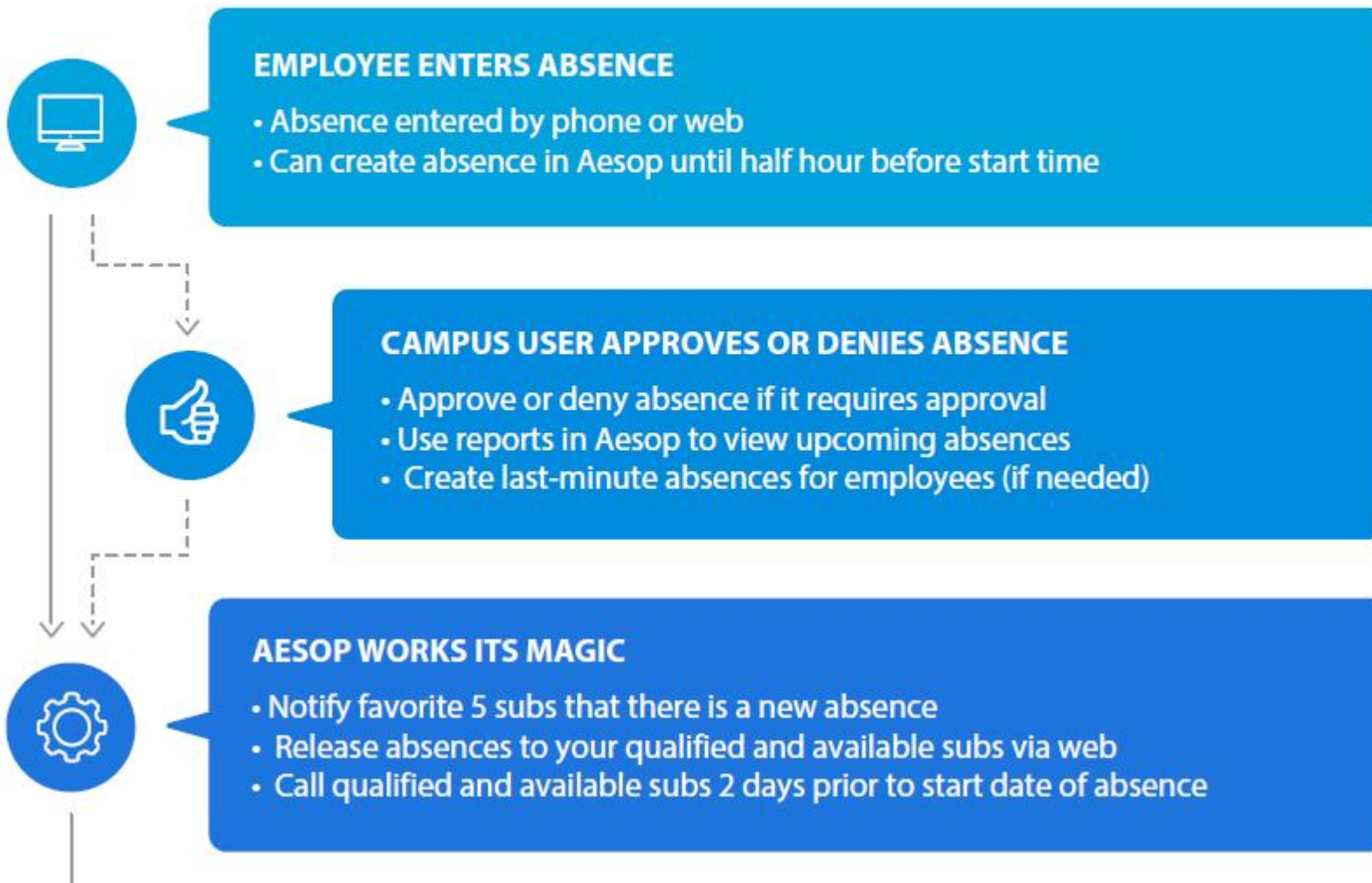


How Aesop Works:

http://help1.frontlinek12.com/customer/en/portal/articles/2178862-how-aesop-works-video-?b_id=10972

