

AESOP- How to check your leave balances

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

Login to Frontline Education/Absence Management Click here to login → [Absence Management](#)

Website is: www.aesoponline.com

Home screen:

The screenshot displays the AESOP Absence Management interface. At the top, the header shows 'Absence Management' and 'Milton Freewater USD 7'. The user's name 'Tara Lewis' and role 'Employee (District Office)' are visible in the top right corner. A navigation menu on the left includes 'Home', 'Absences', 'Feedback', 'Account', 'Directory', and 'Resource Library'. The main content area features three calendar views for June, July, and August 2023. Below the calendars is a legend for 'Absences', 'Closed Day', 'In-service day', and 'Closed And In-Service Day'. The 'Create Absence' form is active, showing steps: 1. Absence Dates, 2. Location(s) & Time, 3. Additional Details, and 4. Absence Review. The form includes a 'Sub Required' toggle set to 'Yes', an 'Absence Reason' dropdown, and a 'Switch to Advanced Mode' button. The 'SELECTED DATES' section shows 'No Dates Selected', and the 'LOCATION(S) AND TIME' section shows 'Freewater Elementary 7:30 AM - 3:30 PM'.

To check your Absence Reason balances:

The screenshot shows the Absence Management interface for Milton Freewater USD 7. The user is Tara Lewis, an Employee (District Office). The main area displays three calendar views for June, July, and August 2023. A legend below the calendars identifies symbols for Absences (blue), Closed Day (orange), In-service day (yellow), and Closed And In-Service Day (light orange). Below the calendars, there are tabs for 'Create Absence', 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' tab is active, showing a multi-step process: 1. Absence Dates, 2. Location(s) & Time, 3. Additional Details, and 4. Absence Review. A 'Switch to Advanced Mode' button is visible. The 'Absence Dates' step is highlighted, showing a calendar for June 2023 with the 28th selected. A 'Sub Required' toggle is set to 'Yes'. The 'Absence Reason' dropdown is partially visible. The 'Absence Review' step shows 'SELECTED DATES' as 'No Dates Selected' and 'LOCATION(S) AND TIME' as 'Freewater Elementary 7:30 AM - 3:30 PM'.

The screenshot shows the 'Personal Info' form in the Absence Management interface. The user is Tara Lewis, an Employee (District Office). The form is divided into sections: 'Personal Info', 'Phone Credentials', 'Shared Attachments', 'Preferred Substitutes', and 'Absence Reason Balances'. The 'Absence Reason Balances' section is highlighted with a yellow box and the text 'Click here →'. The 'Personal Info' section includes 'General Information' with fields for Name (Tara Lewis), Phone (5099566347), Email Address, Title (District Office), and Room Number (Main Office). The Language is set to English.

Absence Reason Balances:

Absence Management Milton Freewater USD 7 Tara Lewis Employee (District Office)

NAVIGATION

- Home
- Absences
- Feedback
- Account
- Directory
- Resource Library

Personal Info

- Phone Credentials
- Shared Attachments
- Preferred Substitutes
- Absence Reason Balances**

Absence Reason Balances Last Calculated: Wednesday, June 29, 2023

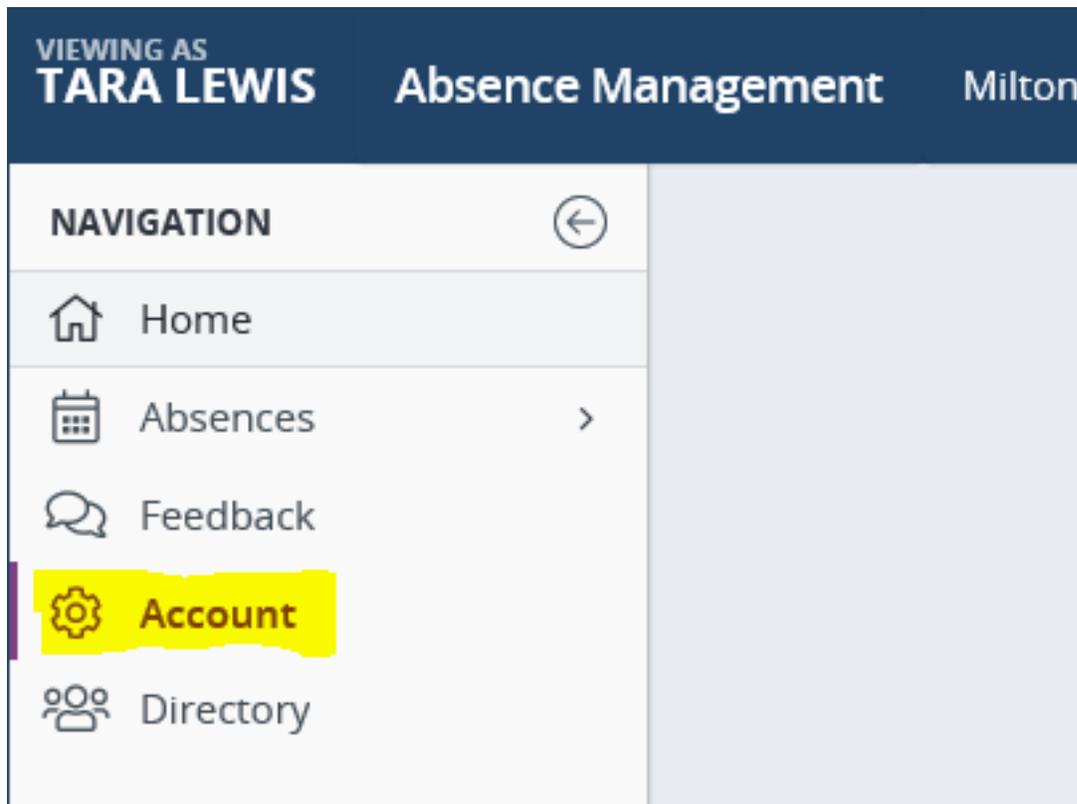
Absence Reason	Initial	Used	Pending	Balance
3rd Personal dock	8.00 Hours as of Sunday, August 21, 2022	0.00 Hours	0.00 Hours	8.00 Hours
Athletics/Other	0.00 Hours as of Sunday, August 21, 2022	0.00 Hours	0.00 Hours	0.00 Hours
Bereavement	24.00 Hours as of Sunday, August 21, 2022	0.00 Hours	0.00 Hours	24.00 Hours
Dock-not approved	0.00 Hours as of Sunday, August 21, 2022	2.00 Hours	0.00 Hours	-2.00 Hours
Jury Duty	0.00 Hours as of Sunday, August 21, 2022	0.00 Hours	0.00 Hours	0.00 Hours
Longevity Personal	8.00 Hours as of Sunday, August 21, 2022	0.00 Hours	0.00 Hours	8.00 Hours
Personal Leave	32.00 Hours as of Sunday, August 21, 2022	0.00 Hours	0.00 Hours	32.00 Hours
Professional Dev	0.00 Hours as of Sunday, August 21, 2022	0.00 Hours	0.00 Hours	0.00 Hours
Sick	248.00 Hours as of Sunday, August 21, 2022	4.00 Hours	0.00 Hours	244.00 Hours

