The Home Page

Web Alerts

When you log in, before you are taken to the home page, you may first see a window notifying you of district "Web Alerts". Web Alerts are alerts that have been created by your district containing information that may be useful to you. Once you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be visited at any time from the Top Bar.

Important Notifications

High **Victoria County School District**	**posted on Thursday, May 01, 2014**

Don't forget that this Friday is dress like a cowboy day!

Dismiss

Home Page

Once you have dismissed your alerts (you may not have any), you will be able to view your home page.

April 2014								May 2014								June 2014						
SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2	3		1	2	3	4	5	6	7
6	7	8	9	10	11	12		4	5	6	7	8	9	10		8	9	10	11	12	13	14
13	14	15	16	17	18	19		11	12	13	14	15	16	17		15	16	17	18	19	20	21
20	21	22	23	24	25	26		18	19	20	21	22	23	24		22	23	24	25	26	27	28
27	28	29	30					25	26	27	28	29	30	31		29	30					

▨ Absences   ▨ Closed Day   ▨ In-Service Day

Create Absence | 1 **Scheduled Absences** | 1 **Past Absences** | 0 **Denied Absences**

Please select a date

Need more options? | Advanced Mode

May 2014

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	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

Substitute Required   [Yes]

Absence Reason   [Select One ▾]

Time
Please enter a valid time range using the HH:MM AM format.

[Full Day ▾]

08:00 AM to 03:00 PM

FILE ATTACHMENTS

DRAG AND DROP
FILES HERE

Top Bar

At the very top of your home page, you will see a black bar with four different options you can click.

Your Name - Clicking on your name will take you to the account tab where you can change your personal information, PIN, and other settings.

Notifications - Click here to view the Web Alert your district has sent you.

Questions - Click here to view the name and phone number of your district's absence management point person.

Logout - Clicking the Logout option will log you out of Aesop and will bring you back to the login page.

Main Tabs

The main tabs will help you navigate quickly to the different areas of the employee website.
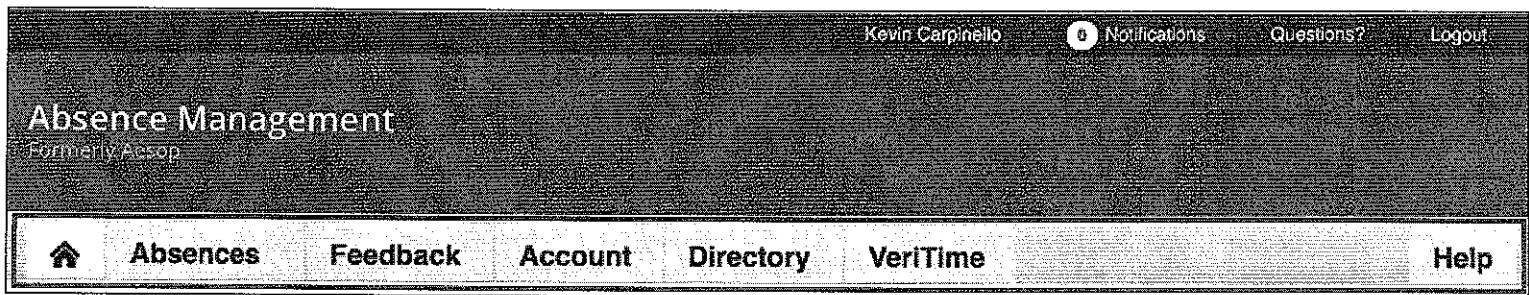
Home Tab - The tab with the blue house icon is your Home Tab. You can click this tab from anywhere in the website to be taken back to the home page.

Feedback - Feedback is an optional feature in absence management where you can leave feedback about a substitute's performance. If this feature is enabled by your district, you will see this tab. Click the tab to be taken to the Feedback section of the site where you can leave and view feedback.

Account - Clicking this tab will bring you to the Account area of your website. Here, you can change your personal information, PIN, Preferred Substitutes, view your absence reason balances, and more.

Directory - Under the Directory Tab, you can view substitute phone numbers as well as a list of people who approve your absences.

VeriTime (Now time and attendance)- If your district uses time and attendance, you will be able to access it from this tab. If you do not see this tab, it means your district is not using this product.

