

# ABSENCE MANAGEMENT by FRONTLINE EDUCATION (Formerly AESOP)



## Teacher Assistants (DUEA) and Registered Nurses - Creating an Absence

There are many things you can do and see on your Absence Management website. However, as an employee, one of the most important things is the ability to create an absence. We have made it easy for you to do this on the home page under the **Create Absence** tab.

### **Important Note:**

In an effort to best track and document your allotments, hourly employees must now follow the accompanying procedure to enter absences in the Absence Management system (i.e. if you are scheduled to work for 6 hours, your absence time should reflect 6 hours total).

### **Customize the absence time based on your standard daily hours**

- ❖ Using this web based system, you may create an absence as much as 365 days (1 year) in advance.

**Create Absence** | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

April 25 | Need more options? | Advanced Mode

April 2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	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	1	2	3	4	5	6

**Substitute Required**  Yes

**Absence Reason** Select One

**Time**  
Please enter a valid time range using the HH.MM AM format. 08:15 AM to 02:30 PM

**Notes to Administrator**  
(not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
255 character(s) left

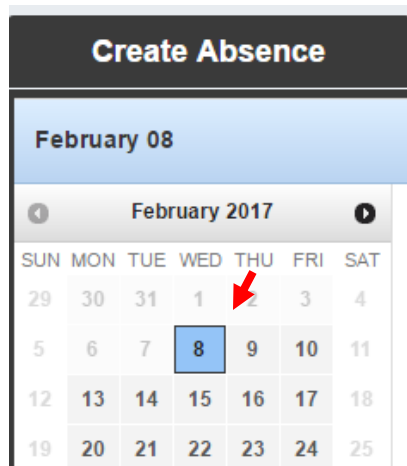
**FILE ATTACHMENTS**  
DRAG AND DROP FILES HERE  
Choose File | No file chosen

**Shared Attachments**

Cancel |

### ➤ Select the Date (or Dates)

When selecting your absence date, simply click on the single day and it will be color coded in blue.



You can also click on multiple days to create a multi-day absence. The Absence days do not have to be consecutive.



### ➤ Entering Absence Details

Once you have chosen the date(s) of the absence, then enter the rest of the absence details.

**Substitute Required**

 No

This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

**Absence Reason**

**Absence Reason:** Choose your absence reason from the drop-down list.

➤ **Saving the Absence** Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

