

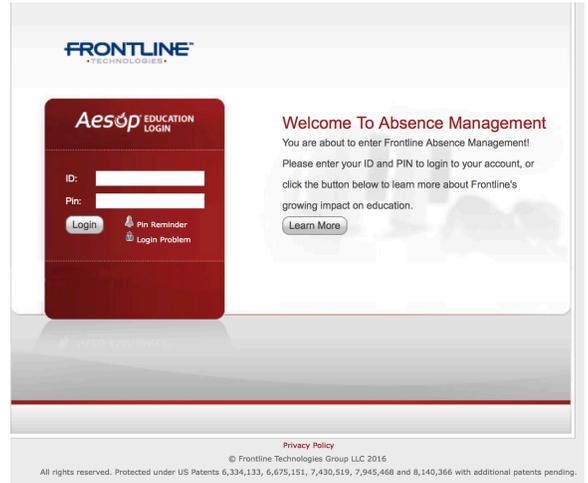


Step 1:

Start by logging in to the Aesop website at the link below. Login using your **Active Directory login credentials** (the same username/password you use to login to your computer)

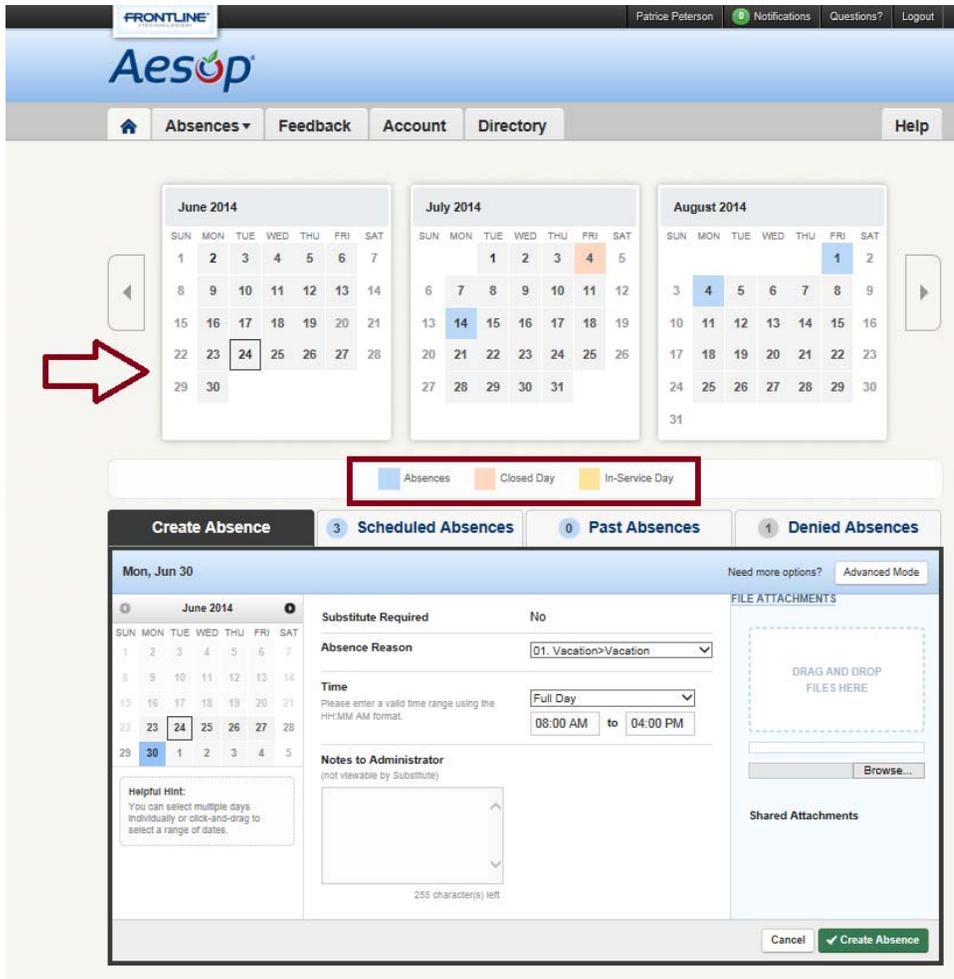
<https://iusd.aesoponline.com/>

Login Problems: email Helpdesk@iusd.org



Step 2:

After you log in, you will be directed to the Home Page where you can create absences, cancel absences, and view your calendar where you may enter absences up to one year. Note the color blocks under the calendars. Blue entries are "Absences", pink entries are "Closed" days and orange entries are "In-service" days.



