

EMPLOYEE TIP SHEETS FOR USING ABSENCE MANAGEMENT (FORMERLY KNOWN AS AESOP)

- This is the SVSD District home page. Click on the STAFF RESOURCES tab.



- Click on the Absence Management (Formerly Aesop) icon from the Staff Resources menu.



- Once on the Absence Management login page, you may enter your ID Number and Pin (which you have been previously emailed upon your hire with the SVSD).

frontline
education

Absence Management Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

- This is your Absence Management (formerly Aesop) homepage. This is where you will enter all of your absences. If you are sick and cannot come to work, you MUST enter your absence in right away, so that a substitute can be contacted and your time off covered. You can enter your sick day into Skyward later, but Absence Management must be updated ASAP.

Absences Feedback Account Frontline Support

December 2017 January 2018 February 2018

Absences Closed Day In-Service Day

Create Absence

0 Scheduled Absences 2 Past Absences

Please select a date

Substitute Required Yes

Absence Reason

Time to

Notes to Administrator (not viewable by Substitute)

Notes to Substitute

FILE ATTACHMENTS

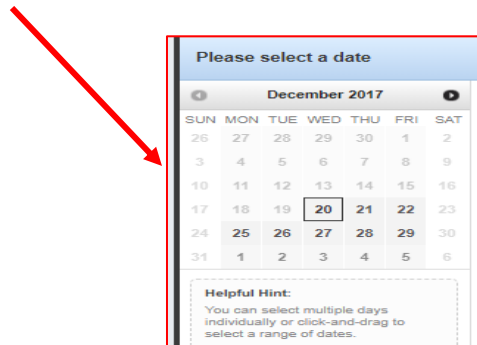
DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence & Assign Sub Create Absence

- 1) To create an absence, select the date or dates you will be absent.



- 2) Note that the default for if a Sub is required is "YES" - please change to "NO" if you do not require a Substitute.

Substitute Required Yes

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.
Full Day 07:10 AM to 02:28 PM

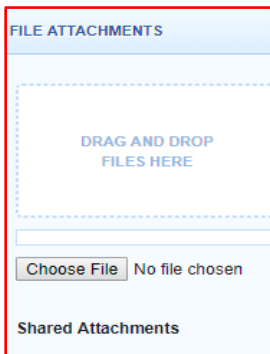
Substitute Report Time
Please enter a valid time range using the HH:MM AM format.
Full Day 07:10 AM to 02:28 PM

Notes to Administrator
(not viewable by Substitute)

Notes to Substitute

- 3) Select an Absence Reason from the drop down list.
- 4) Select the time you will be absent.
- 5) PLEASE NOTE that for Fridays you need to choose "CUSTOM" from the drop-down list to reflect Early Release Friday hours for the sub.
- 6) When entering the sub hours, you MUST FIRST CLICK ON THE CHAIN-LINK ICON. You need to enter the Substitute hours if they are NOT THE SAME AS YOUR REGULAR HOURS. Once again, remember to select custom report hours for your sub if your absence is on a Friday.
- 7) You have the option to enter notes to be viewed by either your Sub or your Administrator or both if you prefer.

8) You may upload attachments such as lesson plans for your sub to access.



9) Once you have entered all of the information, click the “CREATE ABSENCE” tab to continue.*
***If, PRIOR to entering your absence, you have already pre-arranged a sub, you are able to assign your vacancy to that sub specifically. Aesop will not perform this task for you. You absolutely must speak and confirm with your sub before you assign it to them.**

10) You are able to search for a Sub by name if you’d like, or you can select from your preferred list.

11) Once you have located the Sub you wish to assign your absence to, and they have agreed to work for you, click “Assign”.

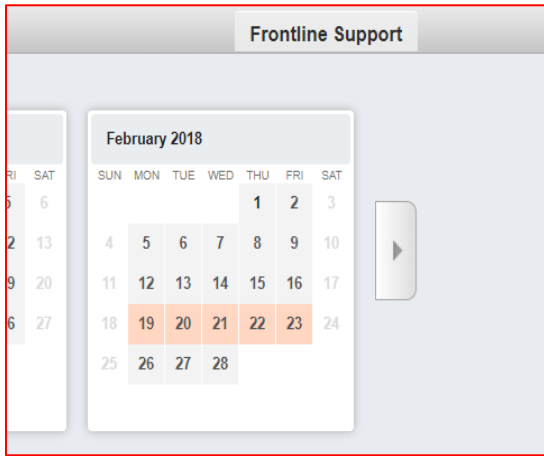
12) You will receive a Confirmation Number when your absence has been created.