Help - The Help Tab will bring you to the absence management Learning Center where you will find articles, videos, and interactive guides to help you learn how to use the system.

Calendar

Just below the main tabs is your interactive calendar. The calendar will show you an overview of what days you have scheduled absences as well as district closed and in-service days.
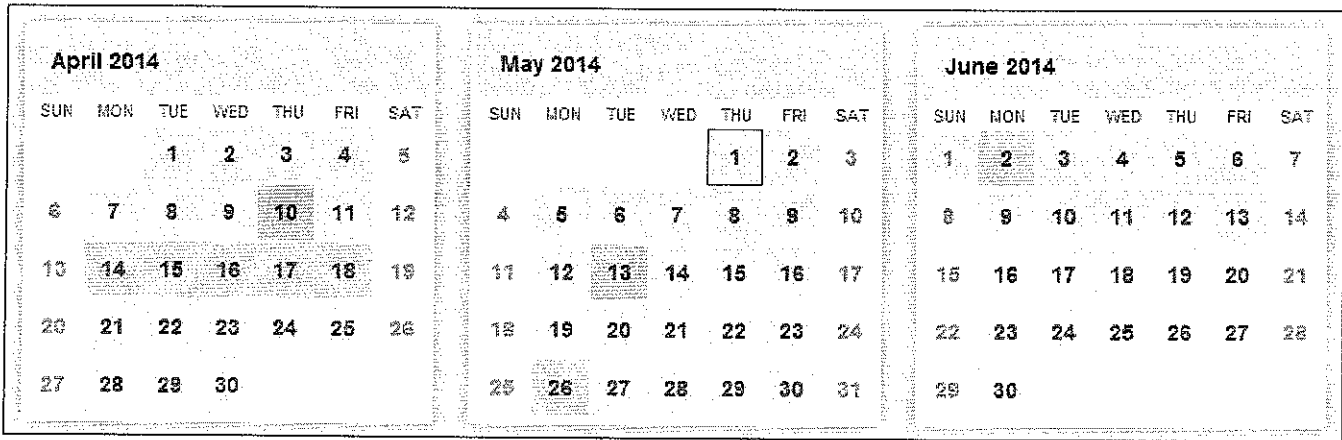
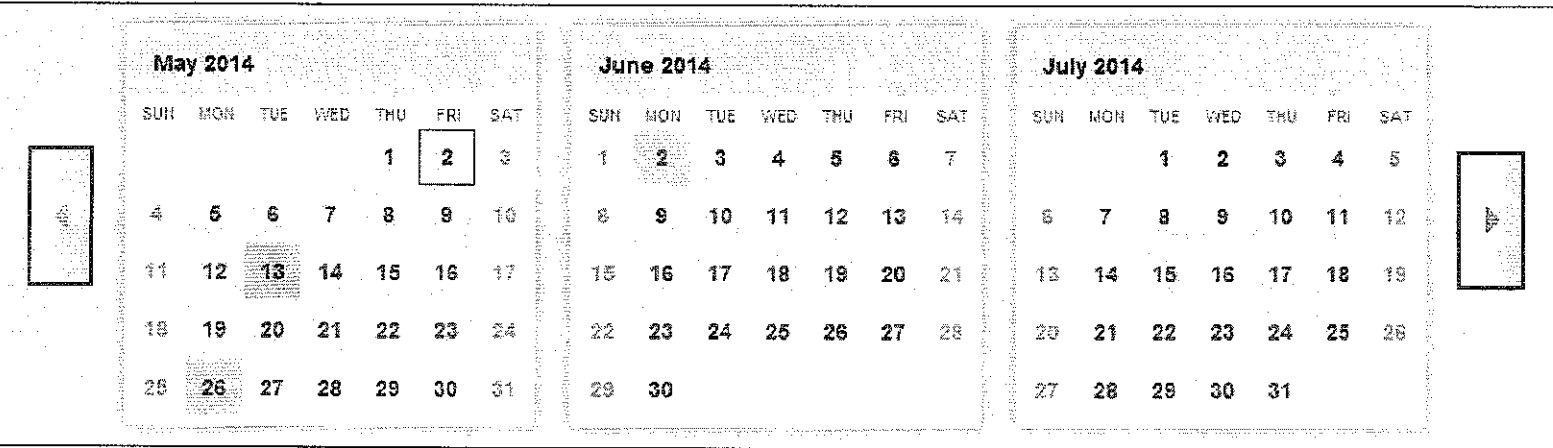The calendar is color-coded to show the different types of days.