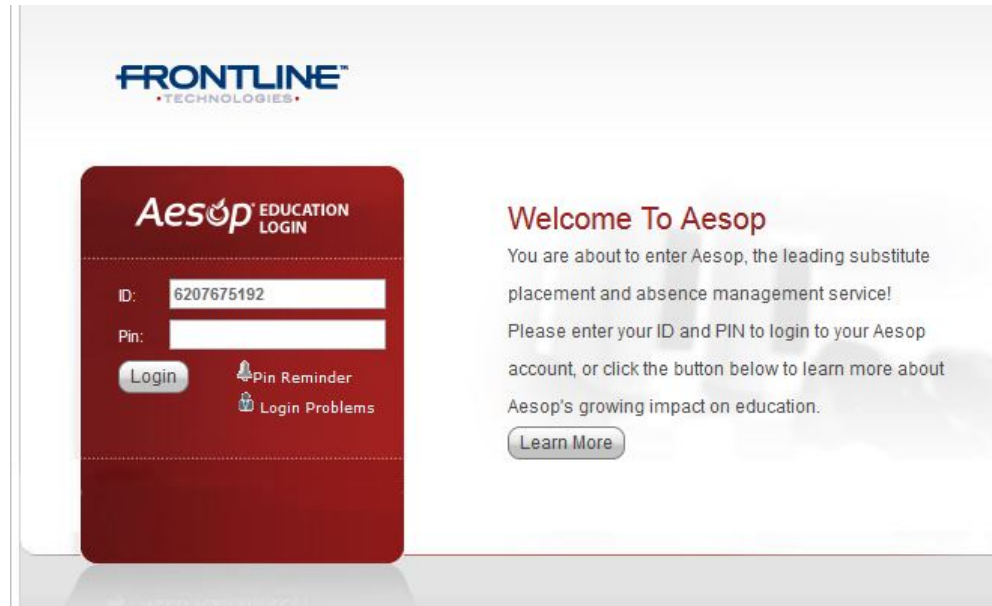
Aesop Absence Process



Basic Training Video

http://help1.frontlinek12.com/customer/portal/articles/1521435-getting-started?b_id=3397

BOOKMARK or Add to Favorites now



www.aesoponline.com

800-942-3767

Login Information

ID Number = Your Phone Number (10 digits)

PIN = (as provided in training)



Absences ▾

Account

Directory

Help

December 2015

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Absences

Closed Day

In-Service Day

Closed And In-Service Day

Creating an Absence



Absences Closed Day In-Service Day Closed And In-Service Day

Create Absence 0 Scheduled Absences 3 Past Absences 0 Denied Absences

1. Absence Dates 2. Location(s) & Times 3. Additional Details 4. Absence Review Switch to Advanced Mode

Please select the day(s) you will be absent:

December 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Select One
Emergency Leave (Weather Related)
Leave Due to School Activity
Leave Without Pay
Legal Leave
Personal Leave
Professional Leave
Sick Leave>Bereavement Other
Sick Leave>Bereavement of Immediate Family (See Negotiated Agreement)
Sick Leave>Dr. Appt for Immediate Family
Sick Leave>Employee Doctor Appointment
Sick Leave>Illness/Hospitalization of Employee
Sick Leave>Illness/Hospitalization of Immediate Family

Select One

Note: Separate reasons per day can be configured on Step2.

Next Step: Set Location(s) and Time

All Leave Requires approval.

Sick Leave creates an immediate vacancy (Aesop begins to look for a sub)

All other Leave - the principal approves your leave – then the Aesop system recognizes the need for a substitute

Example – Donald Duck

We will go through submitting a leave request for Donald Duck.

Entering your Substitute Preferences

They are given preferential treatment by Aesop when attempting to fill your absence. Substitute preference is who sees your vacancy first. They will see your 'job' for the longest length of time.