Balances here

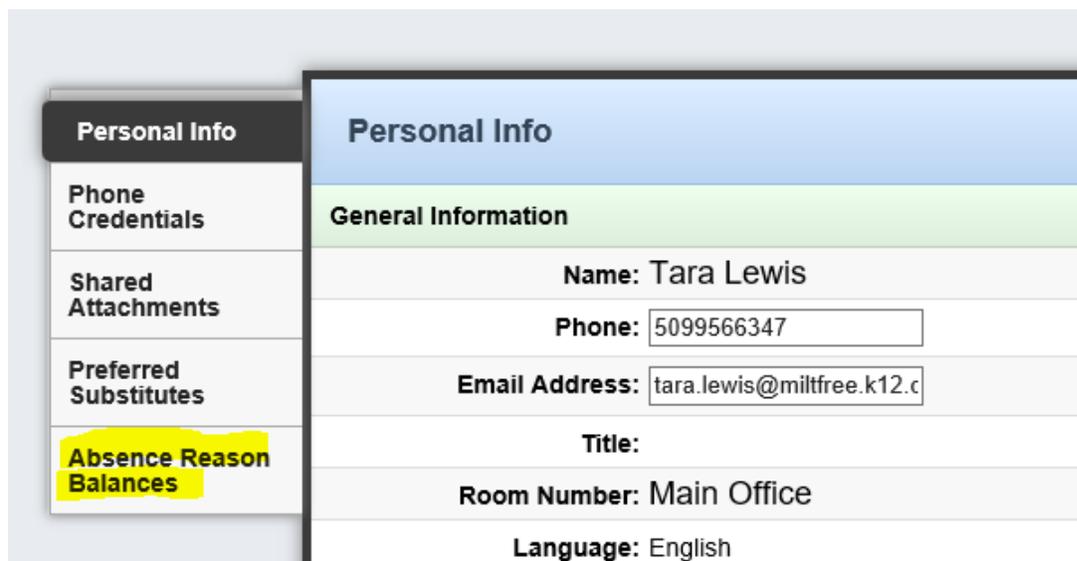
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TO CHECK YOUR LEAVE BALANCES

Login - on the Home screen, click on the gear icon "Account" on the top left side of the screen



Click on "Absence Reason Balances" next to your personal info



As you use your leave, your balance will adjust in real time.

Personal Info	Absence Reason Balances				Last Calculated: Tuesday, June 16, 2020
Phone Credentials	Absence Reason	Initial	Used	Pending	Balance
Shared Attachments	Athletics/PD/Other	None as of Tuesday, August 27, 2019	None	None	0.00 Hours
Preferred Substitutes	Bereavement	24.00 Hours as of Monday, July 1, 2019	None	None	24.00 Hours
Absence Reason Balances	COVID-19 Leave	None as of Wednesday, March 18, 2020	None	None	0.00 Hours
	Dock-not approved	None as of Monday, July 1, 2019	None	None	0.00 Hours
	Jury Duty	None as of Monday, July 1, 2019	None	None	0.00 Hours
	Personal Day	16.00 Hours as of Tuesday, August 27, 2019	None	None	16.00 Hours
	Sick	168.00 Hours as of Tuesday, August 27, 2019	None	None	168.00 Hours