A **black box** around a date represents that it is the current day.

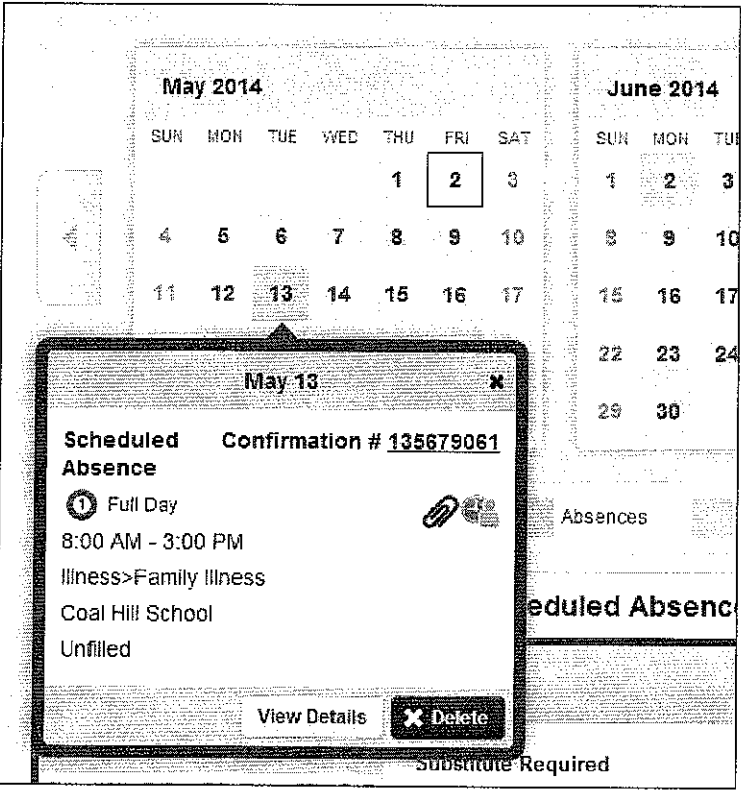**Blue** days are past or scheduled absences.

Pink days are school closed days.

Orange represents in-service days.

Use the back and forward arrows to either side of the calendar to move back or forward in time on the calendar.

May 2014								June 2014								July 2014						
SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3		1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10		8	9	10	11	12	13	14		6	7	8	9	10	11	12
11	12	13	14	15	16	17		15	16	17	18	19	20	21		13	14	15	16	17	18	19
18	19	20	21	22	23	24		22	23	24	25	26	27	28		20	21	22	23	24	25	26
25	26	27	28	29	30	31		29	30							27	28	29	30	31		

Clicking on an individual day in the calendar will pop up information about that day. If there is an absence on that day, you can take action on that absence right from the pop-up. You can also initiate absence creation by clicking any day in the calendar.

May 2014								June 2014		
SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TU
				1	2	3		1	2	3
4	5	6	7	8	9	10		8	9	10
11	12	13	14	15	16	17		15	16	17
								22	23	24
								29	30	

May 13 ✖

Scheduled Absence   Confirmation # 135679061

① Full Day   🖉📧
8:00 AM - 3:00 PM
Illness>Family Illness
Coal Hill School
Unfilled

View Details   ✖ Delete

Absences

eduled Absenc

Substitute Required

Absence Tabs

The absence tabs give you the options to create new absences as well as view upcoming, past, and denied absences. Clicking these tabs will not take you away from the home page but will change what you are viewing on the home page.

Create Absence - Here, you can create a basic absence right from the home page.

Scheduled Absences - Under this tab, you can view a list of upcoming absences that you have already scheduled. Depending on your permissions, you may also be able to cancel absences from here.

Past Absences - This tab allows you to view your absences for the past 30 days.

Denied Absences - This is where you can view any absence requests that were denied by your approver.

