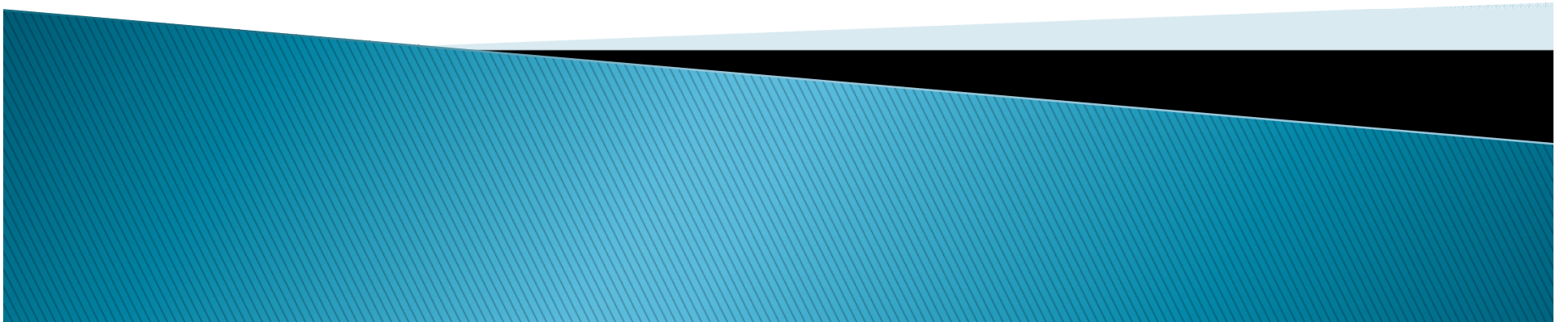


Absence Management– Campus Users Manual



How Aesop Works

- ▶ Online :
<http://www.frontlinek12.com/Products/Aesop.html>
- ▶ On the phone: 1-800-942-3767
- ▶ Aesop calling schedule:
Mornings: 5:30am to 12:00pm
Afternoons: 3:30pm to 9:30pm
- ▶ Cut off time : 6:00 am for entering an absence or cancelation.



Campus Admin Training

- ▶ How an Employee uses Aesop
- ▶ How Substitutes use Aesop
- ▶ A phone call from Aesop
- ▶ Daily Absence Report
- ▶ View employees
- ▶ Preferred Substitutes
- ▶ Creating an absence



Creating an Absence

- ▶ Select a date
- ▶ Absence Reason
- ▶ Time
- ▶ Substitute Required YES/NO
- ▶ Notes to Administrator
- ▶ Notes to Substitute
- ▶ Attach Files
- ▶ Click on Create Absence
- ▶ Confirmation #



Absence Variations

- ▶ If the employee has more than one location
- ▶ If the absence reason is not the same for the entire length of absence

Step 2: Fill out Absence Details for **ALVAREZ, IGNACIO** Next Step: [Review & Confirm](#)

Variation #1 - August 05 at OAKHILL ELEM

	UN	MON	TUE	WED	THU	FRI	SAT
16		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
13		24	25	26	27	28	29
10		31	1	2	3	4	5

[+ Add New Variation](#) [Delete This Variation](#)

Absence Reason Jury Duty

Time
Please enter a valid time range using the HH:MM AM format.
Half Day AM
07:45 AM to 12:00 PM

Budget Code None Selected

Variation #2 - August 05 at OAKHILL ELEM

	UN	MON	TUE	WED	THU	FRI	SAT
16		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
13		24	25	26	27	28	29
10		31	1	2	3	4	5

Absence Reason Personal Day

Time
Please enter a valid time range using the HH:MM AM format.
Half Day PM
12:00 PM to 02:00 PM

Budget Code None Selected

ABSENCE SUMMARY

Substitute Required
No

Variation #1
Wednesday, August 05, 2015
7:45 AM - 12:00 PM
Jury Duty

Variation #2
Wednesday, August 05, 2015
12:00 PM - 2:00 PM
Personal Day



Absence Reasons

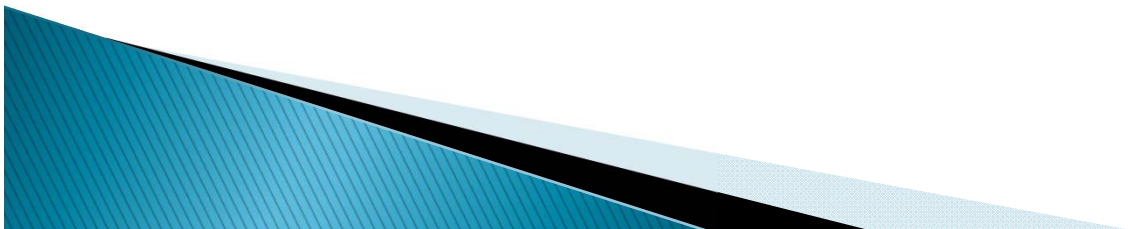
- ▶ Bereavement
- ▶ Personal
- ▶ Sick
- ▶ Jury Duty
- ▶ Leave of Absence
- ▶ LOA Intermittent
- ▶ District
- ▶ PD