2-3 are required. We will do this now. You can edit them at anytime.


Aesop EDUCATION
LOGIN

ID:

Pin:

Login

 Pin Reminder

 Login Problems

Welcome To Aesop

You are about to enter Aesop, the leading substitute placement and absence management service!

Please enter your ID and PIN to login to your Aesop account, or click the button below to learn more about Aesop's growing impact on education.

Learn More

www.aesoponline.com

800-942-3767



December 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Absences

Closed Day

In-Service Day

Closed And In-Service Day

EVERYONE GO TO THIS SCREEN



Absences ▾

Account

Directory

Help

December 2015

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					



Absences



Closed Day



In-Service Day



Closed And In-Service Day



Absences ▾

Account

Directory

Help

Personal Info

Change Pin

Shared Attachments

Preferred Substitutes

Personal Info

General Information

Name: Donald Duck

Phone: 6207675192

Email Address:

Title: Aquatics Instructor

Room Number: Main Office

Language ▾

Address

Address1:





Absences ▾

Account

Directory

Help

Personal Info

Change Pin

Shared Attachments

Preferred Substitutes

Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence.

Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.



Add Substitute(s)

Remove Selected Substitute(s)

Order

Name

Select



MouseMorris, Mickey



Add Substitute(s)

Remove Selected Substitute(s)



Personal Info

Change Pin

Shared Attachments

Preferred Substitutes

Add Substitutes

Search:

[Back to Preferred Substitutes](#)

[Add to Preferred Substitutes](#)

Search by Letter

- A B C D E
- F G H I J
- K L M N O
- P Q R S T
- U V W X Y
- Z All

Select

Substitute Name

SELECTED SUBSTITUTES

Select	Substitute Name
B	
<input type="checkbox"/>	Birzer, Bonnie L
<input type="checkbox"/>	Bolton, Diane K
<input type="checkbox"/>	Buchanan, Rita M
<input type="checkbox"/>	Burton, Donna J
C	
<input type="checkbox"/>	Casey, Steve W
D	
<input type="checkbox"/>	Day, Joleen A
E	
<input type="checkbox"/>	Engle, Cynthia J
F	
<input type="checkbox"/>	Frase, Donna J

Currently, there are no Substitutes selected.

How to view your leave balances (Go back to the home page)

The screenshot shows the Aesop employee portal interface. At the top, there's a navigation bar with 'Absences', 'Account', and 'Directory' tabs. Below this, three calendar views are shown for December 2015, January 2016, and February 2016. A legend at the bottom identifies the colors used in the calendars: blue for Absences, orange for Closed Day, yellow for In-Service Day, and light orange for Closed And In-Service Day.

Month	SUN	MON	TUE	WED	THU	FRI	SAT
December 2015			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
January 2016						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
February 2016							
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29					

Legend:

- Absences (Blue)
- Closed Day (Orange)
- In-Service Day (Yellow)
- Closed And In-Service Day (Light Orange)

Click on Account

Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://emp...ersonalInfo x +

https://emp.aesoponline.com/Employee/UserProfile/PersonalInfo

Most Visited

FRONTLINE TECHNOLOGIES

Donald Duck 0 Notifications Questions? Logout

Aesop

Home Absences Account Directory Help

Personal Info

- Change Pin
- Shared Attachments
- Preferred Substitutes
- Absence Reason Balances

Personal Info

General Information

Name: Donald Duck

Phone: 6207675192

Email Address:

Title: Aquatics Instructor

Room Number: Main Office


Language English

Address

Address1:

Address2:

Address3:





- Personal Info
- Change Pin
- Shared Attachments
- Preferred Substitutes
- Absence Reason Balances**

Absence Reason Balances					Last Calculated: Tuesday, December 29, 2015
Absence Reason	Initial	Used	Pending	Balance	
Personal Leave	150.00 Hours as of Monday, December 28, 2015	None	None	150.00 Hours	