CAMPUS USER REPORTS

Use the following reports as defined below:



Absence/Vacancy

- ► Create Absence
- Create Vacancy
- ► Modify Absence/Vacancy
- ► Approve Absences
- ▶ Reconcile Absences/Vacancies

Reports

- ► Daily Report
- ► <u>Unfilled Absences</u>
- ► <u>Day Of Week Absence</u> <u>Analysis</u>
- ► Absence Monthly Summary
- ► Absentee Report
- ► Absence Approval Status
- ► <u>Substitute History By</u> <u>Date</u>
- ► Substitute Sign In
- ► Employee Register Report
- ► Absence Interactive
- ► Report Writer Reports

Misc

- ► Change Pin
- ► Training and Reference Materials

<u>Daily report</u> – absences by employee or date showing filled, unfilled and sub not needed.

<u>Unfilled Absences</u> - for specific date or range of dates.

<u>Day of the Week Analysis</u> –select a specific date or range of dates to view what type of absences occur most frequently by day of the week.

<u>Absence Monthly Summary</u> – a monthly calendar where you can view total absences, filled and unfilled absences totals and fill rate by date entered.

Absentee Report –select a date or range of dates to review specific types of absences by employee or group of employees.

<u>Absence Approval Status</u> – select a date or range of dates by specific employee or group or employees and approval statuses to monitor what you have approved and not approved.

<u>Substitute History by Date</u> – select a date or range of dates and view most frequently used substitutes and teachers who were replaced.

Substitute Sign In – can be run every day to be used for subs to sign into your building.

Employee Register Report – view the list of employees whose absences you approve by employee type.

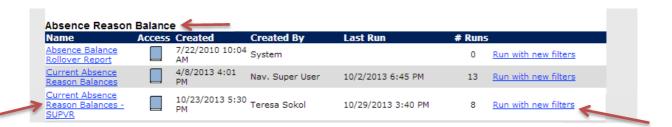
<u>**Absence Interactive**</u> – you control the variables that you want to view by selection of various fields

Report Writer Reports - a specific report that shows you how to view balances for your employees. See details below on how to run the report.

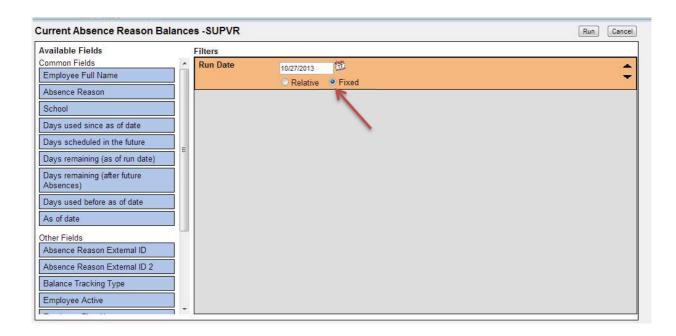
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HOW TO VIEW YOUR EMPLOYEE'S LEAVE BALANCES

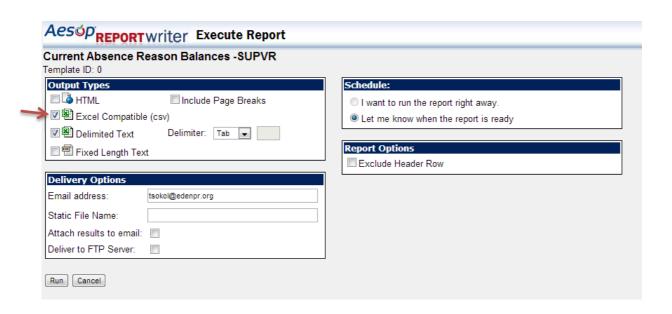
Select Report Writer and find the section of reports labeled Absence Reason Balance. Find the report titled Current Absence Reason Balances – SUPVR and select Run with new filters.



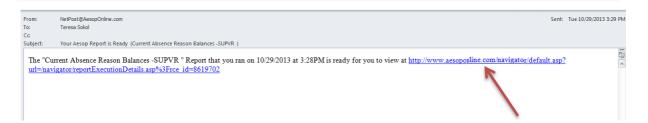
Select Fixed on the Run Date filter screen which will insert today's date.



Execute Report Screen - Select Excel Compatible to download your report. An Aesop message will be sent to your email with notice of your report ready to view.



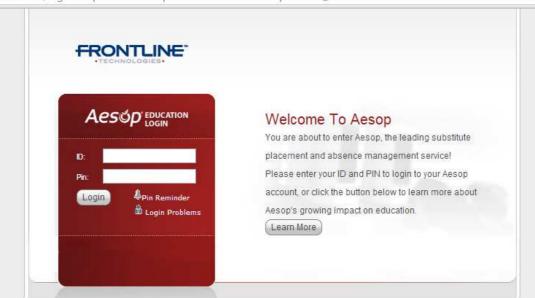
Email from Aesop for notification of report. Double click on the link in your email.



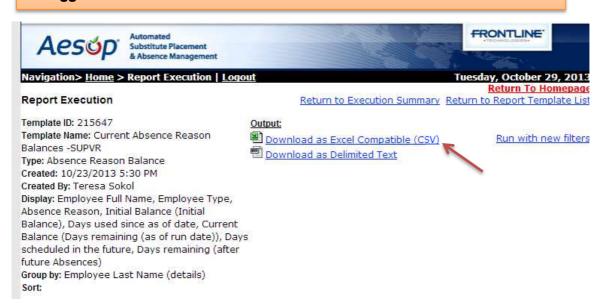
Use this screen to sign on with your Campus User login

://www.aesoponline. ×

online.com/login2.asp?location=reportExecutionDetails.asp%3Frce_id=8620710



Double click on the report in the format that you want to view it in – Excel is suggested.



Your report will show the following: Employee Name, Employee Type which indicates bargaining unit, Absence Reasons with the following Initial Balance as of 7/1, Days used since 7/1, Current Balance, Days scheduled in the future, and Days remaining after future absences.