

# Prologic TEAMS Employee Service Center – Reporting an Absence

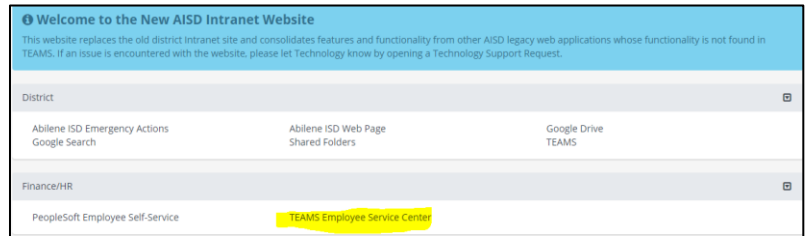
Launch Chrome.



From the AISD Intranet, select TEAMS Employee Service Center login.

(At home, use

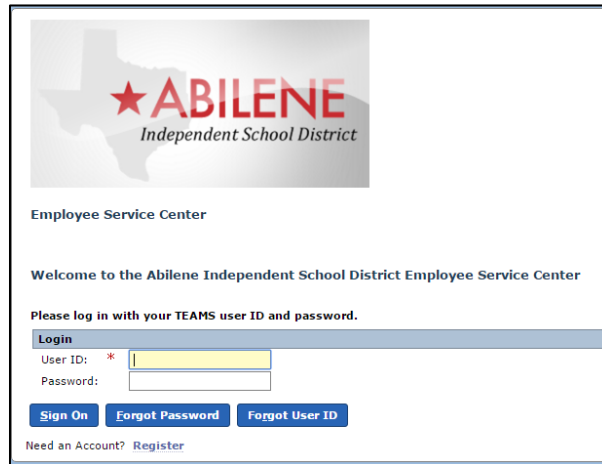
<https://teams.abileneisd.org/servicecenter>)



User ID: first.last

Password: district password

Click **Sign On**.



Once logged in to TEAMS, menu items are determined by rights given with job titles.

From the My Service Center Home Menu, Select **My Absence Reporting**.

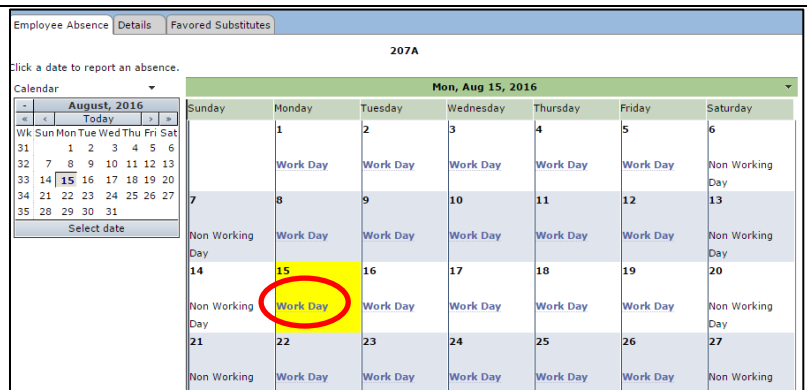


A calendar will appear displaying expected AISD work days determined by your contract days.

Here you will be able to schedule any kind of absence and request a substitute if necessary.

Locate the desired date to schedule your absence.

Click on the words/link **Work Day** displayed on the calendar.



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The **Details Tab** will display.

Enter the **End of Absence** date. (If it is the same day as the Start of Absence, it is not necessary to enter a date.)

Select the **Reason** for the absence from the drop-down list.

When certain **Reasons** are selected, another text box titled **Path** appears on the screen.

Select the **Path** for which you want your hours to be charged.

Each path will dock time based on the order listed.

Note that the hours automatically populate with the hours you work on the given day. If you need to adjust the number of hours you are taking off, you can, but be sure to do so according to your campus/district guidelines and policies.

## Prologic TEAMS Employee Service Center – Reporting an Absence

If a substitute is not required, select **No**.

Otherwise, mark **Yes**.

If you have pre-arranged the substitute, mark **Yes** and select the substitute from the list of **My Favorites** or enter the **Substitute ID** of the desired substitute.

You must make a person-to-person contact with that sub in advance if you mark pre-arranged.  
**NOTE:** If the pre-arranged sub accepts the job, you will receive a confirmation email. If you do not receive a confirmation email, the sub has yet to accept the job.

**-OR-**

If you did not pre-arrange a substitute, select **No**.

Click on **Attachment** if you wish to attach a file for the substitute to possess.

Click **Submit**.

Click on any of the follow links to add more information or edit the current entry.

**Substitute Special Instructions**  
**Supervisor Notes**  
**Change Absence Reason**  
**Add Additional Absence**  
**Attachment**

Substitute Required? ☒ Yes ☐ No

### Substitute Details.

60001580 - Teacher - High School

Substitute Required? ☒ Yes ☐ No

From: 8:00 AM To: 4:30 PM Lunch(In Minutes): 30

Have you pre-arranged this substitute? ☒ Yes ☐ No

My Favorites:  OR Substitute ID:

**Submit**

**Clear**

**Attachment**

Count:0

**Return**

### Substitute Details.

60001580 - Teacher - High School

Substitute Required? ☒ Yes ☐ No

From: 8:00 AM To: 4:30 PM Lunch(In Minutes): 30

Have you pre-arranged this substitute? ☒ Yes ☐ No

**Submit**

**Clear**

**Attachment**

Count:0

**Return**

### Substitute Details.

60001580 - Teacher - High School

Substitute Required? ☒ Yes ☐ No

From: 8:00 AM To: 4:30 PM Lunch(In Minutes): 30

Have you pre-arranged this substitute? ☐ Yes ☒ No

**Submit**

**Clear**

**Attachment**

Count:0

**Return**

**Submit**

**Clear**

**Attachment**

Employee Absence Details										Favored Substitutes			
PCN	Date	Hours	Time Card Status	Reason	Path	Auth Code	Substitute	Start	End	Lunch(In Minutes)			
60001580	08-15-2016	8.0	Requested Pending	Employee Illness	State 1			8:00 AM	4:30 PM	30			

[Substitute Special Instructions](#)
[Supervisor Notes](#)
[Change Absence Reason](#)
[Add Additional Absence](#)
[Attachment](#)
 Count:

**Return**

**Notes**

Add notes to selected position.

PCN: 60001580 **Note**

**Ok**

## Prologic TEAMS Employee Service Center – Reporting an Absence

**Note** will allow you to add further instructions.

Create the message and click **Add**.

The **Favored Substitutes** Tab allows you to create a list of favorite subs. This does not give those substitutes priority to pick up your job.