13) If you created an absence but did not assign a pre-arranged sub, Absence Management’s automated call-out system will call all available and appropriately skilled subs to try to fill your absence(s), as will the SVSD substitute coordinator.

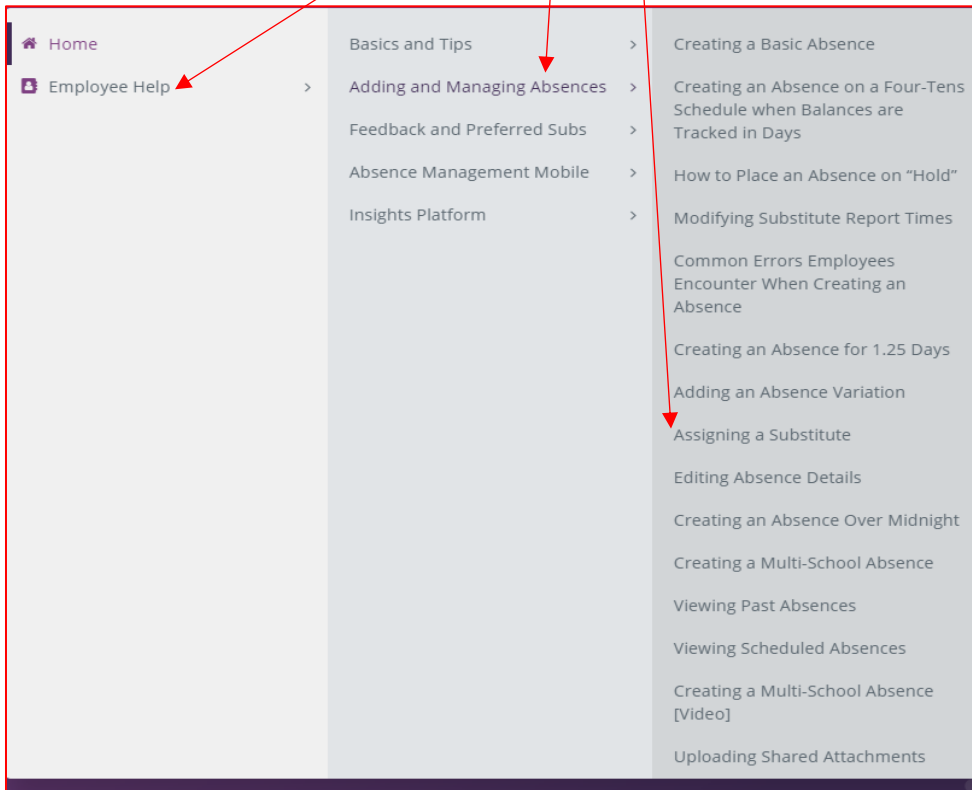
14) When you have an absence successfully scheduled, your home page will look like this, with your future absence(s) under the “Scheduled” tab, and any previous absences under the “Past” tab.

Date	Reason	Location	Duration	Time	
CONFIRMATION # 285967246 / NO APPROVAL REQUIRED View Details					
11 Jan 2018	FAMILY ILLNESS	North Bend Elementary	Half Day AM	8:30 AM - 12:15 PM	
CONFIRMATION # 285967439 / NO APPROVAL REQUIRED View Details					
24 Jan 2018	FAMILY ILLNESS	North Bend Elementary	Full Day	8:30 AM - 4:00 PM	
CONFIRMATION # 285968582 / NO APPROVAL REQUIRED View Details					
12 Feb 2018	RELEASE TIME	North Bend Elementary	Full Day	8:30 AM - 4:00 PM	

- If you have any questions about how to navigate your Aesop profile or manage your absences, please click on the “Frontline Support” tab of your Aesop homepage.



- It will redirect you to the employee help page, where you can find tips on basics such as how to change your pin or how to create an absence for multiple schools and also how to select a preferred substitute.



Jeanette Meek
meekj@svsd410.org