Recording an Employee's Name and Title

To record their name and / or title, an employee will need to follow these simple steps:

Call & Log in

Call Aesop at **1-800-942-3767** and enter your phone **login id** (press **#** after entering it).

Now, enter your **PIN**, then press **#**.

Follow the Prompts

Listen to the prompts. You will want to press **5** to "Review or Change your Personal Information".

Record Your Name and Title

If your name and title have not yet been recorded, you will hear a series of prompts to record your name.

You will press **1** to "change or review the recording of your name and title."
Then, you will press **1** to "proceed with recording."

Absence management will prompt you to "Please record just your name and title such as 'Martha Smith, English Language'." You will hear a beep to then begin recording you name and title.

Once you have finished recording, press the **#** key to finish.

Review and Save

Absence management will repeat your recording.

Press the **1** key to save your recording, or press **2** to re-record.

Once you have saved your recording, you may hang up the phone.

QuickStart Guide

The Employee QuickStart Guide will give you a brief overview of the different website and phone options you will have while using the system. Click on one of the links below to view this printable guide.

US Versions

Employee QuickStart Guide
Employee QuickStart Guide (Spanish)

Canada Version

Employee QuickStart Guide
Employee QuickStart Guide (French Canadian)

Using Absence Management on the Phone

Not only is absence management available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call absence management, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) - **Press 1**

    - To enter an absence for today - **Press 1**

    - To enter an absence for tomorrow - **Press 2**

    - To enter an absence for another day - **Press 3**

    - To return to the main menu - **Press ***

- Check your absence reason (entitlement) balances - **Press 2**

    - To hear this information again - **Press 1**

    - To return to the main menu - **Press 2**

- Review upcoming absences - **Press 3**

    - To hear the information again - **Press 2**

    - To hear absences for the next 30 days - **Press 3**

    - To listen to the next absence - **Press 4**

    - To return to the main menu - **Press 5**

- Review a specific absence - **Press 4**

    - Enter the confirmation number followed by the # sign.

    - To hear the information again - **Press 1**

    - To cancel a job - **Press 2**

- Review or change your personal information - **Press 5**

    - To change the name recording - **Press 1**

    - To change the PIN number - **Press 2**

    - To change the phone number - **Press 3**

    - To return to the main menu - **Press ***

If you create an absence over the phone, be sure to make note of the confirmation number that absence management assigns the new absence for reference.

Managing Personal Information

Managing your personal information in the absence management system is simple! Jump to the personal information page by clicking the **Account** tab on the home page.

Absence Management
-Formerly aesop-

🏠   **Absences**   **Feedback**   **Account**   **Directory**
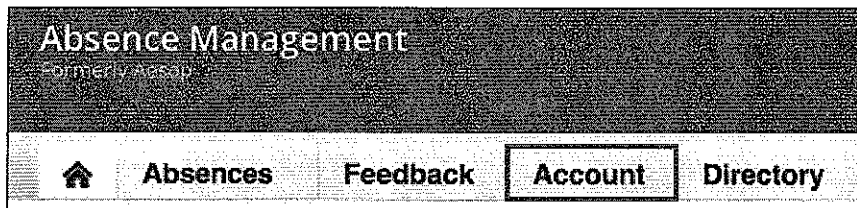
By default, the "Personal Info" tab will be open. Here you can view, modify, or remove your personal information.

Personal Info

- Change Pin
- Shared Attachments
- Preferred Substitutes
- Excluded Substitutes
- Absence Reason Balances

Personal Info

General Information

Name:	Kevin Carpinello
Phone:	6107610645
Email Address:	kcarpinello@frontlineed.c
Title:	Eigth Grade
Room Number:	Main Office
Language	English

To add or edit information, simply click in the text input box, type your information, and click the big green **Save Changes** button at the bottom of the page.

Substitute Report Times

Start Time:	8:00 am
Half Day AM End Time:	11:30 am
Half Day PM Start Time:	12:00 pm
End Time:	3:00 pm

✓ Save Changes

You may notice that not all of the information is editable. The type of info that you can change is dependent on your District's settings in absence management. If information has changed and you are unable to edit it here, contact your District's Aesop Administrator.

