

# School Employee – Creating an Absence

To access your Absence Management account, visit [AesopOnline.com](http://AesopOnline.com) and sign in using the User ID and PIN provided to you. Follow the steps below to enter your absence.

1. Click the **Absence** tab at the top of your homepage and click **Create Absence** from the drop-down menu.

2. On the calendar, select the day of the absence. Selected dates will be highlighted in blue.

3. Select your absence reason and the time frame of the assignment.

4. Choose whether or not your position requires a substitute.

5. Enter any notes to your school administrator or to the substitute in the boxes under **Notes & Attachments**

6. Upload any pertinent files for the substitute.

7. A list of your absence date(s), your selected absence reason, and the start/end times of the assignment will appear in the right sidebar.

8. After verifying that all information is accurate, click **Create Absence** and you will receive a confirmation number.

The screenshot shows the 'Create Absence' web interface. At the top, there are navigation tabs for 'Absence' and 'Account', and a 'Help' link. The main heading is 'Create Absence' with the dates 'Wed, Feb 13 - Fri, Feb 15'. Below this is a calendar for February 2013, with the 13th, 14th, and 15th highlighted in blue. To the right of the calendar, there are dropdown menus for 'Absence Reason' (set to 'Solo Family Ill') and 'Time' (set to 'Full Day'). A 'Substitute Required' dropdown is set to 'Yes'. On the far right, an 'ABSENCE SUMMARY' sidebar lists the dates (Wednesday, Feb 13, 2013; Thursday, Feb 14, 2013; Friday, Feb 15, 2013) and the time frame (8:55 AM - 4:00 PM) for 'Solo-Family Ill'. Below the calendar and dropdowns is a section for 'Notes & Attachments' with two text areas: 'Notes to Administrator' and 'Notes to Substitute'. There are also sections for 'File Attachments' with 'Uploaded Files' and 'Related Files' lists, and a 'Browse...' button. At the bottom left, there is a 'Create Absence' button and a 'Cancel' button. Numbered callouts 1 through 8 are placed on the page to indicate the steps described in the text.

**NOTES:** In the **NOTES TO SUBSTITUTE**, you must enter your parking space number. If you do not have one, state that. If you have any notes that you would like your administrator or building secretary to see, enter them in the **NOTES TO ADMINISTRATOR**. The Substitute will not see this.

If you are entering a **PERSONAL DAY**, and per contract need to state a reason, enter that in the **NOTES TO ADMINISTRATOR**.

