

# System 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 Online

- 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
- Select an absence reason from the drop box (some reasons are restricted and will need to be entered by the site/department Secretary or Manager)
- Enter absence time (full day, half day AM, half day PM, or specific 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
- Add any applicable notes in the “Notes to Administrator” section
- To submit the absence, 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

- View upcoming absences that have been created
- For absences requiring Supervisor approval, employees can see the status [here](#)
- Employees can edit absences when they are still in this tab

## **Editing Absences**

- Under the “Scheduled Absences” 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**

- List of your past absences
- Can view past absences 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

## **Denied Absences Tab**

- List of your absences denied by Supervisor

## **Feedback Tab (Does not apply to Classified Employees)**

## **Account Tab**

- Employees can edit the following:
  - Personal information
    - Phone number
    - Language – Will translate Absence Management website to language selected. Must logout and log back in for changes to become effective.
  - PIN
  - Shared attachments
    - Used for Certificated Employees only at this time
  - Absence reason balances
    - Does NOT reflect your actual leave balance. See your pay stub for your leave balances.

## **Directory Tab**

- List of approvers

## **Frontline Support Tab**

- Click for helpful tips on using the Absence Management System