

CAMPUS USER REPORTS

Use the following reports as defined below:

Aesop Automated Substitute Placement & Absence Management

Navigation > Home | Logout

Interactive Calendar

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	31	1	2

■ School Closed
■ In Service
■ Closed and In Service

- Absence/Vacancy
 - ▶ Create Absence
 - ▶ Create Vacancy
 - ▶ Modify Absence/Vacancy
 - ▶ Approve Absences
 - ▶ Reconcile Absences/Vacancies
- Reports
 - ▶ Daily Report
 - ▶ Unfilled Absences
 - ▶ Day Of Week Absence Analysis
 - ▶ Absence Monthly Summary
 - ▶ Absentee Report
 - ▶ Absence Approval Status
 - ▶ Substitute History By Date
 - ▶ Substitute Sign In
 - ▶ Employee Register Report
 - ▶ Absence Interactive
 - ▶ Report Writer Reports
- Misc
 - ▶ Change Pin
 - ▶ Training and Reference Materials

All rights reserved. Protected under U.S. Copyright Law.

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

Unfilled Absences – for specific date or range of dates.

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

Absence Monthly Summary – 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.

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

Substitute History by Date – 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.

Absence Interactive – 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.

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.

Absence Reason Balance

Name	Access	Created	Created By	Last Run	# Runs	
Absence Balance Rollover Report		7/22/2010 10:04 AM	System		0	Run with new filters
Current Absence Reason Balances		4/8/2013 4:01 PM	Nav. Super User	10/2/2013 6:45 PM	13	Run with new filters
Current Absence Reason Balances - SUPVR		10/23/2013 5:30 PM	Teresa Sokol	10/29/2013 3:40 PM	8	Run with new filters

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

Current Absence Reason Balances -SUPVR Run Cancel

Available Fields


Common Fields

- Employee Full Name
- Absence Reason
- School
- Days used since as of date
- Days scheduled in the future
- Days remaining (as of run date)
- Days remaining (after future Absences)
- Days used before as of date
- As of date

Other Fields

- Absence Reason External ID
- Absence Reason External ID 2
- Balance Tracking Type
- Employee Active

Filters

Run Date 10/27/2013 

☐ Relative ☒ Fixed

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.

Aesop REPORTwriter Execute Report

Current Absence Reason Balances -SUPVR
Template ID: 0

Output Types

☐ HTML ☐ Include Page Breaks

☒ Excel Compatible (csv) ☐ Delimited Text Delimiter: Tab

☐ Fixed Length Text

Delivery Options

Email address:

Static File Name:

Attach results to email: ☐

Deliver to FTP Server: ☐

Schedule:

☐ I want to run the report right away.

☒ Let me know when the report is ready

Report Options

☐ Exclude Header Row

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

From: NetPost@AesopOnline.com
To: Teresa Sokol
Cc:
Subject: Your Aesop Report is Ready (Current Absence Reason Balances -SUPVR)

Sent: Tue 10/29/2013 3:29 PM

The "Current Absence Reason Balances -SUPVR " Report that you ran on 10/29/2013 at 3:28PM is ready for you to view at <http://www.aesoponline.com/navigator/default.asp?url=navigator/reportExecutionDetails.asp%3Frcid=8619702>

Use this screen to sign on with your Campus User login

s://www.aesoponline. X


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


FRONTLINE
• TECHNOLOGIES •

Aesop EDUCATION
LOGIN

ID:

Pin:

Login  Pin Reminder

 Login Problems

Welcome To Aesop

You are about to enter Aesop, the leading substitute placement and absence management service!

Please enter your ID and PIN to login to your Aesop account, or click the button below to learn more about Aesop's growing impact on education.

[Learn More](#)

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

Aesop Automated Substitute Placement & Absence Management

FRONTLINE TECHNOLOGIES

Navigation > Home > Report Execution | Logout Tuesday, October 29, 2013

[Return To Homepage](#)

Report Execution

[Return to Execution Summary](#) [Return to Report Template List](#)

Template ID: 215647

Template Name: Current Absence Reason Balances -SUPVR

Type: Absence Reason Balance

Created: 10/23/2013 5:30 PM


Created By: Teresa Sokol


Display: Employee Full Name, Employee Type, Absence Reason, Initial Balance (Initial Balance), Days used since as of date, Current Balance (Days remaining (as of run date)), Days scheduled in the future, Days remaining (after future Absences)

Group by: Employee Last Name (details)

Sort:

Output:

 [Download as Excel Compatible \(CSV\)](#)

 [Download as Delimited Text](#)

[Run with new filters](#)

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.