Understanding Preference Lists

absence-help.frontlineeducation.com/hc/en-us/articles/115003382908-Understanding-Preference-Lists

What are Preference Lists?

The absence management system allows the administrators and employees to specify certain substitutes as preferred, thus giving them preference over others. These preferred substitutes are contacted first and have the ability to view jobs online before their peers, depending on visibility settings. Substitutes also have the ability to create a list of schools where they prefer to work. The substitute's Preferred School List is subordinate to the schools' and employees' preferred lists; thus, if a substitute is excluded from a school/employee they will not be able to view those jobs even though they have selected that school.

The Visibility Concept

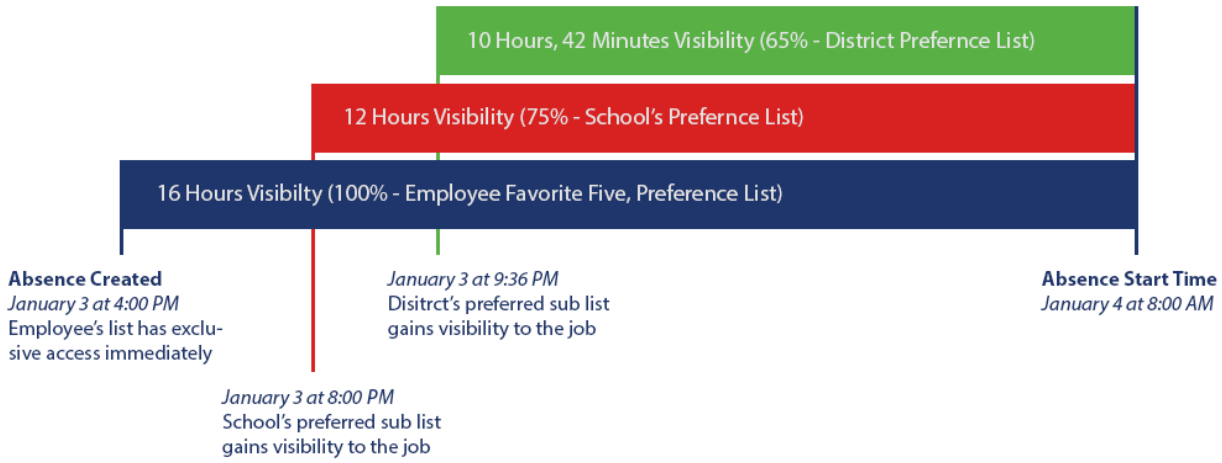
The Substitute's Visibility (ability to see jobs) is determined by what Employee or School Preference Lists they are on. If the sub is on the Employee's preference list then they will have the highest percentage of visibility.

- **Best Match:** Employee's preferred or "favorite five" substitute (Highest Visibility %)
- **Second Best Match:** School's preferred substitute (Lower Visibility %)
- **The Rest:** District level (non-preferred substitute) (Lowest Visibility %)

The specific percentages for each preference list can be determined by the district.

Lead Time is a key concept when dealing with visibility. Lead time is calculated as the time difference between when the absence is entered and the time that the absence starts.

Example: "Ellen" the employee creates an absence at 4:00 p.m. on January 3rd, and her absence starts at 8:00 a.m. on January 4th. This gives the system exactly 16 hours and 0 minutes of lead time.



1. Ellen's list of favorite or preferred subs would have visibility for 100% of the lead time. The employee's preferred substitutes would have access to the job beginning at 4:00 p.m. on January 3rd.

2. In our example, the school's favorite substitutes have been configured to see the jobs for only 75% of the lead time. 75% of 16 hours is 12 hours. School's preferred subs would begin to have access to the job at 8:00 p.m., 12 hours before the absence starts.

3. District preferred substitutes have been configured to have access to the job for 65% of the lead time. In this case, they would begin to see the job 10 hours and 24 minutes before it starts, or at 9:36 p.m.

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