

Woodburn School District Calculating leave balances in AESOP/Frontline



How to calculate PTO balances in the Infinite Visions Portal

Please sign in to your I account as usual.

[AESOP/Frontline website](#)

If you do not have your login information please contact Rocio Avila at ravila@woodburnsd.org to assist with username information or password reset.

You can track your previous absences, as needed, within Absence Management. The system displays this information in one of two places, based on the timeframe you want to reference.

The "Past Absences" tab (located on the homepage) retains a list of absences that have occurred within the past 30 days.

You can review the basic details of each absence (e.g. location, duration, etc.) at a glance, or you can click the **confirmation number** or the **View Details** button beside an absence for additional details.

The screenshot shows the Absence Management interface for Victoria County School District. The user is logged in as Amy Pond, Employee. The interface displays three calendar views for February 2020, March 2020, and April 2020. Below the calendars, there are tabs for "Absences", "Closed Day", and "In-service day". The "Past Absences" tab is highlighted with a yellow circle. Below the tabs, there is a table of absences for the past 30 days. The table has columns for Date, Reason, Location, Duration, and Time. The first row shows a Professional Day on 13 Jan 2020 at VC Elementary Schools, confirmed by Barrowman, George. The second row shows a Personal Day from 20 Jan - 21 Jan 2020 at VC Elementary Schools, confirmed by Coulson, Phil. The table also includes confirmation numbers and a "View Details" button for each entry.

Date	Reason	Location	Duration	Time
13 Jan 2020	Professional Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM

This selection will offer a broader range of information such as notes and attachments, a substitute rating, etc.

View Absence # 400391502 - Pond, Amy Status: Filled by Phil Coulson / Approved (Details)
 January 20 - January 21 Hours Per Day: 8 | Created: 1/17/2020 8:23 AM | Last Update: 2/3/2020 7:13 AM

Absence

January 20 - January 21 at VC Elementary Schools

January 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
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	31	1

Absence Reason Personal Day

Time Full Day
07:00 AM to 03:00 PM

NEXT STEPS

Status: Filled by Phil Coulson
★★★★★

ABSENCE SUMMARY

Substitute Required **Yes**

Monday, January 20, 2020
Tuesday, January 21, 2020
7:00 AM - 3:00 PM
Personal Day

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

None

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

None

File Attachments
Uploaded Files

If you need to see your absence history from more than 30 days ago, click the **View More** link at the top of the "Past Absences" list or navigate to **Absences > Past Absences** in the side navigation.

Create Absence
1 Scheduled Absences
2 Past Absences
1 Denied Absences

This list shows absences for the past 30 days. [View More...](#)

Date	Reason	Location	Duration	Time
CONFIRMATION # 396507500 BARROWMAN, GEORGE / UNAPPROVED View Details				
13 Jan 2020	Professional Day	VC Elementary Schools	1 Full Day	7:00 AM - 3:00 PM

This selection opens a history of past absences. From here, you can filter timeframes from the last 60 days to the last 90 days, 120 days, and beyond. Simply select a timeframe option at the top of the page.

Past Absences from 10/7/2019 to 2/4/2020

Select a date range: Last 60 days Last 90 days Last 120 days This School Year Last School Year Custom

3 Past Absences

Date	Reason	Location	Duration	Time
CONFIRMATION # 396826083 UNFILLED / NO APPROVAL REQUIRED View Details				
31 Dec 2019	Illness > Family Illness	VC Elementary Schools	1 Full Day	7:00 AM - 3:00 PM
CONFIRMATION # 396507500 BARROWMAN, GEORGE / UNAPPROVED View Details				
13 Jan 2020	Professional Day	VC Elementary Schools	1 Full Day	7:00 AM - 3:00 PM
CONFIRMATION # 400391502 COULSON, PHIL / APPROVED View Details ★★★★★				
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	1 Full Day	7:00 AM - 3:00 PM

Note that you can even create a custom date range and search for absences that occurred within a specified period of time. Simply click the **Custom** option and choose a calendar date in the "From" and "To" boxes. You can then select **Go** to perform the search.

The screenshot shows a web interface for searching past absences. At the top, it displays the title "Past Absences from 7/1/2020 to 1/21/2021". Below this is a "Select a date range:" section with several options: "Last 60 days", "Last 90 days", "Last 120 days", "This School Year" (highlighted in blue), "Last School Year", and "Custom" (highlighted in yellow). A tooltip is visible over the "Custom" option, showing a date range selector with "From" and "to" fields. The "From" field contains "7/1/2020" and the "to" field contains "1/21/2021", both with calendar icons. A "Go" button is also present in the tooltip. Below the date range selector is a dark grey header with a white circle containing the number "0" and the text "Past Absences". Underneath is a table with columns: "Date", "Reason", "Location", "Duration", and "Time". The table currently displays "No data to display".

Please remember to submit your timesheet reflecting your absences entered in AESOP to your Head Secretary no later than the 5th of each month. Both Infinite Visions and AESOP should reflect your actual absences/leave used. If you notice a discrepancy in your absences in AESOP, please contact the Head Secretary to assist you in making appropriate edits to your absence history.