San Mateo-Foster City School District

Absence Management

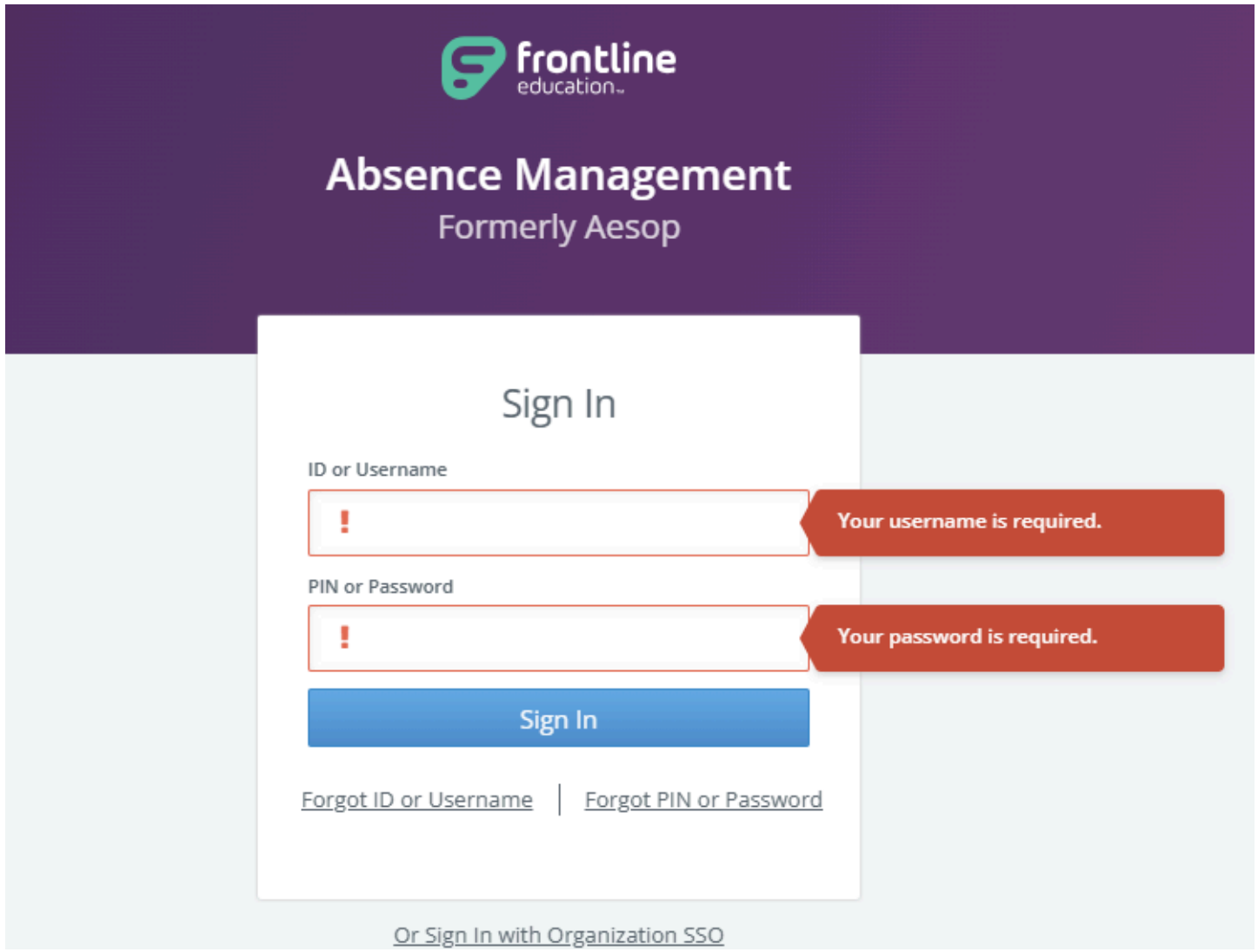
Formerly Aesop

Frontline/Aesop is used by the San Mateo Foster City School District to track absences for all employees. These absences include: illness, vacation, jury duty, emergency personal necessity, and bereavement.

This system is managed by the Human Resources Department to ensure that all information entered is accurate and verified monthly. It is also used to track paid leave and vacation time, as well as to ensure employees are paid correctly each month.

