



Employee Absence Entry

Frontline Absence Management

Step 1 - Go to the VGSD website: www.vgsd.org

Select “Faculty” on the top menu bar, and click on “Absence/Sub Requests”

The image shows a screenshot of the Valley Grove School District website. At the top, a dark navigation bar contains the following menu items: HOME, DISTRICT, SCHOOLS, PARENTS, STUDENTS, FACULTY, STREAMED EVENTS, VGTV, STUDENT REGISTRATION, COVID 19 RESOURCES, GRADPOINT, and CALENDAR. The 'FACULTY' menu item is circled in orange. A dropdown menu is open under 'FACULTY', listing several options: Teacher Evaluation, Teacher Grade Book, OnHand Schools, Absence/Sub Requests, Valley Grove Inspiration Station, and Families First Coronavirus Response Act. The 'Absence/Sub Requests' option is highlighted in orange, and a large green arrow points to it from the right. On the left side of the page, there is a logo for Valley Grove School District with the text 'The Best of the Nest' and a sidebar menu with 'User Options', 'Translate', and 'Quick Links'. The background of the page features a photograph of Valley Grove Elementary School.

Step 2: Click on the “click here” link.



Absence/Sub Requests

Absences

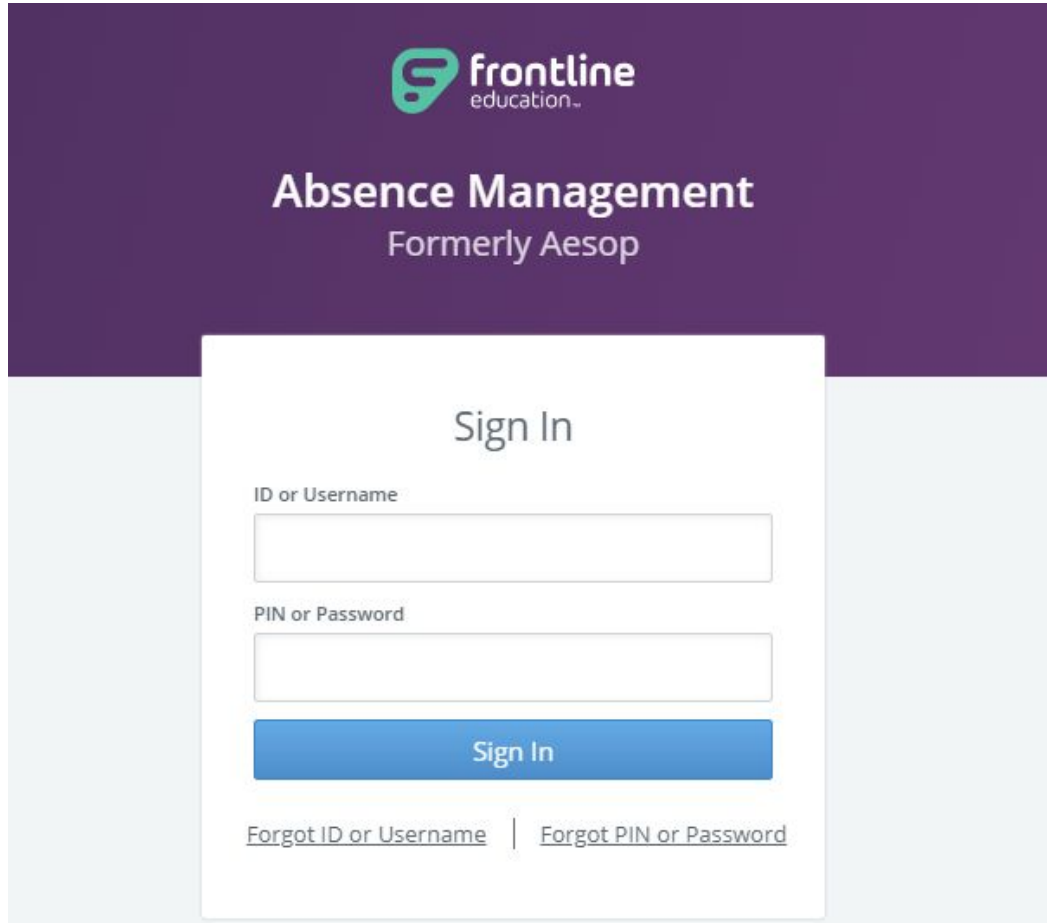
Please [click here](#) to logon to Absence Management to report an Absence

Or

Absences can be called in at:

1-866-KELLY-98 (1-866-535-5998)

Step 3: Sign in using your provided ID and PIN.



The image shows a sign-in interface for Frontline Education's Absence Management system. The background is a dark purple header with the company logo and name. Below the header, the text 'Absence Management Formerly Aesop' is centered. A white sign-in form is overlaid on a light blue background. The form contains two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is positioned below the fields. At the bottom of the form, there are two links: 'Forgot ID or Username' and 'Forgot PIN or Password'.

frontline
education

Absence Management

Formerly Aesop

Sign In

ID or Username

PIN or Password

[Sign In](#)

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

Step 4: Select the date(s) of your absence by clicking on the calendar.

