

Stamford Public Schools

Aesop Training

Absence Approval Process

Supervisors

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 an employee creates an absence in Aesop



Absence Approval Process

1. Employee Creates Absence

2. Level 1 Approval

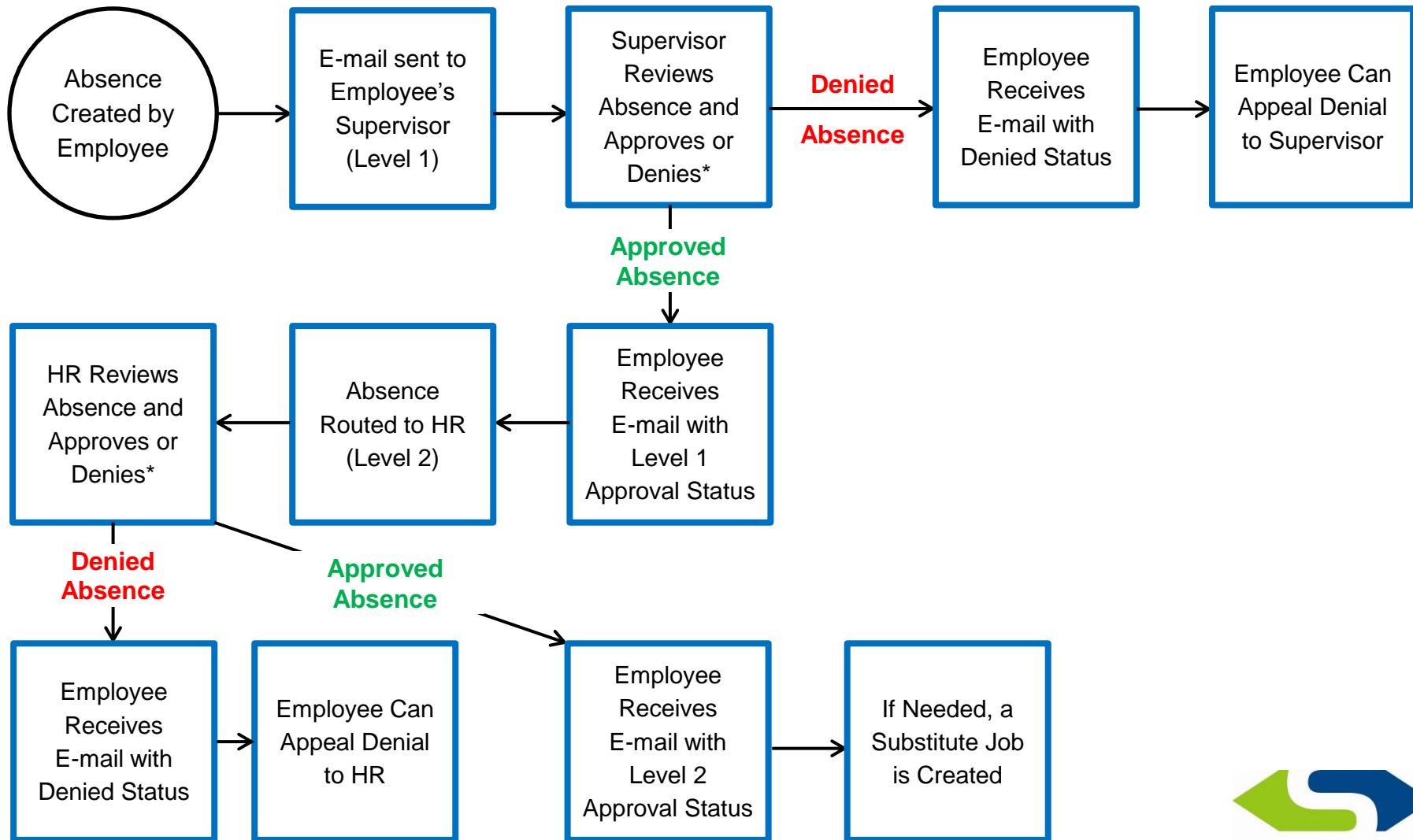
- Once an employee creates an absence in Aesop, the employee's supervisor will receive an e-mail alert to review and approve/deny the absence
- Once the supervisor has approved/denied the absence request, the employee will receive an e-mail with the status

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



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.

E-mail Alert

- When an employee you supervise creates an absence in Aesop which requires approval, you will receive an e-mail alert indicating that the employee was requested an absence
 - From: NetPost@AesopOnline.com
 - Subject: Absence Needing Approval – Employee Name
 - “An absence that needs your approval has been created for Employee Name”
 - Details re: Absence
 - Link to click to view individual absence or all absences needing your approval

Viewing Absences Requiring Approval

1. Click on the link in the E-mail
2. Log-in to Aesop, and click on the Approve button.

The screenshot displays the Aesop system dashboard. At the top, it shows the date '06/26/2017' and navigation options for 'Today'. There are checkboxes for 'Absences' and 'Vacancies', both of which are checked. Below this, there are filters for 'All Schools' and 'All Employee Type(s)'. The main dashboard area features four circular statistics: 'Total 17', 'Unfilled 0 [0%]', 'Filled 0 [0%]', and 'No Sub Required 17'. To the right of these statistics is a 'JUN 26 DAILY REPORT' button with a 'Print' icon. On the far right, there is a 'Quick Actions' section with a search bar for 'Confirmation Number' and four buttons: 'Create Absence', 'Create Vacancy', 'Approve' (with a sub-count of 139 in the next 45 days), and 'Reconcile' (with a sub-count of 5425 in the past 30 days). A red arrow points from the 'Approve' button to the text below.