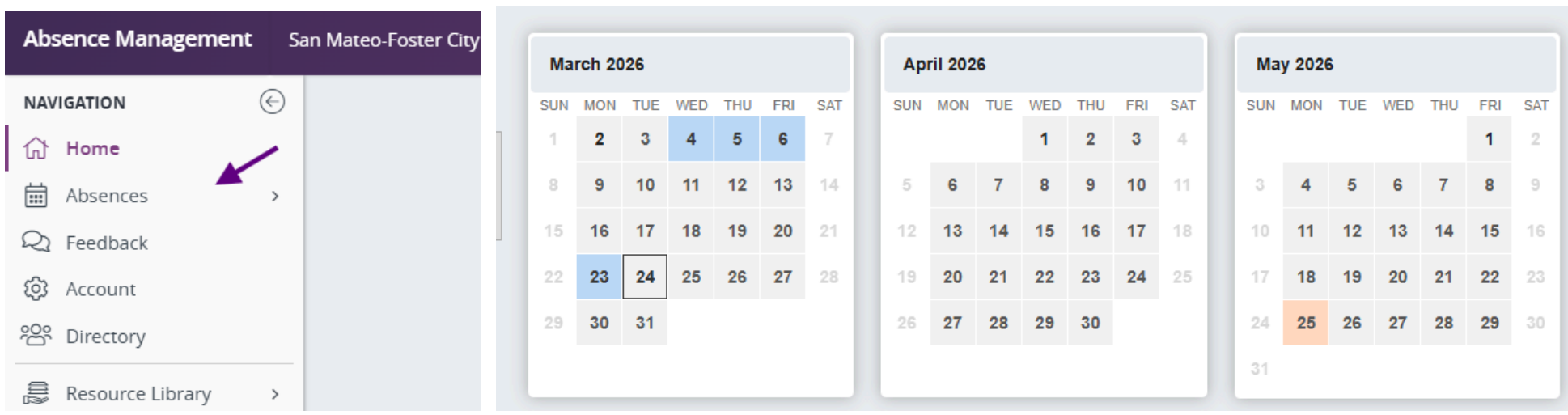
Contact: Madeline Reyes | Personnel Assistant II (Subfinder Desk)
Phone: 650-312-7294
Email: mreyessanchez@smfc.k12.ca.us

https://absence.frontlineeducation.com/



ID/Username: You will receive an email from Frontline to set this up

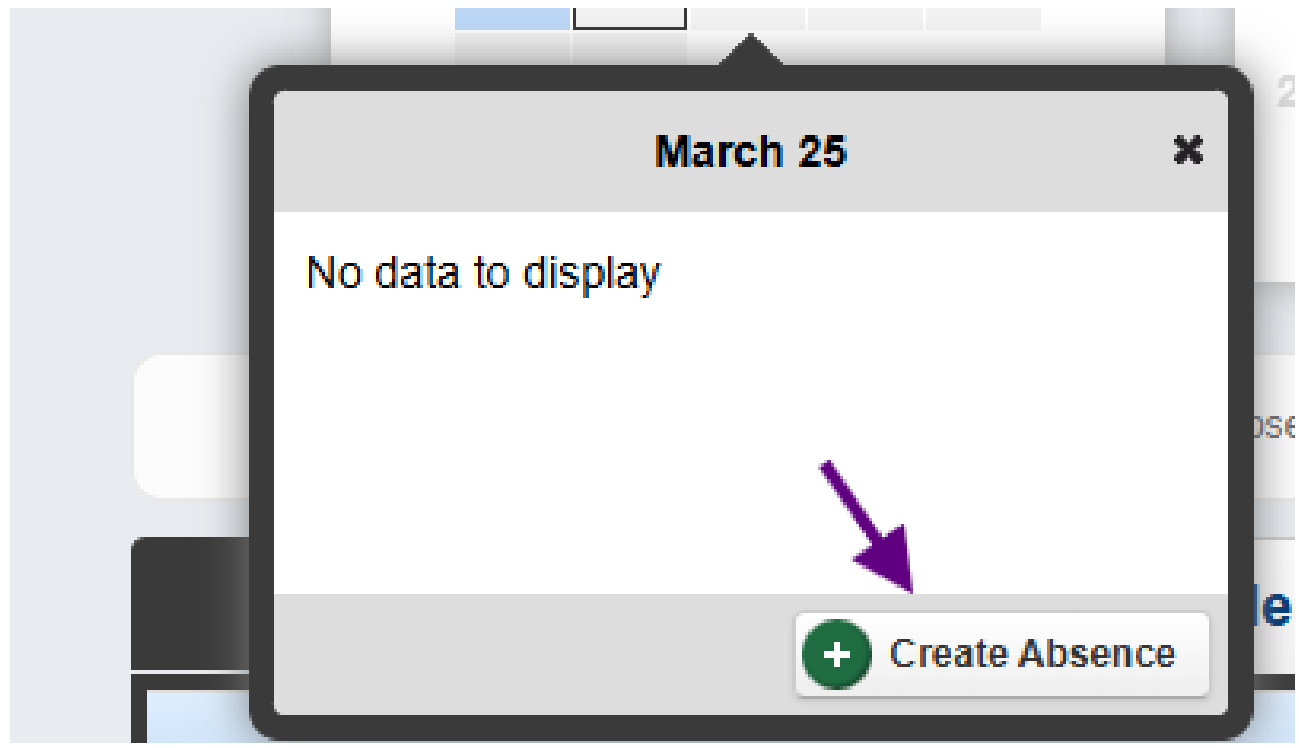
PIN or Password: You will receive an email from Frontline to set this up



