

Stamford Public Schools

Aesop Training

Absence Approval Process

Employees

June 2017

Absence Approvals in Aesop

- Beginning July 1, 2017, the Absence Approval Process in Aesop will replace all paper Request for Absence Forms.
 - *Approvals are required for Vacation, Personal Business, Religious Holiday, Jury Duty, and Bereavement (there are exceptions given the emergency nature of the request)*
- The Absence Approval Process will begin automatically when you create an absence in Aesop

1. Go to Create Absence Tab

Creating an Absence

The screenshot shows the 'Create Absence' form with the following fields and annotations:

- Create Absence Tab:** The first tab in the top navigation bar, highlighted with a red arrow.
- Date Selection:** A calendar for March 2015 is on the left. A red arrow points to the date '22'.
- Substitute Required:** A toggle switch set to 'Yes' is highlighted with a red arrow.
- Absence Reason:** A dropdown menu with 'Select One' is highlighted with a red arrow.
- Time:** A dropdown menu with 'Full Day' and a time range '08:00 AM to 03:00 PM' are highlighted with a red arrow.
- Notes to Administrator:** A text area with '255 character(s) left' is highlighted with a red arrow.
- Notes to Substitute:** A text area with '255 character(s) left' is highlighted with a red arrow.
- File Attachments:** A section on the right with a 'DRAG AND DROP FILES HERE' box and a 'Choose File' button.
- Buttons:** At the bottom, there are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

2. Choose the Date or Dates of the Absence

3. Choose if a Substitute is Required

4. Choose the Absence Reason

5. Choose the Time of the Absence

Creating an Absence

8. Click Create Absence Button to Finalize

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', '5 Scheduled Absences', '3 Past Absences', and '0 Denied Absences'. Below the tabs, there's a calendar for March 2015 on the left. The main form area includes a 'Substitute Required' toggle set to 'Yes', an 'Absence Reason' dropdown menu, and a 'Time' section with a 'Full Day' dropdown and time range inputs (08:00 AM to 03:00 PM). There are two text areas for 'Notes to Administrator' and 'Notes to Substitute', each with a '255 character(s) left' indicator. To the right is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and a 'No file chosen' message. At the bottom, there are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'. Red arrows point from the bottom text to the 'Notes to Administrator', 'Notes to Substitute', 'File Attachments', and 'Create Absence' buttons.

6. Write a Note to the Administrator and/or Substitute

7. Upload a File, such as Sub Plans

Absence Approval Process

1. Employee Creates Absence

2. Level 1 Approval

- Once an employee creates an absence in Aesop, the employee's supervisor will receive an e-mail alert to review and approve/deny the absence
- Once the supervisor has approved/denied the absence request, the employee will receive an e-mail with the status

3. Level 2 Approval

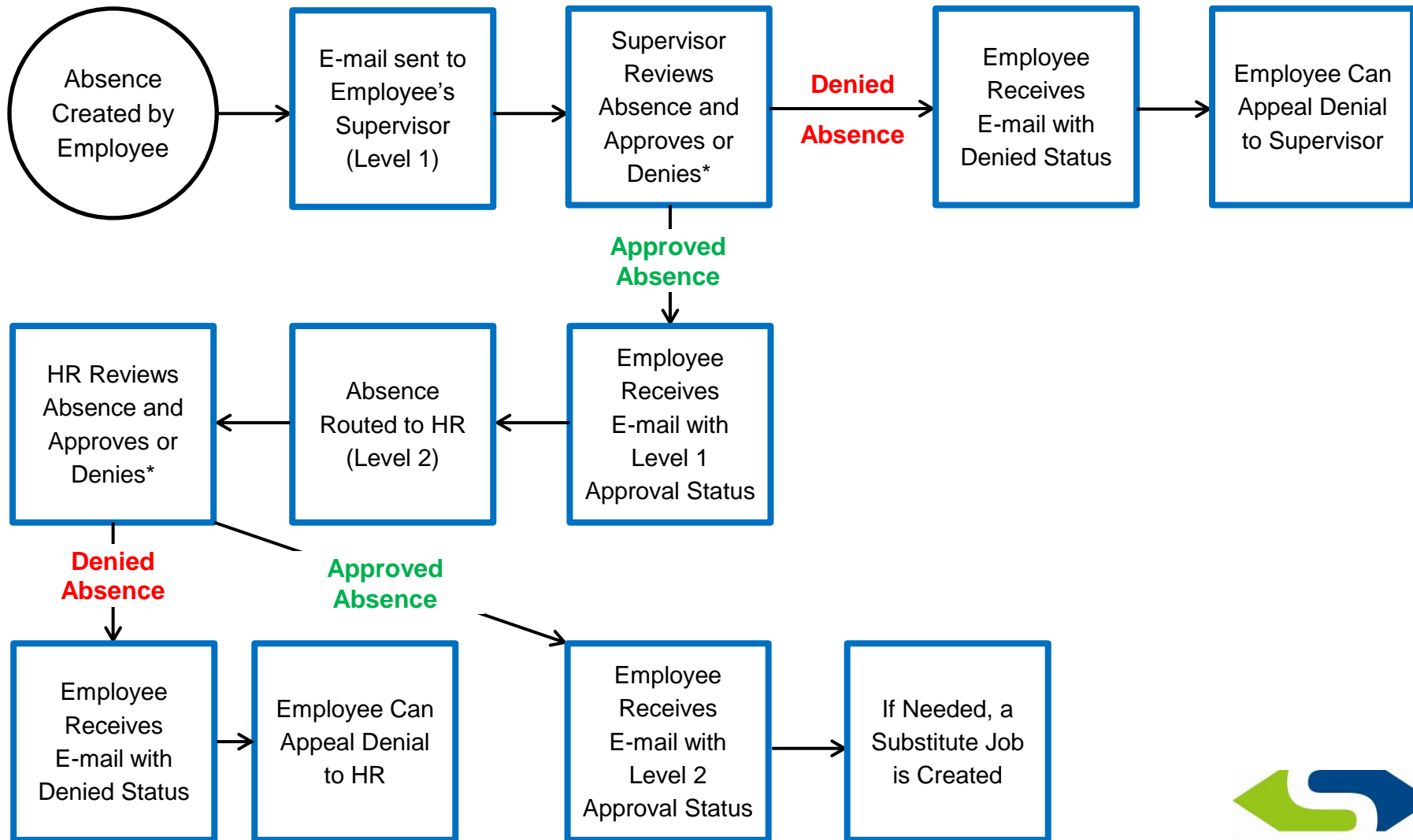
- The absence will then be routed to HR for review and approval/denial
- Once HR has approved/denied the absence request, the employee will receive an e-mail with the status



Substitutes

- Approved absences which require a substitute will automatically be opened for substitutes

Absence Approval Process



*Note: If an absence is denied, a note should be entered by the Supervisor or HR in the comments section re: the reason for denial.

Questions?

SPS Aesop Administrator

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