**Click Here to View All Absences
Requiring Your Approval**

Reviewing Absences Requiring Approval

Use the date filters to view only absences on a certain date, or within a certain date range

Use these filters to view only unapproved, approved, or denied absences

Absence: Approvals

Start Date: 07/03/2017 End Date: 08/10/2017 Status: Unapproved Partially Approved Approved Denied

Accounting Code: All Accounting Codes

Budget Code: All Budget Codes

Search

This column indicates whether or not the absence requires a substitute

1 Absence Approvals										Approve Selected	Deny Selected
<input type="checkbox"/>	Conf. #	Name	Date	<input checked="" type="checkbox"/>	Reason	Duration	Status	Actions			
<input type="checkbox"/>	262656573	Employee Name Job Title	7/3/2017	N/A	Personal Business	1 day		<input checked="" type="checkbox"/> Approve	Deny		

Hover over this icon to view the comment left by the employee

Click the Confirmation # for more details re: the absence

Approving/Denying Absences

- **Approve** or **Deny** the absence request by clicking the corresponding button under Actions

Absence: Approvals

Start Date: 07/03/2017 End Date: 08/10/2017 Status: Unapproved Partially Approved Approved Denied

Accounting Code: All Accounting Codes Budget Code: All Budget Codes

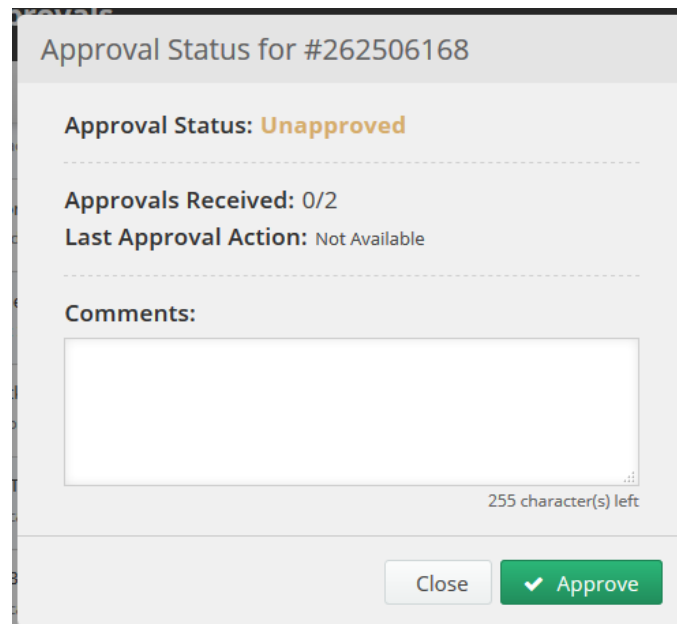
Search

1 Absence Approvals Approve Selected Deny Selected

<input type="checkbox"/>	Conf. #	Name	Date	<input checked="" type="checkbox"/>	Reason	Duration	Status	Actions
<input type="checkbox"/>	262656573	Employee Name Job Title	7/3/2017	N/A	Personal Business	1 day		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny

Approving an Absence

- When you click Approve, you will have an opportunity to enter a comment, before clicking Approve a second time to finalize the approval



Approval Status for #262506168

Approval Status: **Unapproved**

Approvals Received: 0/2

Last Approval Action: Not Available

Comments:

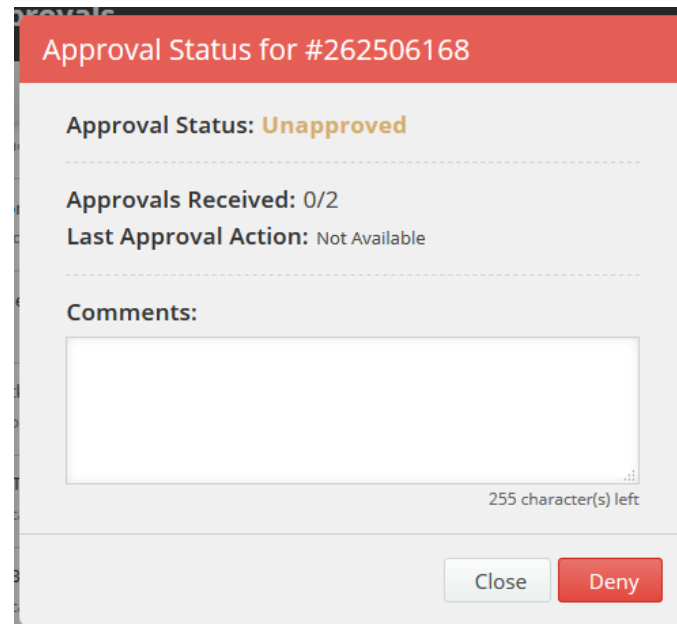
255 character(s) left

Close

The screenshot shows a modal dialog box for approving an absence. At the top, it says 'Approval Status for #262506168'. Below that, the current status is 'Unapproved' in orange text. It also shows 'Approvals Received: 0/2' and 'Last Approval Action: Not Available'. There is a 'Comments:' section with a text input area and a character count of '255 character(s) left'. At the bottom, there are two buttons: 'Close' and 'Approve' (which is highlighted in green and has a checkmark icon).

Denying an Absence

- When you click Deny, you will have an opportunity to enter a comment, before clicking Deny a second time to finalize the denial
- You must enter a comment when Denying an absence



Approval Status for #262506168

Approval Status: **Unapproved**

Approvals Received: 0/2

Last Approval Action: Not Available

Comments:

255 character(s) left

Close Deny

Questions?

SPS Aesop Administrator

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 - PCunningham@StamfordCT.gov
 - (203) 977-4101
 - 6:30 A.M. – 3:30 P.M., Mon - Fri