Blue Absences on the calendar indicate past and scheduled absences.

Pink Closed Days indicate days the school district is closed. If you enter an absence on a closed day, the system will not schedule an absence for this day.

Orange In-Service Days indicate a day when staff are present in school but students are not.

Step 3:

The four steps below illustrate how to create a basic absence in the system:

The screenshot shows the 'Create Absence' form in the Aesop system. The form is titled 'Create Absence' and has three tabs: 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Scheduled Absences' tab is active. The form is for 'Mon, Jun 30'. It includes a calendar for June 2014 with the 30th selected. The 'Absence Reason' is set to '01. Vacation>Vacation'. The 'Time' is set to 'Full Day' with a range from '08:00 AM' to '04:00 PM'. The 'Substitute Required' is set to 'No'. There is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Browse...' button. At the bottom, there are 'Cancel' and 'Create Absence' buttons. Red arrows point to the calendar (Step 1), the 'Absence Reason' dropdown (Step 2), the 'Time' dropdown (Step 3), and the 'Create Absence' button (Step 4).

Step 1 – Select the day you are absent

Step 2 – Select the absence reason from the drop-down box

Step 3 – Select the Time from the drop-down box

Note: you may select any of these times below:

- Full Day
- Half Day AM
- Half Day PM
- Custom

If you select "Custom", you will need to enter your start/stop times.

Step 4 – Select the green "Create Absence" button

Step 4:

After you select Create Absence, you will receive a Confirmation Number.

The screenshot shows a confirmation dialog box with the title 'Confirmation' and the message 'Your Confirmation Number is 139305636'. Below the dialog box is a table of absences. The table has columns for Date, Reason, Location, and Time. The first row shows '20 Jun 2014' with reason '1. Illness>Illness', location 'Northwood High School', and time '04:00'. The second row shows '30 Jun 2014' with reason '2. Vacation>Vacation', location 'Northwood High School', and time 'Full Day'. The table also includes confirmation numbers and status indicators.

Step 5:

Your absence will display under the Scheduled Absences tab

Note: Some absences such as Vacation time require “approval”. When you create an absence requiring approval, the absence will display under the **Scheduled Absences** tab. You will receive an email notification when the absence is “approved” or “denied”. If denied, the absence will move to the **Denied Absences** tab.

Date	Reason	Location	Duration	Time
CONFIRMATION # 139303483 UNFILLED / NO APPROVAL REQUIRED View Details				
20 Jun 2014	1. Illness>Illness	Northwood High School	04:00	12:00 PM - 4:00 PM
CONFIRMATION # 139305636 UNFILLED / UNAPPROVED View Details				
30 Jun 2014	2. Vacation>Vacation	Northwood High School	Full Day	8:00 AM - 4:00 PM

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If you would like to view your **available balance** at any time, before or after generating an absence, select the “Account” tab, then the “Absence Reason Balances” tab.

Personal Info
Change Pin
Shared Attachments
Preferred Substitutes
Absence Reason Balances

Absence Reason Balances					Last Calculated: Tuesday, June 17, 2014
Absence Reason	Initial	Used	Pending	Balance	
1. Illness	96.00 Hours as of Tuesday, June 17, 2014	None	4.00 Hours	96.00 Hours 92.00 Hours after Pending	
2. Vacation>Vacation	200.00 Hours as of Tuesday, June 17, 2014	None	8.00 Hours	200.00 Hours 192.00 Hours after Pending	

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Link for additional Information:

This document illustrates a **basic absence creation for employees who do not require substitutes**. Employees wishing more information on absence reporting can visit this website <http://timereporting.iusd.org>. See link below for a video on advanced absence creation which demonstrates how to submit an absence for multiple reasons (e.g. 4 hours Vacation, 4 hours Personal Necessity on the same day), how to cancel an absence and how to view your absence approvals. **Please note:** this video is a generic video from Aesop which demonstrates features for both “Sub Required” and “No Sub Required” absences. Some of these features will not be applicable to you.

- Employee Web Advance Training Video
 - http://help1.frontlinek12.com/customer/portal/articles/1529163-employee-web-advanced-training-video-?b_id=3397