Changing Your PIN

Your PIN is an important number. It is your password to log in to absence management. The system allows you to quickly and easily change your PIN any time you need to. Get to the "Change PIN" screen by clicking the **Account** tab on the home page.
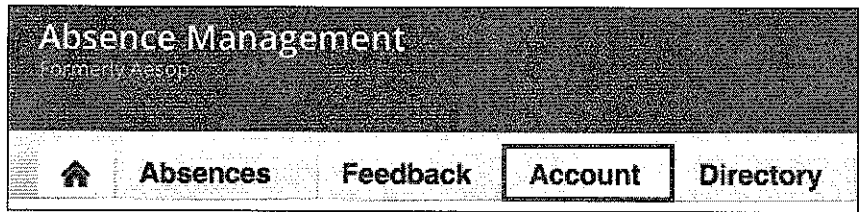
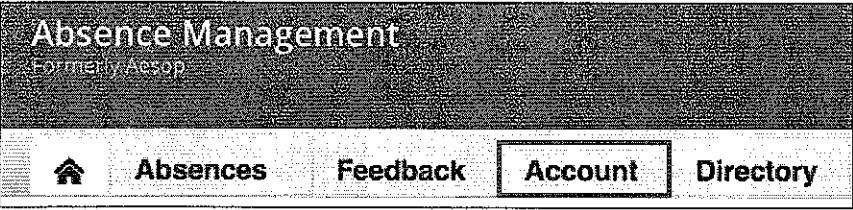Now click the **Change PIN** tab on the left of the page.

To change your PIN:

- Enter your old PIN number

- Enter your new 4-digit PIN number

- Re-enter the new PIN number

Once you're completed this, click the big green **Save Changes** button to save.

Uploading Shared Attachments

In absence management, you can upload files and documents that will be attached to all of the absences you create. Once uploaded, you can determine what date range these files will be active.

Start by clicking the **Account** tab on the home page.

