



## Employee Guide

## Log In

www.aesoponline.com/login2.asp

## ID

Phone Number

## PIN

4-6 Digit Number

*If you don't know your log in information, please call 419-725-9499*

## Absence Management

Formerly Aesop

### Sign In

★ ID:

★ Pin:

Login

Pin Reminder

Login Problems

ID or PIN is not numeric, Please note that you do not have to enter the p

## Welcome To Absence Management

You are about to enter Frontline Absence Management!

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

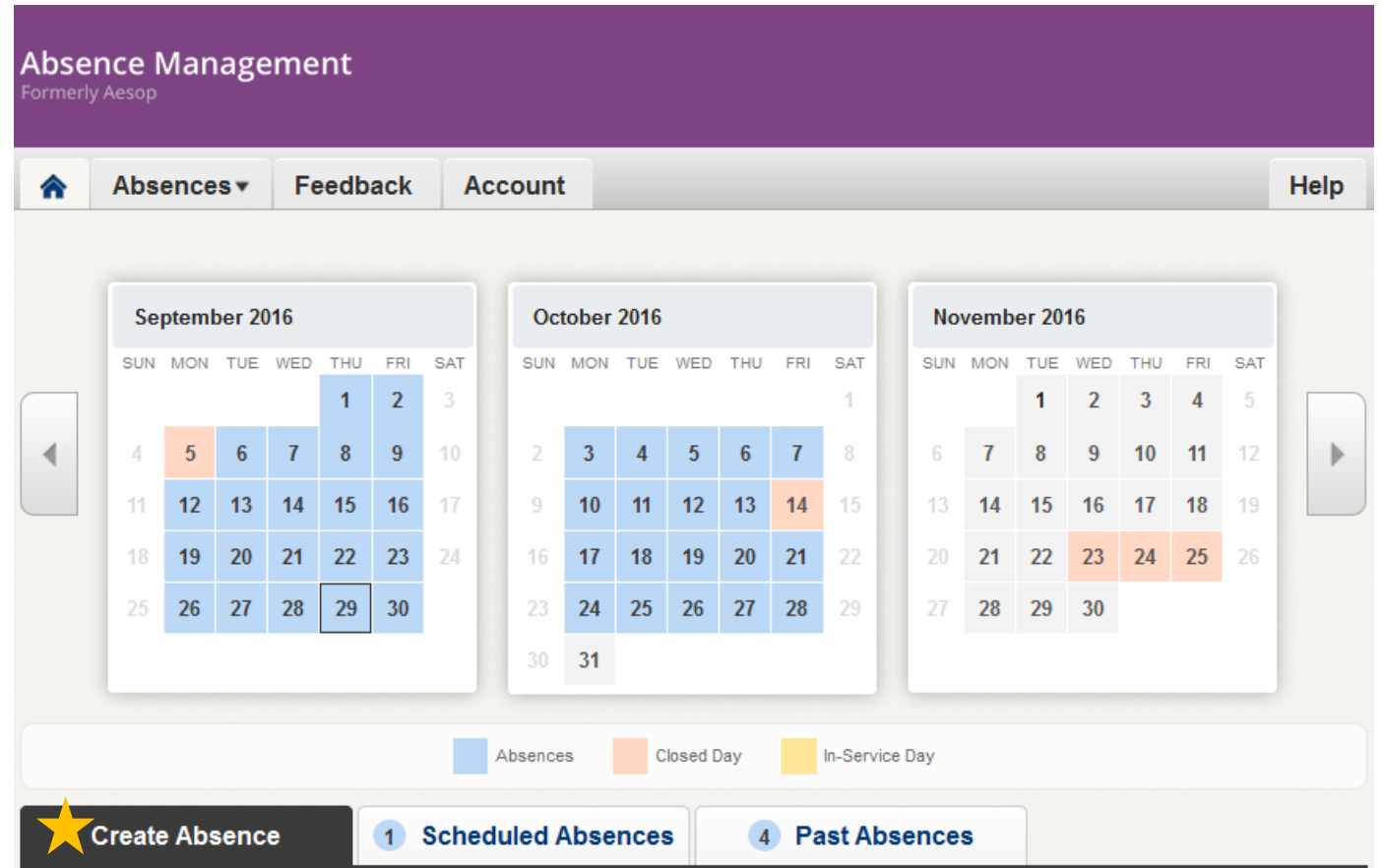
Learn More



## Create Absence

Click create absence button

The sooner you post an absence, the sooner we can fulfill.