Vacancy Reasons

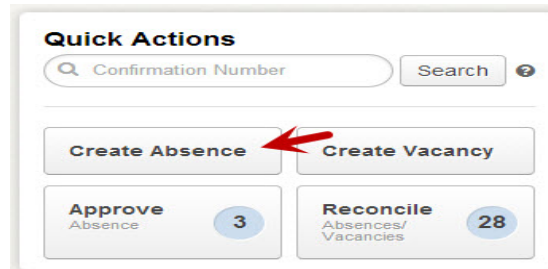
There are 3 vacancy profiles: **Teacher**, **Teacher Assistant** and **Nurse**. For each profile you can chose from the following vacancy reasons:

- ▶ Floater
- ▶ Open Position
- ▶ Safety
- ▶ Study Hall
- ▶ Supplementary Assignments
- ▶ Testing



Assign a Substitute

- ▶ Create Absence



Quick Actions

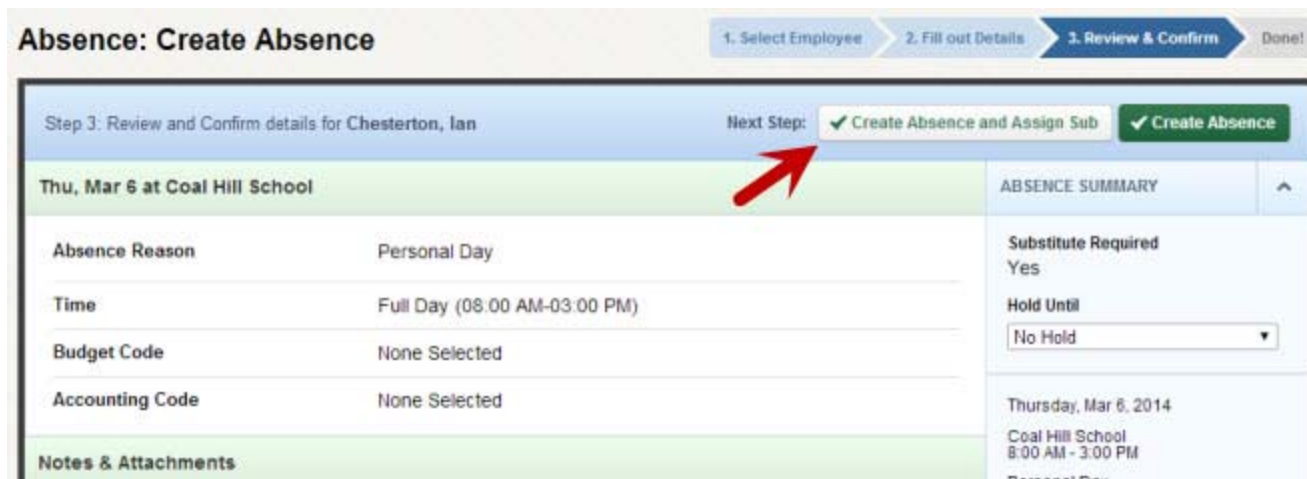
Confirmation Number Search

Create Absence **Create Vacancy**

Approve Absence 3

Reconcile Absences/Vacancies 28

- ▶ Create Absence and Assign Sub



Absence: Create Absence

1. Select Employee 2. Fill out Details 3. Review & Confirm Done!

Step 3: Review and Confirm details for Chesterton, Ian

Next Step: **✓ Create Absence and Assign Sub** **✓ Create Absence**

Thu, Mar 6 at Coal Hill School

Absence Reason	Personal Day
Time	Full Day (08:00 AM-03:00 PM)
Budget Code	None Selected
Accounting Code	None Selected

Notes & Attachments

ABSENCE SUMMARY

Substitute Required
Yes

Hold Until
No Hold

Thursday, Mar 6, 2014
Coal Hill School
8:00 AM - 3:00 PM
Personal Day

Assign a Substitute

- ▶ Search by name

Assign Substitute for # 123666438

Search for Substitute

baker

✓ Assign to Selected Sub

Baker, Dee	Available
(555) 555-6394	★★★★★
Baker, Tom	Available
(555) 555-3568	★★★★★

Cancel

- ▶ Assign Substitute

Assign Substitute for # 123666438

Search for Substitute

Baker, Tom

✓ Assign to Selected Sub

[View List of Substitutes](#)

Cancel

Assign Substitute

- ▶ Confirm Assignment

Assign Substitute for # 123666438

Confirm Assignment

Baker, Tom
(555) 555-3568 Available

Please confirm that you have already communicated this position with the person you are about to assign.