Now click the **Shared Attachments** tab on the left of the page.
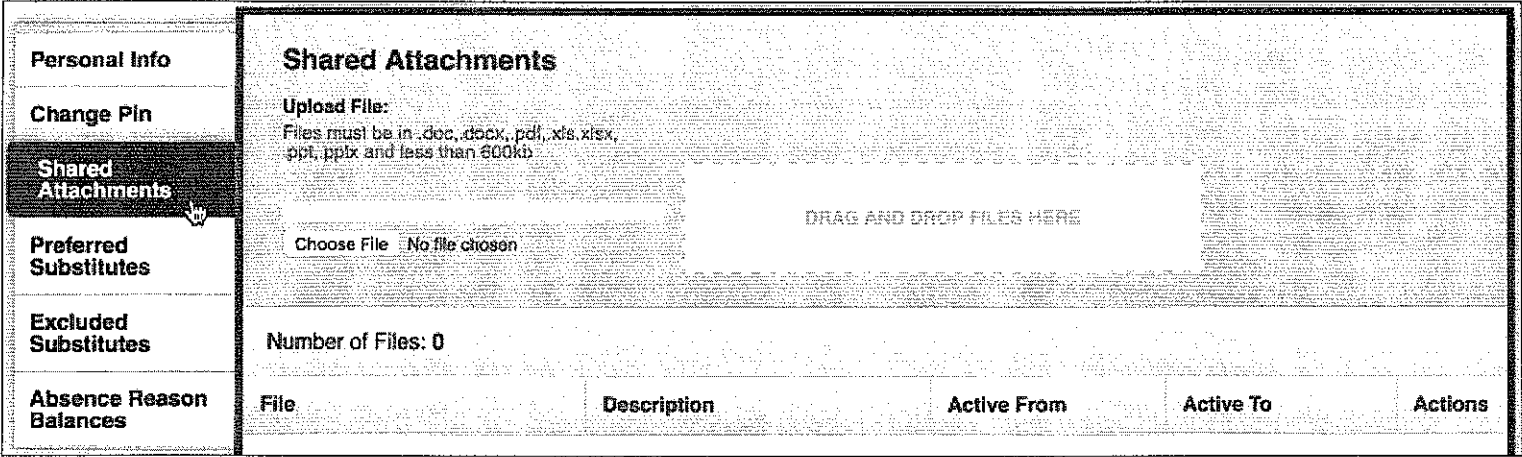
To upload a file, click the **Choose File** button.
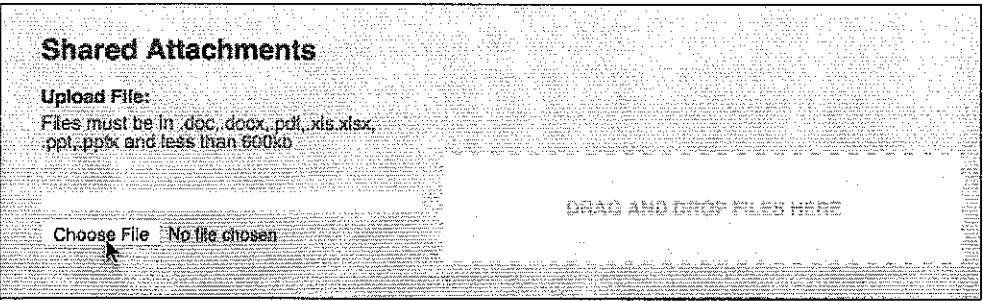
This will open the file system in your computer where you can choose the file to upload.
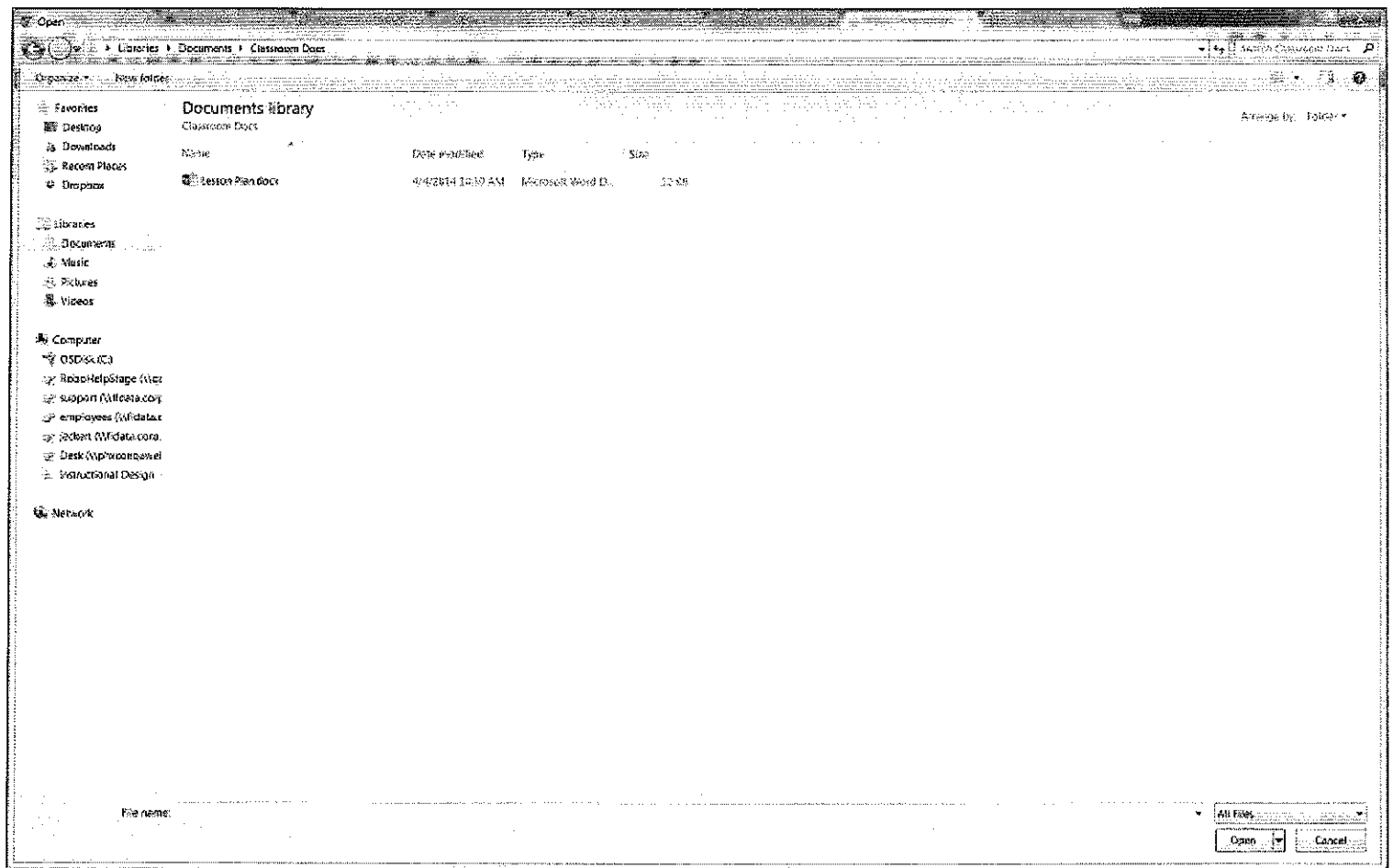
Files must be in .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx format and no larger than 600kb.