**Absence Management**  
Formerly Aesop

Home Absences Feedback Account Help

**September 2016**

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

**October 2016**

SUN	MON	TUE	WED	THU	FRI	SAT
						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					

**November 2016**

SUN	MON	TUE	WED	THU	FRI	SAT
		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			

Absences Closed Day In-Service Day

**Create Absence** 1 Scheduled Absences 4 Past Absences

## Absence Details

Identify date(s).

Do you need a sub?

Why will you be absent?

Full day, Half Day, Custom?

Any notes for the admin?

Any special instructions for the sub?

Upload lesson plan/seating chart.

Please select a date Need more options? [Advanced Mode](#)

September 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	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	1

**Substitute Required**  **Yes**

**Absence Reason**

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

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Notes to Administrator** (not viewable by Substitute)  
  
255 character(s) left

**Notes to Substitute**  
  
255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file selected.

**Shared Attachments**

## Report Absence by Phone

Not only is Aesop 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 Aesop, 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:

- Press 1**            Create an absence (within the next 30 days)
- Press 2**            Check your absence reason (entitlement) balances
- Press 3**            Review upcoming absences
- Press 4**            Review a specific absence
- Press 5**            Review or change your personal information

## **Report Absence to Absence Management Administrator**

Rachel Wixey & Associates can enter your absence for you if you're having difficulties. Please try to call our office during business hours 419-725-9499. If you're not able to speak to an associate, be sure to leave a detailed message (Your Name, School District, Date of Absence, Sub Needed, Full Day/Half Day, Preferred Sub).

### **Calling Hours:**

Monday – Thursday	6AM – 10PM
Friday	6AM – 5PM
Sunday	5PM – 9PM


## Personal Info

Change your Name, Phone or Email

Add Address

Absence Management  
Formerly Aesop

Home Absences Feedback **Account** Help

**Personal Info** 


Change Pin


Shared Attachments


Preferred Substitutes

### Personal Info

**General Information**

 **Name:** Amanda Laird

 **Phone:**


 **Email Address:**

**Title:** Intervention Specialist

**Room Number:** Main Office

**Language:**  ▼

**Address**

 **Address1:**

**Address2:**

**Address3:**

## Preferred Substitutes

You can add as many preferred substitutes as you would like.

When fulfilling your absence, we will reach out to your preferred substitute list before contacting the rest of the substitute pool.

The screenshot displays the 'Absence Management' web application interface. At the top, a purple header contains the title 'Absence Management' and the text 'Formerly Aesop'. Below the header is a navigation bar with buttons for 'Home', 'Absences', 'Feedback', 'Account', and 'Help'. The 'Account' button is highlighted with a yellow star. On the left side, a sidebar menu includes 'Personal Info', 'Change Pin', 'Shared Attachments', and 'Preferred Substitutes', with the latter being highlighted by a yellow star. The main content area is titled 'Preferred Substitutes List' and contains the following text: 'Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.' Below this text is a table with columns for 'Order', 'Name', and 'Select'. The table is currently empty, with two rows of controls visible: each row has a checkmark icon, an 'x' icon, and buttons for 'Add Substitute(s)' and 'Remove Selected Substitute(s)'. The interface uses a light blue and green color scheme.




## Add Preferred Sub




Type in their name or search by letter


Select Substitute

Select Add to Preferred Substitutes

Add Substitutes

Search:  Formhals

Search by Letter	Select	Substitute Name	SELECTED SUBSTITUTES
 F	<input type="checkbox"/>	Fetkovich, Craig MVR	Formhals, SharonMVR R 
	<input type="checkbox"/>	Flinn, BarbaraMVR	
	<input checked="" type="checkbox"/> 	Formhals, SharonMVR R	



## Preferred Substitutes

You can add manually or call 419-725-9499 for an associate to add for you

### Preferred Substitutes List

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Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

Add Substitute(s) Remove Selected Substitute(s)

Order	Name	Select
<input type="checkbox"/>	Formhals, SharonMVR R	<input type="checkbox"/>

Add Substitute(s) Remove Selected Substitute(s)

## Top 5 Substitutes

If you click the heart next to the sub, they will be identified as one of your top 5 substitutes.



These subs will get a notification from Aesop immediately when you register an absence.

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Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

Add Substitute(s)  Remove Selected Substitute(s)

Order	Name	Select
  1	Formhals, SharonMVR R	<input type="checkbox"/>

Add Substitute(s)  Remove Selected Substitute(s)