Absences Closed Day In-service day

Create Absence 0 Scheduled Absences 7 Past Absences 0 Denied Absences

July 13 - July 15 Need more options? Advanced Mode

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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	1

Substitute Required No

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM-AM format.
02:30 PM to 11:00 PM

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

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen

Shared Attachments

Cancel Create Absence

Step 5: Use the “Absence Reason” dropdown box to select the reason for your absence.

Absences Closed Day In-service day

Create Absence 0 Scheduled Absences 7 Past Absences 0 Denied Absences

July 13 - July 15 Need more options? Advanced Mode

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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	1

Substitute Required No

Absence Reason Select One

- Select One
- Adm Discret Holiday
- Bereavement
- Conference
- Cust Sick Bucket > Cust Sick Family
- Cust Sick Bucket > Custodial Sick
- Custodial Personal
- Custodial Vacation
- Emergency
- Field Trip
- Jury Duty
- Misc.-Explain

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

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence

Step 6: Using the “Time” dropdown box, select whether your absence will be a Full Day, Half Day, or Custom amount of time.

Absences Closed Day In-service day

Create Absence 0 Scheduled Absences 7 Past Absences 0 Denied Absences

July 13 - July 15 Need more options? Advanced Mode

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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	1

Substitute Required No

Absence Reason Custodial Vacation

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

- Full Day
- Full Day**
- Half Day AM
- Half Day PM
- Custom

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence

Step 7: Enter any notes to your supervisor regarding your absence in the text box. (This step is optional.)

Absences Closed Day In-service day

Create Absence 0 Scheduled Absences 7 Past Absences 0 Denied Absences

July 13 - July 15 Need more options? Advanced Mode

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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	1

Substitute Required No

Absence Reason Custodial Vacation

Time Full Day
Please enter a valid time range using the HH:MM AM format.
02:30 PM to 11:00 PM

Notes to Administrator
(not viewable by Substitute)

Enter any notes regarding your absence to your supervisor here.

192 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence

Step 8: Click on “Create Absence”.

Absences Closed Day In-service day

Create Absence0 Scheduled Absences7 Past Absences0 Denied Absences

July 13 - July 15Need more options? Advanced Mode

July 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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	1

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

Substitute Required No

Absence Reason Custodial Vacation

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

Full Day

02:30 PM to 11:00 PM

Notes to Administrator
(not viewable by Substitute)

Enter any notes regarding your absence to your supervisor here.

192 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

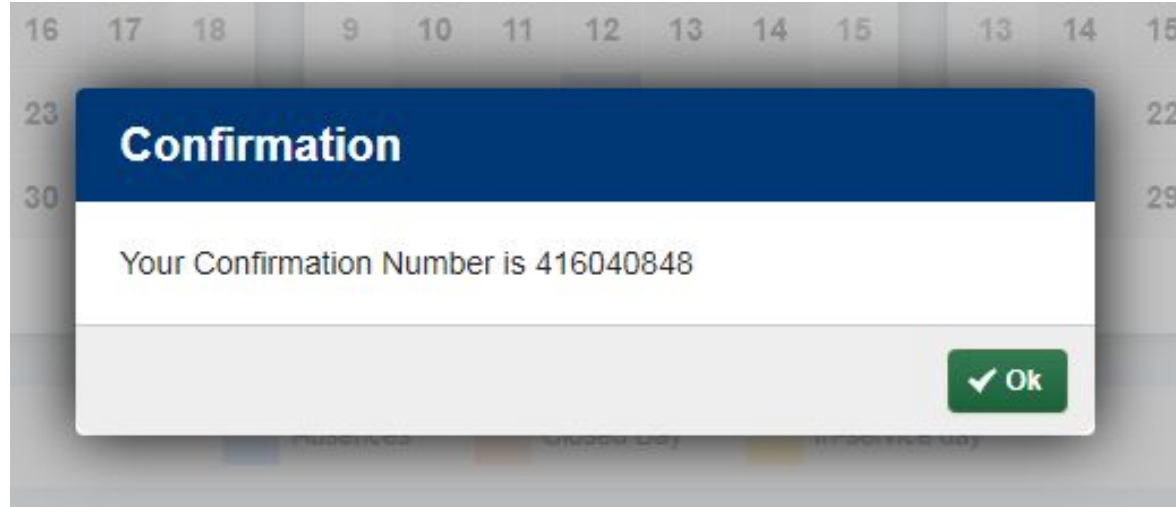
Choose File No file chosen

Shared Attachments

Cancel✓ Create Absence



Step 9: You will receive a confirmation number. Click “Ok”.



Your absence is now entered, and will be submitted to your supervisor for approval.

Alternative Option for Scheduling Absences:

You can call in to schedule your absences: **1-866-KELLY-98 (1-866-535-5998)**

They will ask which branch of Kelly Services VGSD is with - we are part of the **Warren branch**. They will ask for the details of your absence and will enter it for you.