Tip Sheets
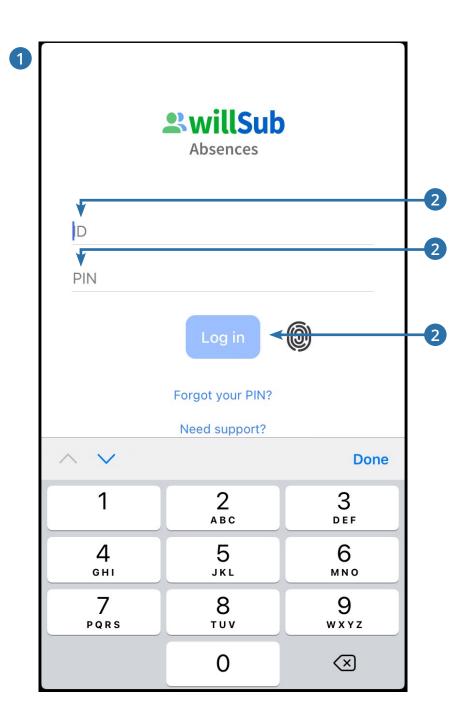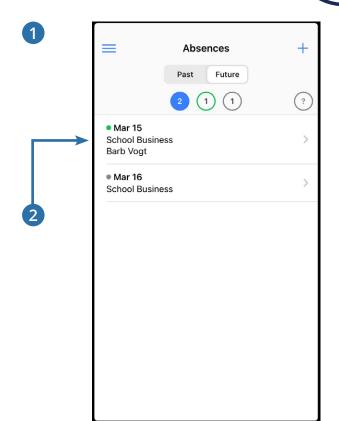
willSub® Absences
App Training

1. **Download the App** from the App or Play Store.

2. Enter your **User ID** and **PIN**. Click the **Log in** button

1

willSub
Absences

2

ID

2

PIN

2

Log in

Forgot your PIN?

Need support?

Done

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	⌫

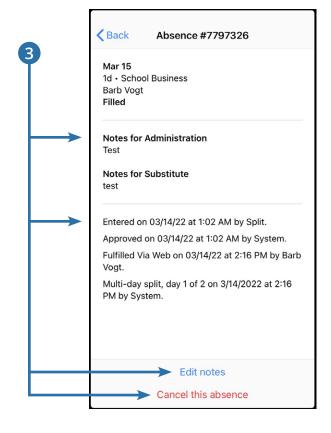1. Dashboard – Shows all the absences you've already requested.

2 If you'd like to see the details of a specific request, simply touch that request.

3. Within a request, you can:
   - View the notes you previously entered
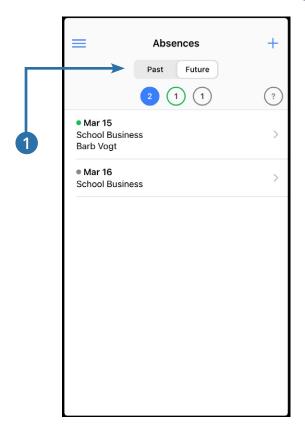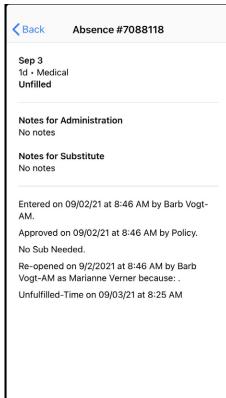   - View the request log
   - Edit any notes
   - Cancel the request

1

2

3

1

| ☰ | **Absences** | + |

Past | Future

② ① ① ?

● **Mar 15**
School Business
Barb Vogt >

● **Mar 16**
School Business >

3

‹ Back   **Absence #7797326**

Mar 15
1d · School Business
Barb Vogt
Filled

Notes for Administration
Test

Notes for Substitute
test

Entered on 03/14/22 at 1:02 AM by Split.

Approved on 03/14/22 at 1:02 AM by System.

Fulfilled Via Web on 03/14/22 at 2:16 PM by Barb Vogt.

Multi-day split, day 1 of 2 on 3/14/2022 at 2:16 PM by System.

Edit notes

Cancel this absence

1. Your dashboard will default to show you all your future requests. If you'd like to see your past absences, simply slide the button to the left.
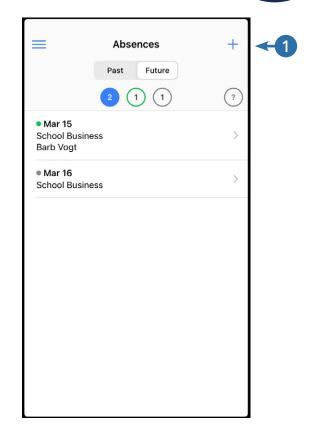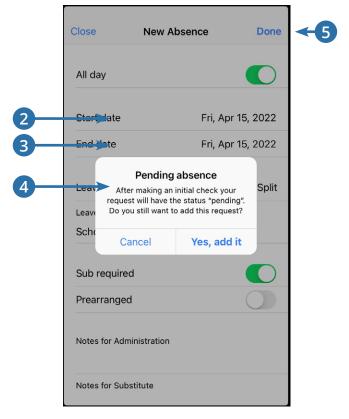
1

Absences

Past | Future

2 | 1 | 1 | ?

● **Mar 15**
School Business
Barb Vogt
>

● **Mar 16**
School Business
>

< Back · Absence #7088118

Sep 3
1d · Medical
Unfilled

Notes for Administration
No notes

Notes for Substitute
No notes

Entered on 09/02/21 at 8:46 AM by Barb Vogt-AM.

Approved on 09/02/21 at 8:46 AM by Policy.

No Sub Needed.

Re-opened on 9/2/2021 at 8:46 AM by Barb Vogt-AM as Marianne Verner because: .

Unfulfilled-Time on 09/03/21 at 8:25 AM

REQUEST ADDITIONAL ABSENCES

If you'd like to enter a new absence request.

1. Touch the **+** at the top right of the page.

2. Select the start date and choose done.

3. Select the end date and choose done.

4. Select the leave type and touch **OK**.

5. Once you've entered everything, touch **Done** at the top right corner and acknowledge that you want to add the request.

1. From your dashboard, you can also view the color key by touching the **?** on the upper right side. This will explain what the colors are that each request has representing its current status.