

ABSENCE MANAGEMENT by FRONTLINE EDUCATION (Formerly AESOP)



ETA - Employees - 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, all ETA members must now enter their absences in the Absence Management system.

For a Bereavement, Sick, and Personal Day, select the time of absence either:

Full Day or Half Day AM or PM

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

Create Absence | 1 Scheduled Absences | 1 Past Absences | 0 Denied Absences

Please select a date | 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 Sick Day

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
Full Day
Half Day AM
Half Day PM
Custom

Notes to Administrator
(Not viewable by Substitute)

255 character(s) left | 255 character(s) left

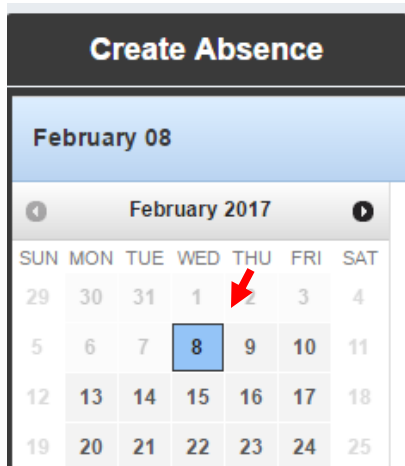
FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File | No file chosen

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



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

Sick Day

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.

