester,” “Students being asked to do additional assignments,” or “Other.”

If the threshold hours have been met, you will be prompted to enter a substitute. See below “Selecting a substitute to teach the class.”

![Faculty Detail Screen](image)

**Changing the charged hours for an absence**

As you can see from the blue “New Feature” button above, you may now alter the number of hours charged for an absence. The hours charged can be changed by entering a number in the textbox labeled “Number of hours to charge for this absence.” By default this field always contains the hours for the course that is highlighted in grey. You may enter a fractional value such as 1.5. While on the site, click the “New Feature” button for more information.
**Makeup time hour for hour**

If the instructor will be making these hours up ‘hour for hour’, place a check in the “Makeup Time Hour for Hour” checkbox. The checkbox is shown above in *figure 10*.

**Selecting a substitute to teach the class**

If the instructor has met his/her threshold absence hours, a “Substitute to teach class” option appears as the default selection in the drop down list for “Makeup Type”. Select the substitute to teach the class as you did the instructor.

---

### Faculty Detail Screen

<table>
<thead>
<tr>
<th>Term Code</th>
<th>200301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>FASHION MERCHANDISING MANAGEMENT</td>
</tr>
<tr>
<td>Instructor</td>
<td>@00034147</td>
</tr>
<tr>
<td>Absence Hours</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Number/Section</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH MERCH:PRINC/TECHNIQ</td>
<td>02930</td>
<td>FM123-456</td>
<td>Day</td>
<td>3</td>
</tr>
<tr>
<td>FASH MERCH:PRINC/TECHNIQ</td>
<td>3927</td>
<td>FM123-457</td>
<td>Day</td>
<td>3</td>
</tr>
</tbody>
</table>

**How will the time be made up?**

**Number of hours to charge for this absence:** 3

**Makeup Type** Substitute to teach class

**Substitute ID**

**Hours To Pay Sub.** 3

---

*Figure 11*
Absence verification

Verify the information you have entered and click the “Add Absence” Button to save the absence to the system. You will immediately be presented with an “Add Absence Verification” screen.

As shown in figure 12, If more than one course was selected, click the “Add Next Course” button and repeat the same procedure for the remaining courses. At this point if you decide not to continue, click the “Cancel” button – you’ll be brought back to the instructor’s course list, then either start over, click “Log Out” or “Go Home”.

<table>
<thead>
<tr>
<th>Term Code</th>
<th>200301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>FASHION MERCHANDISING MANAGEMENT</td>
</tr>
<tr>
<td>Instructor</td>
<td>@00034147 Lawrence, Martin</td>
</tr>
<tr>
<td>Absence Hours</td>
<td>0</td>
</tr>
</tbody>
</table>

### Course Name

<table>
<thead>
<tr>
<th>CRN</th>
<th>Number/Section</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>02930</td>
<td>FM123-456</td>
<td>Day</td>
<td>3</td>
</tr>
<tr>
<td>3927</td>
<td>FM123-457</td>
<td>Day</td>
<td>3</td>
</tr>
</tbody>
</table>

### Add Absence Verification

An instructor absence was recorded with the following information.

**Absence Date** 03/10/2003  
**Absence Type** Personal Business  
**Makeup Type** Work to be spread over balance of semester

Go Home  | Log Out  | How to add an absence  | How to login

*Figure 12*
After all the selected courses have been added, if you need to add more absences for the same instructor click the “Yes” button and you will be brought back to the “Faculty Detail Screen” where all the instructor’s scheduled courses will be listed as you’ve seen earlier in this guide. Otherwise click the “No” button to get back to the main menu or click “Log Out” to close the FAR application.

Add Absence Verification

An instructor absence was recorded with the following information.

Absence Date 03/10/2003  
Absence Type Personal Business  
Makeup Type Work to be spread over balance of semester

Do you want to add any more absences for this instructor?  

Yes  No

Go Home  |  Log Out  |  How to add an absence  |  How to login

Figure 13
The "Faculty Absence" report should be sent to Payroll after the appropriate signatures are obtained.

A sample report is shown here:

