

Campus User Guide



Absence Management Formerly Aesop

- ❖ Absence Management is the U-46 substitute placement and absence management system that allows you to review, create, and reconcile absences for employees at your building.
- ❖ You can create an absence by visiting the website at app.frontlineeducation.com
- ❖ Google Chrome is the preferred web browser.
- ❖ Our district site has been upgraded to **Insights Platform**. You will need to use **your Frontline ID account credentials** to login to the system. If you forget your user name or password, please try **Forgot Password** option on the login page. If you are unsuccessful in retrieving the information, please email your inquiry to aesop@u-46.org
- ❖ **Mobile App** is available now. You can install the FREE Frontline Education App on your mobile devices from either Apple or Google Play store. **The activation code: 7354**
- ❖ Your login credentials will be sent to your district email. If you need assistance with your login, please email your concerns or questions to aesop@u-46.org
- ❖ The cut off time for employees to create and cancel an absence is 6:00 AM for high schools and 7:30 AM for elementary and middle schools on the day of the absence. For assistance after the cut off time, you must contact the school building secretary or the high school sub-callers directly.
- ❖ You may create an absence as much as 120 days in advance.
 - All ETA Members**
 - For a Bereavement, Sick, and Personal Day, select the time of absence either: **Full Day** or **Half Day AM or PM**
 - Teacher Assistant (DUEA) or Registered Nurses (Hourly Employees)**
 - **Customize** the time of absence based on the employee's standard daily hours – **do not include lunch time when entering employee hours**
- ❖ Absence Management will also make phone calls to substitutes with job assignment. School district U-46 has selected the following hours as its standard calling schedule:
 - Mornings: 5:30 AM - 12:00 PM
 - Afternoons/Evenings: 3:30 PM - 9:30 PM
- ❖ Set up a list of preferred substitutes for your building: Substitutes included on this list will be given preferential treatment in the system when attempting to fill these absences.
 - Home page -> Setting tab on the left -> Preferred Substitutes
 - > Add substitutes
- ❖ If a teacher needs to extend an absence, please modify the existing absence so any changes are reflected in the original confirmation number.
- ❖ A teacher may evaluate substitute work performance in the Absence Management system, using the feedback feature for each assignment. The building administrator may submit a Substitute Teacher Evaluation Form to the HR Department requesting to exclude a substitute from the building.