

## Frontline Absence Management (formerly AESOP) – Absence Reporting

You can report absences online at <https://www.aesoponline.com/login2.asp>. Once you log in, you will be able to enter absences, check your absence schedule, and update personal information. Or, you may also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features.

By visiting Frontline Absence Management's (formerly AESOP's) website, there are many things you can do and see, but as an employee, one of the most important things is the ability to create an absence. It is simple to do, once you log on you will see the following:

The screenshot shows the 'Create Absence' form with the following sections:

- Navigation:** 5 Scheduled Absences, 4 Past Absences, 0 Denied Absences.
- Date Selection:** A calendar for April 2014 with the 11th highlighted in blue. A 'Helpful Hint' states: 'You can select multiple days individually or click-and-drag to select a range of dates.'
- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu set to 'Select One'.
- Time:** A dropdown menu set to 'Full Day' and a time range from 08:00 AM to 03:00 PM.
- Notes to Administrator:** A text area with a 255 character limit.
- Notes to Substitute:** A text area with a 255 character limit.
- File Attachments:** A 'DRAG AND DROP FILES HERE' area, a 'Choose File' button (No file chosen), and a 'Shared Attachments' section listing 'Vanderbilt HS Code of Conduct.xlsx' and 'High School Rules'.
- Buttons:** 'Cancel' and 'Create Absence'.

When selecting your absence date, simply click on the single day and it will be highlighted in blue.

This close-up shows the calendar for April 2014. The 17th is highlighted in blue. A red arrow points to the 17th. The text 'Thu, Apr 17' is displayed above the calendar. To the right, the 'Substitute Required' and 'Absence Reason' fields are visible.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive. If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.

This close-up shows the calendar for April 2014. Days 16, 17, and 18 are highlighted in blue, indicating a multi-day selection.

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Once you've chosen the date(s) of the absence, it's time to enter the rest of the absence details.

The screenshot shows a web form for reporting an absence. It includes a toggle for 'Substitute Required' set to 'Yes', a dropdown for 'Absence Reason' with 'Select One' selected, and a 'Time' section with a dropdown set to 'Full Day' and time pickers for '08:00 AM' and '03:00 PM'. Below these are two text areas for 'Notes to Administrator' (not viewable by substitute) and 'Notes to Substitute', both with a '255 character(s) left' indicator.

**Substitute Required:** This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from Yes to No, just click to move the slider.

**Absence Reason:** Choose your absence reason from the drop-down list.

**Time:** Choose what type of absence this is.

**Notes:** You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.

**Attach a File:** Frontline Absence Management (formerly Aesop) gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files. To attach a file, click the Choose File button and browse your computer for the file you want to attach.

Once you have filled in all the required fields, click the Create Absence button at the bottom right corner.

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.

Contact the Office of the Chief Academic Officer at 916-561-5299 with questions regarding Frontline Absence Management (formerly AESOP) absence reporting or if you need help logging in.