Once you have uploaded the file, you will see it in the file list. Here, you can give it a description and active to-and-from dates. The to-and-from dates will control when the files will be visible to substitutes who take your jobs.

File	Description	Active From	Active To	Actions
Lesson Plan.docx	Lesson Plan	4/10/2014	5/15/2014	🗑
				✔ Save Changes

Click the **Save Changes** button to save the file(s) you have uploaded.

Absence Reason Balances

Your district may be using absence management to help track your "Absence Reason Balances". You will be able to check those balances right here on your absence management website.

To access this information, click on the **Account** tab on the home page.
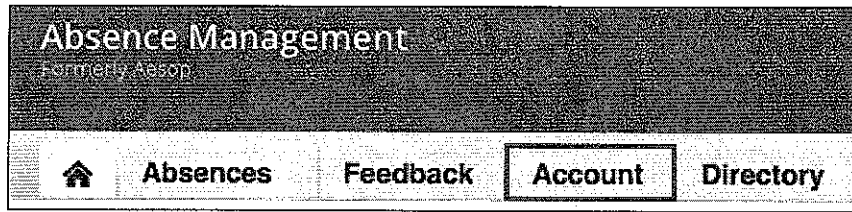
Now click the **Absence Reason Balances** tab to the left of the page.
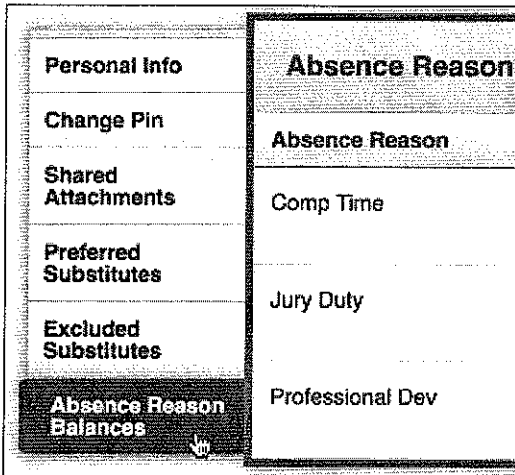
Balances can be calculated in days or hours depending on your district's settings.

Absence Reason Balances

Last Calculated:
Thursday, January 15, 2015

Absence Reason	Initial	Used	Pending	Balance
Personal Day	3.00 Days as of Friday, July 1, 2011	None	None	3.00 Days

Here's a quick key to help you understand the columns on the Absence Reasons Balances page:

- **Initial** - This is the initial number of days or hours given to you for this absence reason.

- **Used** - The number of days or hours you have used so far.

- **Pending** - The number of days or hours that you have scheduled for upcoming absences.

- **Balance** - This is your current absence reason balance.You can also see your "Days/Hours after Pending" balance which calculates in your pending time.

Using Absence Management Mobile

Employees can log in to Frontline's absence management feature directly through their mobile device! This accessibility allows an employee to review absence details, create an absence, review important notifications, and much more!

Mobile Login

For starters, enter **m.aesoponline.com** into your mobile web browser. This action opens the login page for the absence management feature.