Instructions for Entering an Absence

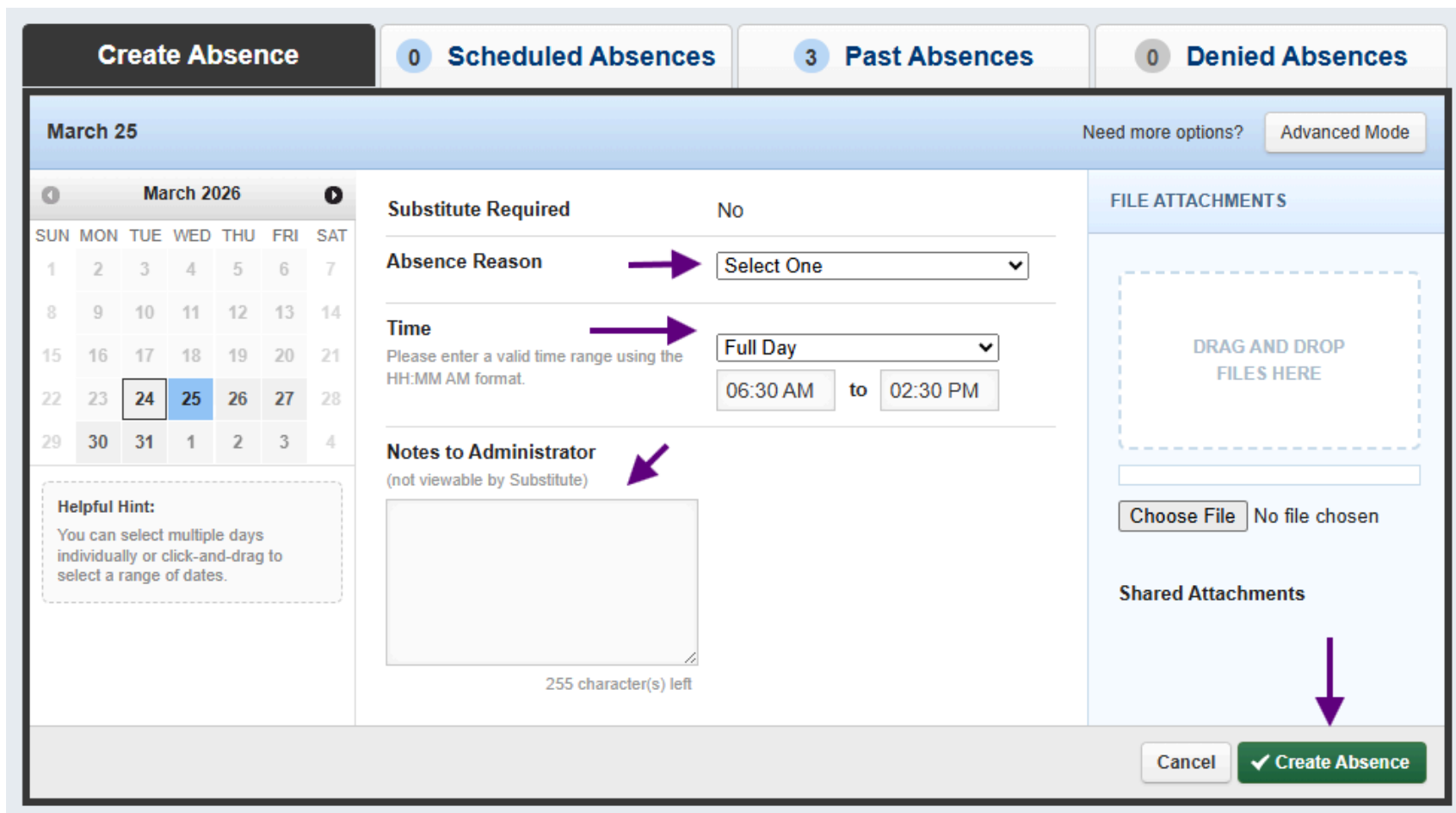
- Make sure you are in the “Absences” tab
- Click on the correct date of your absence

