Aà•^} & AT a) at ^¦Ág; { ^;|^A}[, } A abùuuú d ATime Reporting Project

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Step 1: FRONTLINE Start by logging in to the Aesop website at the link below. Login using your Active Directory login credentials (the Aesop EDUCATION Welcome To Absence Management same username/password you use to login to your computer) You are about to enter Frontline Absence Managemen Please enter your ID and PIN to login to your account, or click the button below to learn more about Frontline's growing impact on education. Learn More https://iusd.aesoponline.com/ Login Problems: email Helpdesk@iusd.org Privacy Policy oup LLC 2016 Frontline Technologies Group LLC 2016 334,133, 6,675,151, 7,430,519, 7,945,468

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.

	Abs	sence	es v	F	eedb	ack	Acc	count	t []	Dire	ctory	/									
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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:

	ADS	ence	es ▼	Fe	edb	ack	Acc	count		Dire	ctory										
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•	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
	29	30						27	28	29	30	31			24	25	26	27	28	29	30
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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 dropdown box Note: you may select any of these times below:



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.

Crosto Absonco	Confirmatio	Confirmation						
Date	Rea Your Confirmation	Number is 139305636						
CONFIRMATION # 139303483	UNF		✓ Ok					
20 Jun 2014	1. Illness>Illness	Northwood High School	04:00					
CONFIRMATION # <u>139305636</u>		Ø						
30 Jun 2014	2. Vacation>Vacation	Northwood High School	1 Full Day					

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.

Create Absence	2 Scheduled	Absences 0 Pa	st Absences	0 Denied At	sences
Date 🔺	Reason	Location	Duration	Time	
CONFIRMATION # 1393034	UNFILLED / NO APPROVAL			V	iew Details
20 Jun 2014	1. Iliness>Iliness	Northwood High School	O 04:00	12:00 PM - 4:00 PM	
CONFIRMATION # 1393056	36 UNFILLED / UNAPPROVED	Ø		V	iew 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.

Ae		y _{	<u>ጉ</u>	Test Classifi	ed Employee	Notifications Questions? Logout
*	Absences	Feedback Ac	count Directory			Help
Person	nal Info	Absence Reason Ba	lances			Last Calculated: Tuesday, June 17, 2014
Chang	e Pin	Absence Reason	Initial	Used	Pending	Balance
Shared Attach	d ments	1. Illness	96.00 Hours as of Tuesday, June 17, 2014	None	4.00 Hours	96.00 Hours 92.00 Hours after Pending
Abser Balan	red tutes nce Reason ces	2. Vacation>Vacation	200.00 Hours as of Tuesday, June 17, 2014	None	8.00 Hours	200.00 Hours 192.00 Hours after Pending
		All rights reserved. Protected under U	© 2014 <u>Frontline Technologies</u> 3, 15341 IS Patents 6,334,133, 6,675,151, 7,430,519, 7,9	45,468, and 8,140),166 with additional pat	ents pending.

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-advancedtraining-video-?b_id=3397