

# Phone Guide For Employees

You can enter absences through Absence Management on the web at [www.aesoponline.com](http://www.aesoponline.com), or by phone.

**NOTE:** Phone entries should be limited to same day or next day absences only. When possible, enter absences through the website from a computer or mobile device for an easier and quicker experience. Enter Illness in the Immediate Family and Bereavement leaves online so that you may note which family member it is regarding.

1. To call Absence Management, dial **1-800-942-3767**
2. Enter your ID number (followed by the # sign)
3. Enter your PIN (followed by the # sign)

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Create an absence **(only 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 \***

Review or cancel an 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 or cancel 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 \***