

AESOP- How to create & cancel an absence

Questions on AESOP, contact Tara Lewis in payroll 541-938-8633

Go to AESOP – www.aesoponline.com

Type in your user id and password

Create Absence | 5 Scheduled Absences | 4 Past Absences | 0 Denied Absences

Please select a date Need more options? Advanced Mode

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
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	2	3

Substitute Required Yes

Absence Reason

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

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 chosen

Shared Attachments

- Vanderbilt HS Code of Conduct.xlsx
High School Rules

Select a single date or multiple dates



Once you've chosen dates, you can enter the rest of your absence information:

Substitute Required Yes

Absence Reason

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

to

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Please check with your building admin to see if a sub is required or not.

Absence Reason – select the drop down and choose the appropriate reason for your absence

Absence Reason

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

to

Notes to Administrator
(not viewable by Substitute)

- ✓ Select One
- Bereavement
- Comp Time
- FMLA > Child
- FMLA > Self
- FMLA > Spouse
- Illness
- Jury Duty
- Personal
- Professional Dev
- School Business
- Vacation
- Workers Comp

Time: Your schedule should auto-populate here

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

Full Day ▼

08:00 AM to 03:00 PM

The dropdown shows the following options:

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

Full Day ▼
Full Day
Half Day AM
Half Day PM

if you need a full day, choose Full Day

if you need a partial day, choose Half Day AM or PM

If you need anything other than these above, choose custom and type in the hours you need off.

Please refer to the CBA in the staff files for rules on taking leave – located in the Staff Files on the shared drive

Notes:

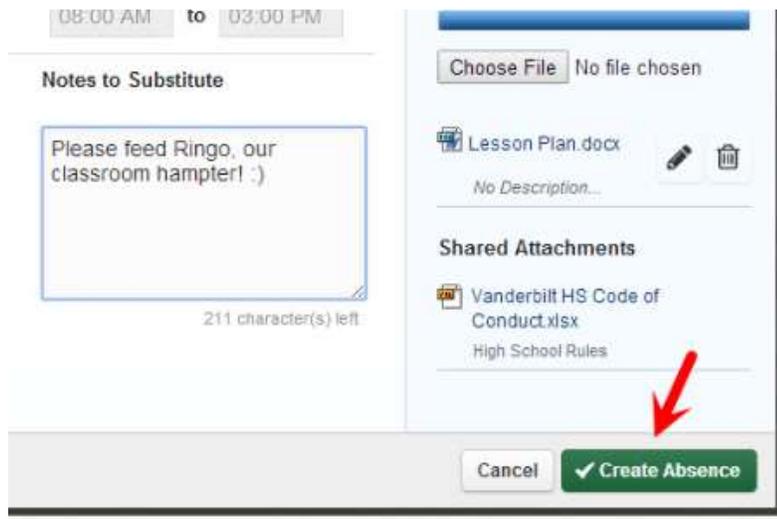
Notes to Administrator are required. Can be as simple as “sick” or “personal day”.

Notes to Substitutes are optional, but very nice for the sub to refer to when filling your position.

<p>Notes to Administrator (not viewable by Substitute)</p> <p></p> <p>255 character(s) left</p>	<p>Notes to Substitute</p> <p>Don't forget to feed Ringo, our classroom hamster! :)</p> <p>202 character(s) left</p>
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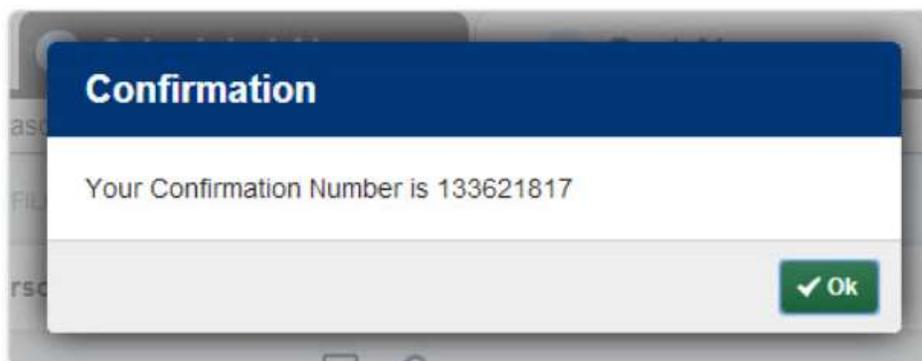
Saving the absence:

Once you've created the absence, click on "Create Absence" in the green box at the bottom right of the screen



The screenshot shows a form for creating an absence. At the top, there is a time range selector set to "08:00 AM to 03:00 PM". Below this is a section titled "Notes to Substitute" with a text area containing the text "Please feed Ringo, our classroom hamper! :)". Below the text area, it says "211 character(s) left". To the right of the notes is a file attachment section. It has a "Choose File" button and "No file chosen" text. Below that, there are two files listed: "Lesson Plan.docx" with a "No Description..." note, and "Vanderbilt HS Code of Conduct.xlsx" with the description "High School Rules". At the bottom of the form, there are two buttons: "Cancel" and "Create Absence". A red arrow points to the "Create Absence" button.

Once it is saved, you will get another pop up with a confirmation number

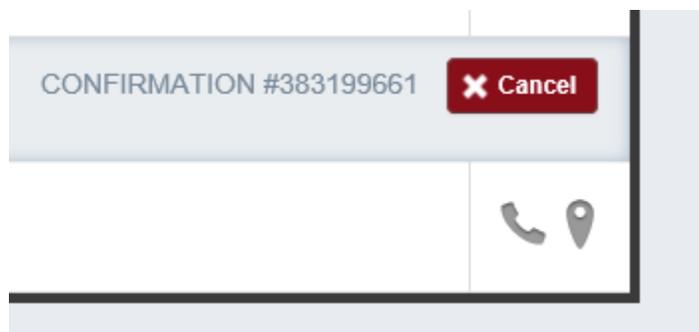


Congratulations! You've entered an absence.

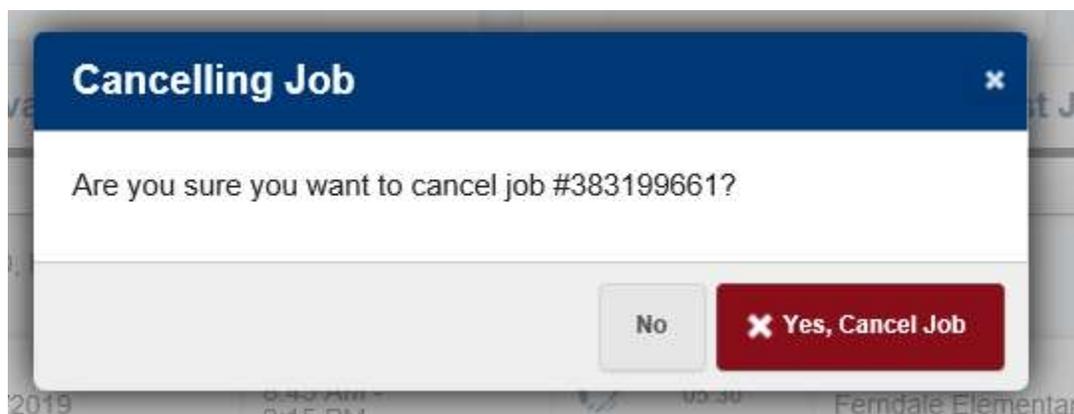
To cancel, login, go to the Scheduled Absences tab



You will see a Red Cancel box



Click on that and it will bring up another box



If you are sure you want to cancel, click on the Red "Yes, Cancel Job" box

You will get another confirmation number – all cancelled.