- ▶ It is important that you communicate and confirm with the substitutes that they are willing to fill the job before you assign it to them.



Edit/Cancel/Split

- ▶ Modifying absences (video)

http://help1.frontlinek12.com/customer/portal/articles/1487861-modify-absences?b_id=2369

- ▶ Add variations (video)

http://help1.frontlinek12.com/customer/portal/articles/1487864-absence-variations?b_id=2369

- ▶ Splitting Absences (video)


http://help1.frontlinek12.com/customer/portal/articles/1487793-splitting-absences?b_id=2369



Reconcile an absence

- ▶ Quick Actions

Quick Actions



Create Absence

Approve Absence 3

Create Vacancy

Reconcile Absences/
Vacancies 12

- ▶ Weekly Summary

Date	Reconciled Summary	Not reconciled	
Week of December 30, 2014 - January 3, 2015	<input type="text"/>	0/0	0 <
Week of January 4 - January 10, 2015	<input type="text"/>	0/0	0 <
Week of January 11 - January 17, 2015	<input type="text"/>	0/0	0 <
Week of January 18 - January 24, 2015	<div><div></div></div>	4/4	0 <
Week of January 25 - January 29, 2015	<div><div></div></div>	1/6	5 ▾
Sunday, January 25, 2015		0/0	0
Monday, January 26, 2015		0/2	Reconcile 2
Tuesday, January 27, 2015		1/1	0
Wednesday, January 28, 2015		0/2	Reconcile 2
Thursday, January 29, 2015		0/1	Reconcile 1
Total Events		5/10	5

Reconcile an absence

► Reconciliation Details

3 Items

Reconcile All

Absence | [Gallow, Tara](#) Full Day (08:00 AM - 03:00 PM)

Edit Details

Confirmation #: [123664432](#)

Report Times: (08:00 AM - 03:00 PM)

Reason:

Employee Type: Teacher

Substitute: [Tom Baker](#)

Budget Code:

Acct Code:

Hrs Worked:

Paycode:

Location: Coal Hill School

Absence | [Clark, Ken](#) Full Day (08:00 AM - 03:00 PM)

Edit Details

Confirmation #: [123667172](#)

Report Times: (08:00 AM - 03:00 PM)

Reason:

Employee Type: Teacher

Substitute: [Alice Chan](#)

Budget Code:

Acct Code:

Hrs Worked:

Paycode:

Title: 4th Grade Teacher

Location: Coal Hill School

Absence | [Robinson, Owen](#) Full Day (08:00 AM - 03:00 PM)

Edit Details

Confirmation #: [123667173](#)

Report Times: (08:00 AM - 03:00 PM)

Reason:

Employee Type: Teacher

Substitute: [Bob Barker](#)

Budget Code:

Acct Code:

Hrs Worked:

Paycode:

Title: 1st Grade Teacher

Location: Coal Hill School

Reports

- ▶ Daily Report (video)

http://help1.frontlinek12.com/customer/portal/articles/1483935-daily-report?b_id=2369

- ▶ Substitute Sign In

Reports → Substitute → Substitute Sign In → Search

11 Substitute Sign In Print				
Substitute	Signature	Start/End	Employee	Conf. #
Wednesday, July 23, 2014				
Tom Baker Coal Hill School External ID: jon@theorange.c	x	Full Day 08:00 AM-03:00 PM	Smith, Matt 3rd Grade Teacher Teacher	139760055
Thursday, July 24, 2014				
Tom Baker Coal Hill School External ID: jon@theorange.c	x	Full Day 08:00 AM-03:00 PM	Smith, Matt 3rd Grade Teacher Teacher	139760055
Wednesday, July 30, 2014				
Gina Davis Coal Hill School	x	Full Day 08:00 AM-03:00 PM	Fox, Tim High School Science Teacher	139590439

Reports

- ▶ Substitute Availability

Reports → Substitute → Substitute Availability → Search

- ▶ Staffing List

Reports → Employee → Search

Staff List							
Employee Name	Login ID	PIN	Identifier	Active	Needs Sub	Avg Sub Experience	# Ratings
Coal Hill School							
Teacher							
Chesterton, Ian (1) 5th Grade Teacher Phone: (419) 221-0456	4192210456	3574	927206625	Yes	Optional	★★★★★	2
Clifford, Ray (1) Teacher Phone: (555) 555-1293	5555551293	4551	927206627	No	Optional	No Feedback	0
Fox, Tim (1) High School Science Teacher Phone: (555) 498-1283	5554981283	4541	927206617	Yes	Optional	★★★★★	3
Gallow, Tara (1) Teacher Phone: (555) 555-1317	5555551317	4575	927206651	Yes	Optional	No Feedback	0

School Preference List

- ▶ Settings → Preferred Substitutes → Select → Add

http://help1.frontlinek12.com/customer/portal/articles/1460806-setting-up-a-preferred-substitute-list?b_id=2369

