


## ABSENCE RECONCILIATION

Select Reconcile Absences on left menu.



Automated  
Substitute Placement  
& Absence Management

FRONTLINE  
TECHNOLOGIES

Navigation> [Home](#) | [Logout](#)

Tuesday, April 09, 2013

Interactive Calendar

Good Morning , TERESA SOKOL

Messages

Posted:4/8/2013

Welcome to AESOP!

Please note that AESOP was down to all employees the week of April 1st through the 5th in order to transfer all of the data from the old leave system into AESOP. If you tried to log in to the system, you wouldn't have been able to and most likely received a message that your id and pin weren't accurate. Please try again this week and if you any issues please contact Human Resources. Thank you!

Posted:4/5/2013

Welcome to AESOP!

We believe that you will find this new system efficient and user friendly. We are anticipating that the system will better serve our employees and district.

As with any new system implementation, corrections may have to be made and we appreciate your patience!

Your resources on how to use the system are located in Help found in the top menu, then Training and Reference Materials.

Please call Human Resources at 975 - 7100 if you have any questions.

April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	(9)	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

School Closed

In Service

Closed and In Service

Absence

▶ [Create Absence](#)

▶ [Modify Absence](#)

▶ [Reconcile Absences](#)

Preference List

▶ [Preferred Substitutes](#)

Reports

▶ [Daily Report](#)

▶ [Unfilled Absences](#)

▶ [Day Of Week Absence Analysis](#)

▶ [Absence Monthly Summary](#)

▶ [Absentee Report](#)

▶ [Absence Approval Status](#)

▶ [Substitute Sign In](#)

**Select your date ranges and indicate Filled, Unfilled or Both and select Submit**

**Aesop** Automated Substitute Placement & Absence Management **FRONTLINE** TECHNOLOGIES

Navigation> [Home](#) > [Reconcile Absences](#) | [Logout](#) Tuesday, April 09, 2013 [Return To Homepage](#)

**Reconcile Absences**

Select a date range:

From: 04/02/2013 To: 04/30/2013 Filled: Both

Absences/Vacancies from 4/2/2013 - 4/9/2013

Date	Total Absence/Vacancy	Reconciled	Not Reconciled
No Records for this period of time.			

**Select the number under the Not Reconciled column for the date that you are reviewing for reconciliation.**

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Navigation> [Home](#) > [Reconcile Absences](#) | [Logout](#) Tuesday, April 09, 2013 [Return To Homepage](#)

**Reconcile Absences**

Select a date range:

From: 04/02/2013 To: 04/30/2013 Filled: Both

Absences/Vacancies from 4/2/2013 - 4/30/2013

Date	Total Absence/Vacancy	Reconciled	Not Reconciled	
4/11/2013	1	0	<u>1</u>	<input type="button" value="Reconcile All"/>
4/12/2013	1	0	<u>1</u>	<input type="button" value="Reconcile All"/>
4/29/2013	1	0	<u>1</u>	<input type="button" value="Reconcile All"/>
4/30/2013	1	0	<u>1</u>	<input type="button" value="Reconcile All"/>

**Review Absences for accuracy and add Accounting Codes and Pay codes. Clicking on Apply Changes will reconcile all absences which have the Rec button indicated in green. *Select No Action on each absence that you do not want to reconcile BEFORE you click on Apply Changes.***

### Accounting Codes

### Pay Codes

**CMS 4 Periods  
Elem 3.5 -4 Hours  
EPHS 2 Periods  
Extended Day  
Full Day  
Half Day**

Employee	Substitute	Details	Status	Rec	No Action	Edit
<div> <div></div> <div> Type: MSEA Paraprofessiona Title: Sp.Ed. Paraprofessional Conf </div> </div>	Duration: 3 Full Days	Absence Reason: <div></div> Accounting Code: <div></div> Pay Code: <div></div> Hours Substitute Worked Per Day: <div></div>	Not Reconciled	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>
<div> <div></div> <div> Type: Teacher Title: SP ED Speech/Lang Impaired Conf </div> </div>	Duration: 2.17 Hours	Absence Reason: <div></div> Accounting Code: <div></div> Pay Code: EPHS 2 Periods Hours Substitute Worked Per Day: <div></div>	Not Reconciled	<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">Edit</a>