Absence Management
formerly Aesop

Website Guide For Employees

Notifications (upper right hand corner)

- Click to view any messages or low priority alerts
- Medium/high priority alerts will open up automatically when logging on and can be viewed again by clicking into the notifications

Creating an Absence

- Log in at aesoponline.com with user ID and pin (may also call 800-942-3767)
- Start at home screen (blue house icon)
- Use calendar under "Create Absence" tab to select date(s) for absence(s)
- Select one date or click and drag over multiple dates to select more than one
  - To remove a date, click on the highlighted date again
- If applicable, indicate whether or not a substitute will be required for the absence(s)
- Select an absence reason from the drop box (some reasons are restricted and will need to be entered by the site secretary)
- Enter absence time
  - **IMPORTANT:** Select "Full Day" if you will be out for your entire work day, regardless of whether you are a part time or full time employee. Absence time should include your prep periods.
  - Substitute report time will default to the absence time unless manually changed during the creation of the absence
    - To change the substitute report time, click the circular link icon between the two sets of times. This will give you access to then edit the substitute report time.
- Add any applicable notes to the substitute and/or administrator notes section
- Optional: add documents such as lesson plans or seating charts by dragging the file to the "file attachments" space
- To submit the absence, employee must complete all steps and click the green "Create Absence" button at the bottom of the screen
- A confirmation number will be given when an absence has been successfully submitted

Scheduled Absences Tab

- Employees can view upcoming absences that have been created
- Employees can edit absences when they are still in this tab

Editing Absences

- Under the "Scheduled Absence" tab, click on the confirmation number of the absence to be edited
    - The absence details will appear
    - Click on the "Edit Absence" button
    - Dates may be added or deleted
    - Click "Save Absence"

Past Absence Tab

- This is where the employee will find all of their past absences
- The employee can view past jobs up to 30 days
- To see past jobs beyond 30 days, click on "view more." The following options will be available:
    - 60, 90, 120 past days
    - This school year's absences
    - Last school year's absences
    - Custom date search

Feedback Tab

- Employees will be able to leave private feedback regarding a substitute's performance
    - Substitute will not be able to view feedback
- Can enter within 14 days of assignment
    - Can view past feedback left by employee
    - Can view past feedback left by substitute

Account Tab

- Employees can edit the following:
    - Personal information (phone number & email address)
    - PIN
    - Shared attachments
        - Attach files that subs can see if they accept your assignment
    - Preferred substitutes
        - Can add up to 5 preferred subs that will be contacted first when you submit an absence
    - Absence reason balance
        - Only keeps track of 4 family illness days listed as "Cert 1"