



Absence Management Overview

OVERVIEW

This job aid serves as instructions for employees to enter their time off requests. This system serves two purposes: to track employee absences and request substitutes.

To access the Absence Management system, please visit www.aesoponline.com. This link can also be accessed through the District website by clicking the "staff" dropdown option.

- Username: ten digit telephone number
- PIN: four digit employee number

If you are unsure of your username or password, please contact your building secretary, human resources or Absence Management Support at 877.983.2244

CREATING AN ABSENCE

Please note- Absences may only be created one hour prior to the absence start time. If you need to create an absence less than one hour prior to the absence start time, please contact your building secretary.

Option 1: Online at www.aesoponline.com

For employees who stay at one school:

1. Under "create absence" choose date on calendar absence will occur (you may select more than one day at once)
2. Yes or No if substitute is required
3. Select absence reason (please note- some absence reasons such as family illness and bereavement require notes to administrator)
4. Time: select full day or half day AM/PM
5. Enter notes to administrator (if applicable)
6. Enter notes to substitute (ex. Where lesson plans are located, if you have a morning duty, etc.)
7. File attachments (optional- you may upload file attachments for your substitute)
8. Create Absence

The screenshot shows the 'Create Absence' form in the Aesop system. The form is divided into several sections:

- Calendar:** A calendar for August 2019 is shown, with the date 29 highlighted. A yellow circle labeled '1.' is around the date selection area.
- Substitute Required:** A dropdown menu is set to 'Yes'. A yellow circle labeled '2.' is around the dropdown.
- Absence Reason:** A dropdown menu is set to 'Illness Family'. A yellow circle labeled '3.' is around the dropdown.
- Time:** A dropdown menu is set to 'Full Day'. Below it, a time range is set to '07:30 AM to 03:00 PM'. A yellow circle labeled '4.' is around the dropdown.
- Notes to Administrator:** A text area contains 'Family Illness- Daughter'. A yellow circle labeled '5.' is around the text area.
- Notes to Substitute:** A text area contains 'Lesson plans are located in top drawer. I do bag check in the morning. Please report at 7:06 AM.' A yellow circle labeled '6.' is around the text area.
- FILE ATTACHMENTS:** A section with a dashed box for dragging files and a 'Choose File' button. A yellow circle labeled '7.' is around the 'Choose File' button.
- Buttons:** At the bottom right, there are 'Cancel' and 'Create Absence' buttons. The 'Create Absence' button is highlighted with a green checkmark.



Absence Management Overview

For employees who travel to multiple buildings

1. Under "Create Absence" choose date on calendar absence will occur (you may select more than one day at once)
2. Yes or No if substitute is required
3. Select absence reason
4. Next Step: Set Location(s) and Time

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

1. Absence Dates | 2. Location(s) & Times | 3. Additional Details | 4. Absence Review | [Switch to Advanced Mode](#)

Please select the day(s) you will be absent:

1. **September 2019**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	1	2	3	4

2. **Sub Required**
Yes

3. **Absence Reason**
Personal Leave Day
Note: Separate reasons per day can be configured on Step2.

4. **Next Step:** Set Location(s) and Time

SELECTED DATES
Wednesday, Sep 4, 2019

LOCATION(S) AND TIME [Edit](#)
Connoquenessing Elementary
8:15 AM - 3:45 PM
Wed

5. Using the drop down, select the school you will be absent from
6. Time: select full day or half day AM/PM
7. If you go to a different building in the afternoon, select "add new variation"
8. Next Step: Add Additional Details

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

1. Absence Dates | 2. Location(s) & Times | 3. Additional Details | 4. Absence Review | [Switch to Advanced Mode](#)

Please add the school(s) and times affected by this absence:

5. **I will be absent from:** Connoquenessing Elementary

Absence Reason Personal Leave Day

Time Half Day AM 08:15 AM to 12:00 PM

6. **On the following days:** Sun Mon Tue **Wed** Thu Fri Sat

I will be absent from: Northwest Elementary

Absence Reason Personal Leave Day

Time Half Day PM 12:00 PM to 03:45 PM

On the following days: Sun Mon Tue **Wed** Thu Fri Sat

7. [+ Add New Variation](#)

8. **Next Step:** Add Additional Details

SELECTED DATES [Edit](#)
Wednesday, Sep 4, 2019

LOCATION(S) AND TIME
Connoquenessing Elementary
8:15 AM - 12:00 PM
Wed
Northwest Elementary
12:00 PM - 3:45 PM
Wed

Previous Step: [Select Dates](#) | Next Step: [Add Additional Details](#)



Absence Management Overview

- Add notes to Administrator if applicable (ex. some absence reasons such as bereavement or family illness require notes to administrator)
- Add notes to substitute (ex. Where lesson plans are located, if you have a morning duty, etc.)
- Next Step: Review Absence Summary

- Upload file attachments for substitute (optional)
- Create Absence

Option 2: Call Absence Management

- Call 1-800-942-3767 (you will be prompted to enter your User ID and Pin Number)
- Follow the voice prompts to create an absence

CANCELLING AN ABSENCE

Please note- Absences may only be cancelled two hours or more prior to the absence start time. If you need to cancel an absence less than two hours prior to the absence start time, please contact your building secretary.

Option 1: Online at www.aesonline.com

- Visit the "Scheduled Absences"
- Locate absence and click "Delete"

Date	Reason	Location	Duration	Time
11 Sep 2019	Illness Family	Intermediate High School	Full Day	7:30 AM - 3:00 PM

Option 2: Call Absence Management

- Call 1-800-942-3767 (you will be prompted to enter your User ID and Pin Number)
- Follow the voice prompts to cancel an absence



Absence Management Overview

CREATING YOUR PREFERRED SUBSTITUTE LIST

Employees may select up to 5 preferred substitutes. Preferred substitutes will have the opportunity to accept assignments prior to the general population of substitutes.

1. Click on the "Account" tab at the top of your homepage
2. Click the "Preferred Substitutes" tab in the left sidebar to access your list
3. Click the "Add Substitute(s)" button
4. Use the search feature to select your preferred substitutes
5. Click the box next to the substitute you want to add to your preferred list
6. Click the "Add to Preferred Substitutes" button

The top screenshot shows the 'Preferred Substitutes List' page. The sidebar on the left has tabs for 'Personal Info', 'Change Pin', 'Shared Attachments', and 'Preferred Substitutes'. The main content area has a title 'Preferred Substitutes List' and a description. Below the description is a table with columns 'Order', 'Name', and 'Select'. The table contains two rows: 'Doe, John' and 'Smith, Jane'. A green button 'Add Substitute(s)' is in the top right of the main content area.

The bottom screenshot shows the 'Add Substitutes' page. The sidebar on the left has tabs for 'Personal Info', 'Change Pin', 'Shared Attachments', and 'Preferred Substitutes'. The main content area has a search bar 'Search: Last Name...' and a 'Back to Preferred Substitutes' button. Below the search bar is a 'Search by Letter' section with buttons for letters A through J. A table with columns 'Select', 'Substitute Name', and 'SELECTED SUBSTITUTES' is shown. The 'SELECTED SUBSTITUTES' column contains 'Baker, Todd'. A green button 'Add to Preferred Substitutes' is in the top right of the main content area.

VIEWING YOUR ABSENCE BALANCES

1. Click on the "Account" tab at the top of your homepage
2. Click the "Absence Reason Balances" tab in the left sidebar to access your time off balances