Enter your ID (generally your 10 digit phone number) and your 4-5 digit PIN into the boxes provided and click **Login**.
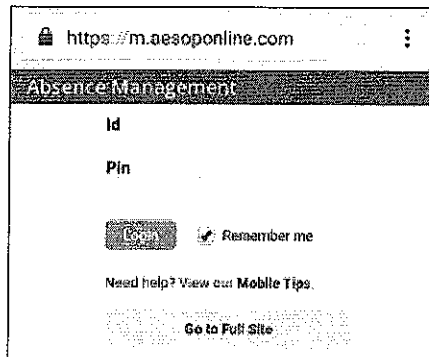

Take note, the login page also includes additional options beneath the ID and PIN entry.

- Remember Me: Click the checkbox beside "Remember Me" to save your login details.

- Mobile Tips: Select **Mobile Tips** to learn more about enabling JavaScript (if not automatically enabled) and how to bookmark the website for Android or iPhone users.

- Go to Full Site: Click this option to view the full version of your absence management website. Keep in mind, the full site does not provide the optimized version for mobile devices.
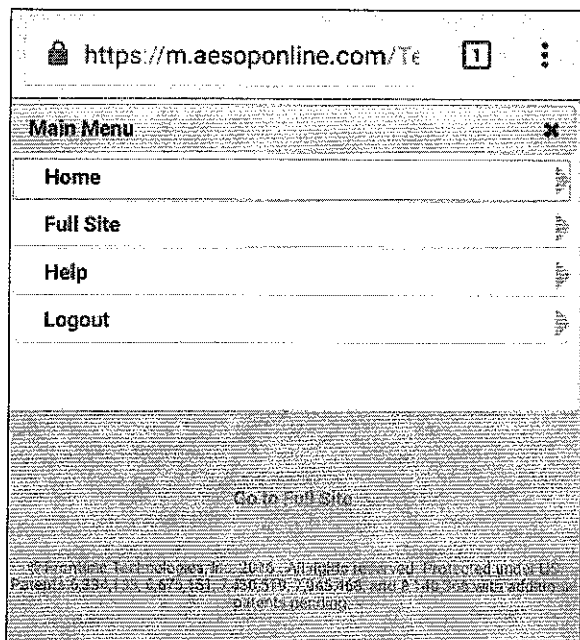
Home Page Overview

The home page includes a "Menu" and "Logout" option at the top of the page as well as four quick links to important features.
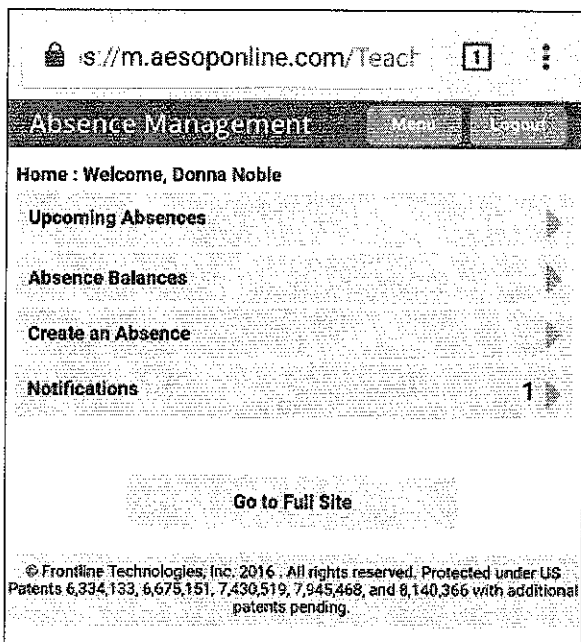
Menu/Logout

- Logout: This option logs you out of the absence management mobile feature.

- Menu: This option opens a menu where you can return to the home page, access the full site, or log out.

Quick Links

- Upcoming Absences: This page displays any absences from the past 7 days and the next 90 days. You can also view specific details for each absence.

- Absence Balances: This page identifies your remaining balances for specific absence reasons. For example, it can identify how many personal days you have left, etc.

- Create an Absence: This option allows you to create an absence directly from the mobile device. You can enter the absence details and also assign a sub if provided the proper permissions.

- Notifications/Web Alerts: This option appears if you have any pending notifications. These updates include filled absences, approved or denied absence requests, etc.

If you wish to learn more about these quick links, consider referencing this article here!

As you review your options, keep in mind that this is *not* a mobile app. You can access it from your internet browser on any mobile-optimized device including a smartphone, iPad, tablet, etc. and it does not require a download from the Apple or Android store.