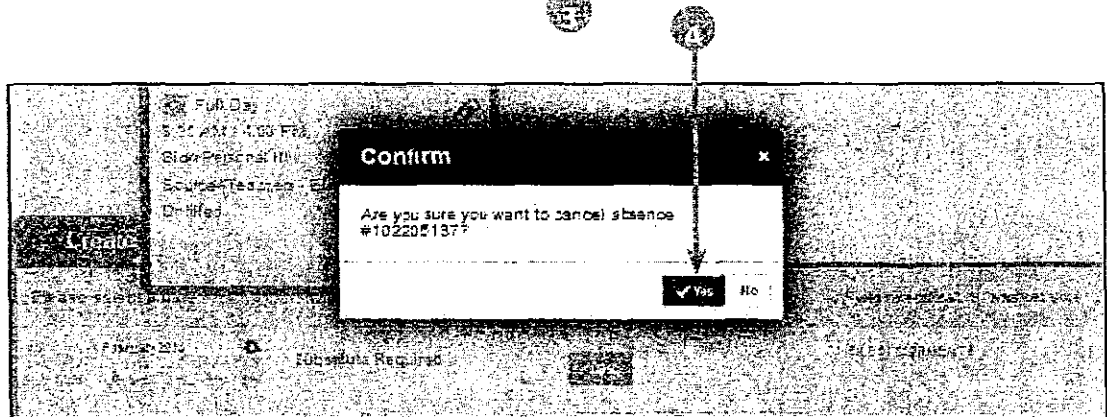
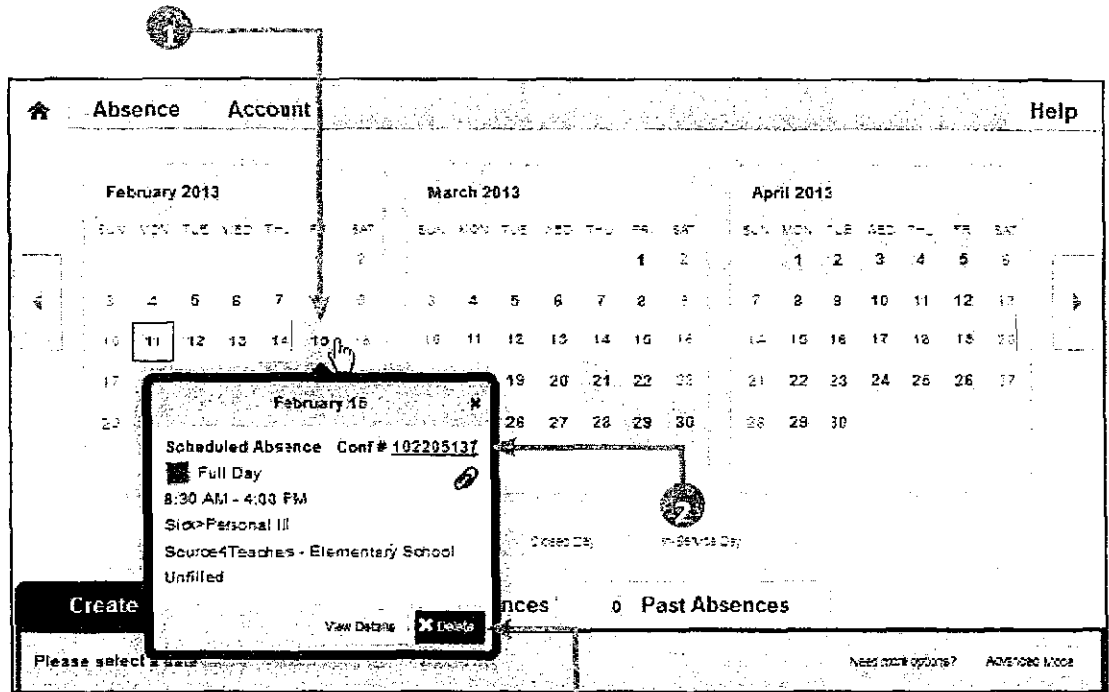
**PROFESSIONAL DAY REQUESTS** will need to be forwarded on paper as normal for approval. Once approved, the absence will be entered by Central Office.

If requesting a **FUNERAL DAY**, please record their relationship with you in the **NOTES TO ADMINISTRATOR** section.

# School Employee – Canceling an Absence

To access your Absence Management account, visit [AesopOnline.com](http://AesopOnline.com) and sign in using the User ID and PIN provided to you. Follow the steps below to cancel an absence that is scheduled for a future date.

1. On the interactive calendar on your homepage, click the date of the absence you want to cancel.
2. An information box will appear displaying the details of your absence.
3. Click the red Delete button.
4. A confirmation window will appear. You must click Yes to confirm that you want to remove the absence. Once confirmed, the absence will be canceled and if it's already been filled, the substitute will be notified of the cancellation.



# Using Absence Management on the Phone

Not only is Absence Management 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 Absence Management, dial **1-800-942-3767**. You'll be prompted to enter your User ID (followed by the # sign), then your PIN (followed by the # sign).

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## Over the phone, you can:

- Create an absence (within the next 30 days) – **Press 1**
- To enter an absence for today – **Press 1**
- To enter an absence for tomorrow – **Press 2**
- To enter an absence for another day – **Press 3**
- To return to the main menu – **Press \***
  
- Check your absence reason (entitlement) balances – **Press 2**
- To hear the information again – **Press 1**
- To return to the main menu – **Press 2**
  
- Review upcoming absences – **Press 3**
- To hear the information again – **Press 2**
- To hear absences for the next 30 days – **Press 3**
- To listen to the next absence – **Press 4**
- To return to the main menu – **Press 5**
  
- Review a specific absence – **Press 4**
- Enter the confirmation number followed by the # sign.
- To hear the information again – **Press 1**
- To cancel a job – **Press 2**
  
- Review or change your personal information – **Press 5**
- To change the name recording – **Press 1**
- To change the PIN number – **Press 2**
- To change the phone number – **Press 3**
- To return to the main menu – **Press \***