

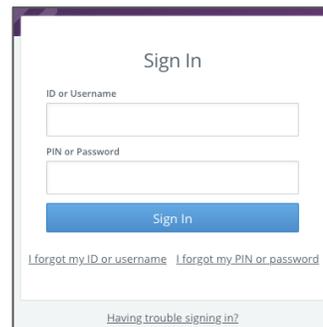


Absence Management

LOGGING IN ON THE WEB

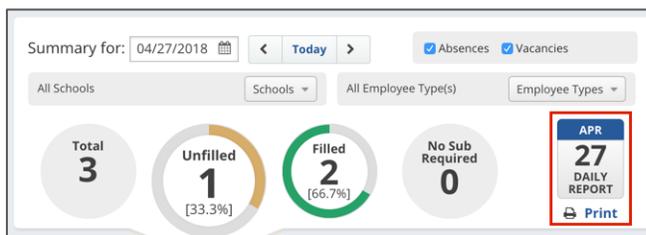
To log in to the absence management application, type aesoponline.com.

Enter your ID/username and PIN/password and click **Sign In**. If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.



ACCESSING THE DAILY REPORT

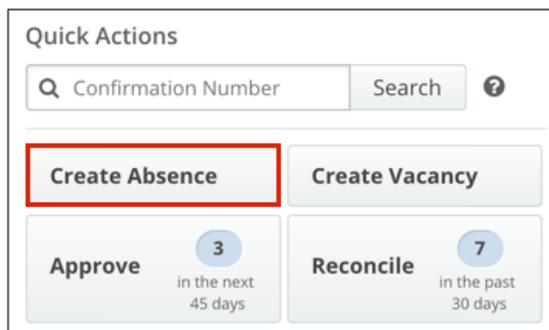
The Daily Report provides an overview of each day’s absences, substitutes, and more. Access or print the Daily Report by clicking the **Daily Report** button on the home page.



CREATING AN ABSENCE

The system is designed to allow employees to enter their own absences, but as an admin, there may be times when you need to enter an absence on behalf of an employee.

To create an absence, click the **Create Absence** button on the Quick Actions panel. Alternatively, choose **Absences > Create Absence** from the side navigation bar.



SUBSTITUTE SIGN-IN REPORT

The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on **Reports > Absence > Substitute Sign In**.

2 Substitute Sign In		
Substitute	Signature	Start/End
Friday, April 27, 2018		
Melody Pond Victoria County Community Schools	.x	Full Day 11:00 AM - 06:00 PM
Phil Coulson Victoria County Community Schools	.x	Full Day 06:00 AM - 03:00 PM

APPROVING (OR DENYING) ABSENCES

If you approve absences at your school, you can click the **Approve** button on the Quick Actions panel and review a list of absences that require approval.

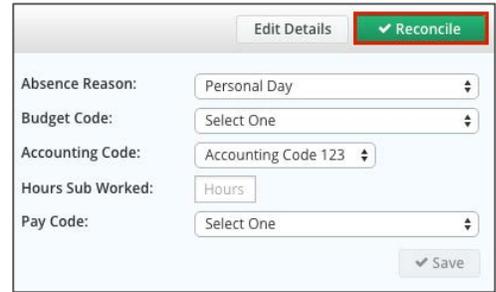
Once on this page, click the **Approve** or **Deny** button next to the absence.

Approve Selected		Deny Selected	
Status	Actions		
	✓ Approve	Deny	
	✓ Approve	Deny	Deny Part
	✓ Approve	Deny	

RECONCILING ABSENCES

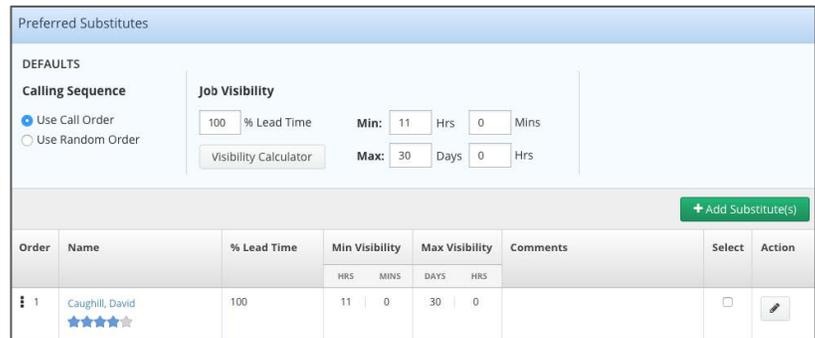
The system allows you to “reconcile” absences at your school to double-check that the data is correct. This is especially important if you are sharing the absence data with a payroll system.

Click on the **Reconcile** button in the Quick Actions panel to view absences that need to be reconciled.



PREFERRED SUBSTITUTES

The system gives you the ability to create a list of substitutes that you prefer to work at your school. If your district has given you the permission, you can create and manage your preferred substitutes list by clicking on **Settings > School > Preferred Substitutes**.

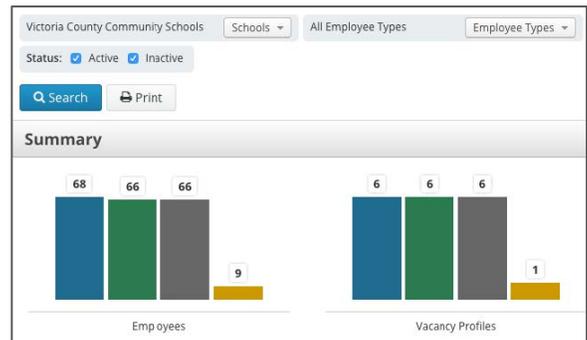


THE STAFF LIST REPORT

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school.

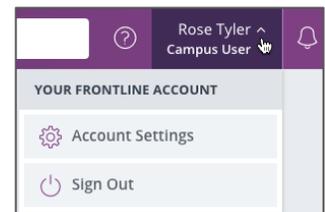
Click **Reports > Employee > Staff List** to access the report.

Once opened, set the relevant criteria (employee type, status, etc.) and click **Search**.



MANAGING YOUR ACCOUNT AND PERSONAL INFO

You can manage and edit your account and personal information by clicking on your name in the top right corner of the page and selecting the **Account Settings** option.



HELP AND TRAINING RESOURCES

The Learning Center is a great place to access additional training resources, get answers to specific questions, and more!

Click on **Help Resources** in the top right corner of the page and select **Frontline Support**.