**Faculty Absence Listing By Department**

<table>
<thead>
<tr>
<th>Faculty Member Name</th>
<th>Actual Hours</th>
<th>Date/Time of Absence</th>
<th>Course # and Section</th>
<th>Course Type</th>
<th>Course Time</th>
<th>Absence Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duns, Wendell</td>
<td>12</td>
<td>9/11/2003</td>
<td>C011-455</td>
<td>Evening</td>
<td>3.00</td>
<td>Work to be spread over balance of semester</td>
</tr>
<tr>
<td>Johnson, Jr., Hamilton</td>
<td>7</td>
<td>10/3/2003</td>
<td>C024-450</td>
<td>Day</td>
<td>3.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C044-450</td>
<td>Day</td>
<td>0.00</td>
<td>Authorized College</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-450</td>
<td>Day</td>
<td>4.00</td>
<td>Substitution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>3.00</td>
<td>Work to be spread over balance of semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>0.00</td>
<td>Students being asked to do additional assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>0.00</td>
<td>Sick</td>
</tr>
<tr>
<td>Neely, Kathy</td>
<td>15</td>
<td>12/16/2003</td>
<td>C011-355</td>
<td>Day</td>
<td>2.00</td>
<td>Work to be spread over balance of semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C011-355</td>
<td>Day</td>
<td>3.00</td>
<td>Work to be spread over balance of semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C011-350</td>
<td>Day</td>
<td>2.00</td>
<td>Substitution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C011-350</td>
<td>Day</td>
<td>2.00</td>
<td>Work to be spread over balance of semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>3.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>5.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>4.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>0.00</td>
<td>Students being asked to do additional assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C021-102</td>
<td>Day</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
</tbody>
</table>

The absence history of the above absent faculty members has been reviewed by the Chair and the Dean.
The signatures below indicate that a paid substitution accounts with the terms of the current collective bargaining agreement.

**Chairperson's Signature / Date:**  
**Dean's Signature / Date:**

Please send these forms to Payroll within 7 days after the end of the month.
The "Substitute Payroll Report" should be sent to Payroll after the appropriate signatures are obtained.

A sample report is shown here:

![Substitute Payroll Report](image)

*The absence hours of the above absent faculty members has been recorded by the Chair and the Dean.
The signatures below indicate that a just substitute agreement with the terms of the current collective bargaining agreement.*

**Chairperson's Signature / Date:** ___________________________ **Dean's Signature / Date:** ___________________________

Please send these forms to Payroll within 7 days after the end of the month.

---

**Figure 15**
The “Sick Bank Debit” report should be sent to Personnel after the appropriate signatures are obtained.

A sample report is shown here:

<table>
<thead>
<tr>
<th>Faculty Member Absent</th>
<th>Type</th>
<th>Date Of Absence</th>
<th>Daily Hours</th>
<th>Non-Charged Contact Hours</th>
<th>Type Of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Mary</td>
<td>P</td>
<td>12/30/2002</td>
<td>7.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>12/31/2002</td>
<td>7.00</td>
<td>4.00</td>
<td>Authorized College Business</td>
</tr>
<tr>
<td>Weidick, Andy</td>
<td>P</td>
<td>02/03/2002</td>
<td>3.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>12/18/2002</td>
<td>3.00</td>
<td>0.00</td>
<td>Sick</td>
</tr>
<tr>
<td>Redenick, Mary</td>
<td>F</td>
<td>12/10/2002</td>
<td>6.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>12/17/2002</td>
<td>6.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>01/02/2003</td>
<td>15.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>01/07/2003</td>
<td>15.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>01/10/2003</td>
<td>15.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>01/16/2003</td>
<td>15.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td>Johns, Paula</td>
<td>P</td>
<td>02/08/2002</td>
<td>2.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>09/18/2002</td>
<td>2.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>05/06/2002</td>
<td>2.00</td>
<td>0.00</td>
<td>Personal Business</td>
</tr>
</tbody>
</table>

The absence history of the above absent faculty members has been reviewed by the Chair and the Dean.

The signatures below indicate that a paid substitution agreement has been made with the terms of the current collective bargaining agreement.

Chairperson's Signature / Date: ___________________________ Dean's Signature / Date: ___________________________

Please send these forms to Personnel within 7 days after the end of the month.

Figure 16
The “Sick Bank Credits” report should be sent to Personnel after the Hours-to-be Credited information has been filled in and the appropriate signatures are obtained. Personnel will use the information from this report to credit back hours that had been deducted from the Sick Bank.

A sample report is shown here:

![Sick Bank Credits Report Table]

Figure 17
Report execution

To view and print reports Adobe Acrobat Reader must be installed on your PC. The report execution section is basically self-explanatory. Click on the report you’d like to create, then simply enter the department code and the date information then click “Run Report”. In a moment the report will appear in a pop-up window on your screen. At this point you may view it or print it out by clicking the small printer icon at the top of the screen or by clicking ‘File’ then ‘Print’ from within the browser. When you are finished with the report simply close the pop-up window.

![Report Execution](image)

Figure 18
Deleting absences (School Level Only)

Occasionally a Dean will have to delete an absence for various reasons. From the Dean main menu, click “Delete Faculty Absences”.

Then enter the department and instructor as described in the “Add Absences” section of this user guide.

Figure 19

Figure 20
Then simply click “Delete” in the right column for the date and course to be changed to delete the absence.

![Delete Faculty Absences](image)

Make sure to click “OK” on the “Do you want to delete record?” dialog box. The absence will then be deleted. Then either click “Home” or “Log Out” to exit the FAR application.

![Figure 22](image)