- The following box will appear:

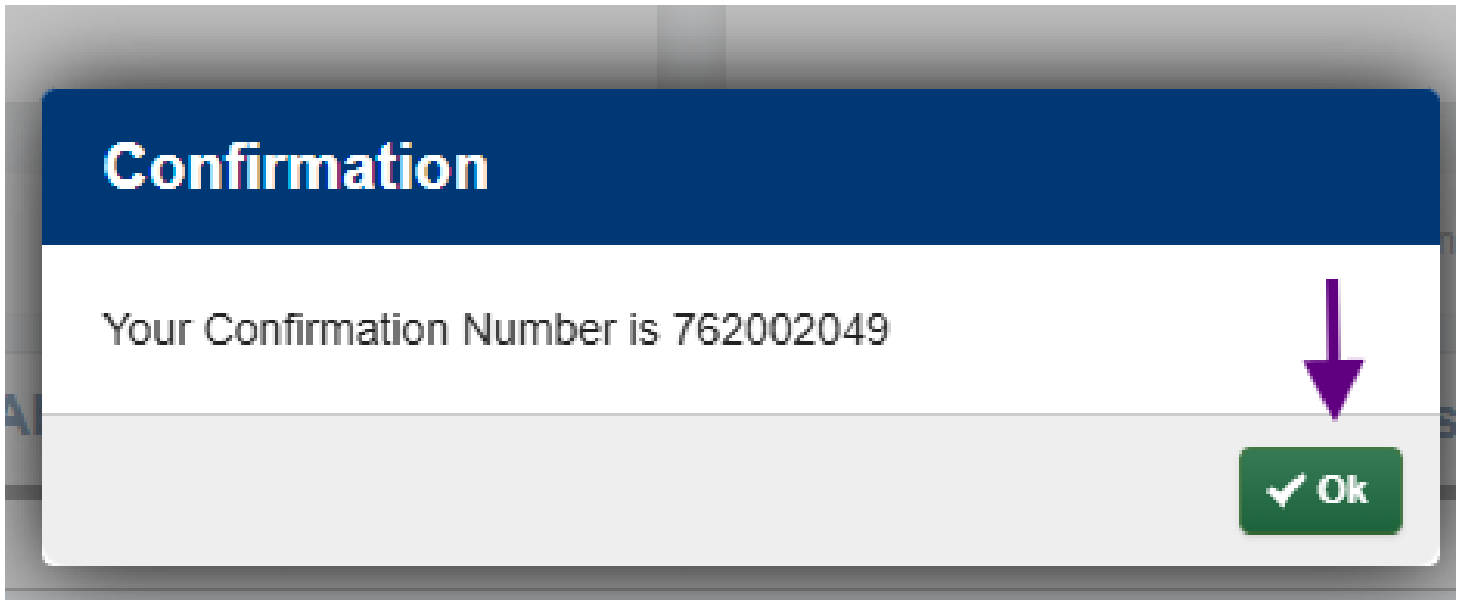


- Click on “Create Absence”

- The following box will appear:
- Select the date
- Choose the Absence Reason
- Enter the Time
- Add any Notes to the Administrator
- Click “Create Absence”



- Click “OK”



- Your absence is entered!

Your absence will then be submitted for approval. The School Site Administrator will review it first, followed by final approval from Human Resources.

Important Reminders

- If you work at multiple sites, use the dropdown menu to select all applicable schools (hold the Control key to select multiple sites).
- If you will be out all day, make sure to input the correct times for each site.
- A substitute is required in most cases.
- Exceptions include intersession, professional development days, and holidays when students are not present.
- If a substitute is not needed, select “No” under “Substitute Required.”

Absences That Do Not Require Approval

- Illness
- Emergency Personal Necessity
- Family Medical Leave
- Jury Duty-Must have a note from the court if appearing
- Bereavement-must put in the Administrator Notes the relationship of the deceased

The following absence reasons DO need approval by site Principal/Administrative Assistant

- Vacation
- No Tell Personal Necessity
- Floating Holiday
- Workshop/Conference
- Worker's Compensation
- Any special leave

Reminders:

- It is your responsibility to enter your absences into Frontline, for any reason.
- Please do not enter any absence that requires approval into Frontline the day that you will be out. These absences need Principal/Admin approval as well as Human Resources approval.
- If you wake up in the morning not feeling well, and it is after 6:30 am, please contact your Principal or Administrative Assistant, and they can put your absence in for you. Please only contact the Subfinder desk if you cannot reach someone at your school site.