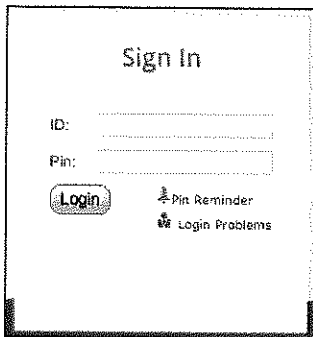


# Absence and Substitute Management



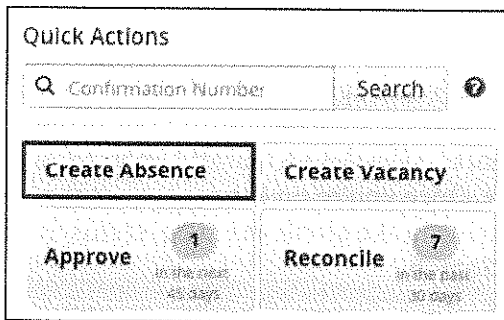
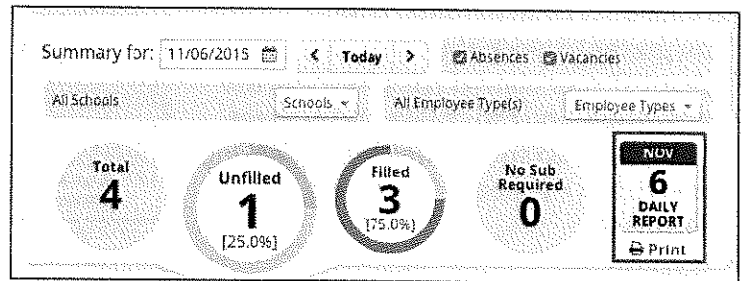
## LOGGING IN ON THE WEB

To log in to the absence management system, type [signin.frontlineeducation.com](http://signin.frontlineeducation.com) in your web browser's address bar.

Enter your ID number and PIN. Then, click **Login**. If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

## ACCESSING THE DAILY REPORT


The Daily Report gives you an overview of each day's absences, substitutes, and more. Access or print the Daily Report by clicking the Daily Report button on the home page.



## CREATING AN ABSENCE

The system is designed to allow employees to enter their own absences, but as an Admin there may be times that you need to enter an absence on behalf of an employee.

To create an absence, click the **Create Absence** button on the Quick Actions panel. Alternatively, choose **Absences > Create Absence** from the side navigation bar.

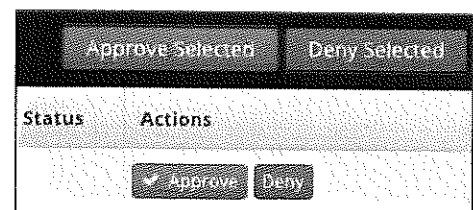
10 Substitute Sign In		
Substitute	Signature	Start/End
Friday, November 6, 2015		
Alice/Chiah Coal Hill School		Full Day 08:00 AM - 03:00 PM

## SUBSTITUTE SIGN-IN REPORT

The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on **Reports > Absence > Substitute Sign In**.

## APPROVING (OR DENYING) ABSENCES

If you approve absences at your school, you will find a list of absences requiring approval by clicking the **Approve** button on the Quick Actions panel. On the absence approval page, click the **Approve** or **Deny** button next to the absence.



## RECONCILING ABSENCES

The system allows you to “reconcile” absences at your school to double-check that the data is correct. This is especially important if you are sharing the absence data with a payroll system.

Click on the **Reconcile** button in the Quick Actions panel to view absences that need to be reconciled.

## PREFERRED SUBSTITUTES

The system gives you the ability to create a list of substitutes that you prefer to work at your school. If your district has given you the permission, you can create and manage your preferred substitutes list by clicking on **Settings > School > Preferred Substitutes**.

Order	Name	% Lead Time	Min Visibility	Max Visibility	Comments	Select	Action
			HRS	MINS	DAYS	HRS	
1	David, David	100	11	0	30	0	



## THE STAFF LIST REPORT

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school. Click **Reports > Employee > Staff List** to access the report. Once you’re on the report, set the relevant criteria like employee type, status, etc., and click **Search**.

## CHANGING YOUR PIN AND PERSONAL INFO

Manage and edit your PIN number and personal information by clicking on your name in the top right corner of the site. Then, click **My Profile** or **Pin**.

## HELP AND TRAINING RESOURCES

The Learning Center is a great place to access additional training resources, get answers to specific questions, and more! Click on the **Help** tab in the top right corner of the site, and select **Visit Learning Center**.



## I need a reminder about my login info!

Usually, your ID is your phone number. Your PIN is a 4 or 5 digit number. If you are having difficulties logging in, please contact your district's Aesop Administrator for help.

## How do I change my PIN?

To learn how to change your PIN, click [here](#).

## How can I see a list of substitutes who are available in my building on a given date?

On your Aesop home page, hover your mouse's cursor over the **Reports** tab and then over **Substitute**. Then, click on **Substitute Availability**. There, you will be able to enter a date, select which substitutes you want to see (optional), and choose to see their skills (also optional). Click the **Search** button and a list of substitutes who are available on that day will appear. For more information on substitute availability, click [here](#).

## How can I see absences requiring approval beyond 30 days?

For this, you need to use the "Absence Approval Status" report. Click [here](#) for more information!

## How do I hold an absence when creating it?

On the second step (before you click the "Review and Confirm" button), you will see a drop-down menu on the right side of the screen under the bolded words "Hold Until." Use the drop-down menu to specify how long you would like the absence to be on hold.

## How do I exclude a substitute?

When excluding a substitute, you will want to go to the **Settings** tab on the home page of the site, hover over **School**, and click **Excluded Subs**. Here you will find a list of subs that have already been excluded. To add one or more new substitutes to the excluded list, click on the **Add Substitutes** button. This will open a list of substitutes to choose from. Select the appropriate substitute(s), then click on the **Add to Excluded Substitute List** button. More details about setting up a Preferred Substitutes list (and how to exclude substitutes) can be found [here](#).

## What is the difference between "Save" and "Save and Assign"?

When creating an absence in Aesop, you may have the option to **Save** or **Save and Assign** the absence. When clicking just **Save**, you are telling Aesop that you want the system to find a substitute (if needed) automatically. However, if you already have a substitute in mind, choose **Save and Assign** to both save the absence and choose which substitute to assign to the absence. Learn more about creating absences [here](#) and assigning substitutes [here](#).

# What is reconciling in Aesop?

Reconciling gives you the ability to easily and accurately confirm that each absence is correct and is ready to be sent to payroll. Learn more about reconciling absences [here](#).

# When trying to assign substitutes and they are not showing up. Why?

Here are a number of reasons as to why substitutes may not be showing up when you try to assign them to a particular absence. Remember: a substitute has to be both *qualified* and *available* to be able to be assigned to an absence in Aesop. Learn more about assigning substitutes [here](#). Also, learn more about how to find out a substitute's availability [here](#).

# How do I edit absence and substitute times before reconciling?

In the "Reconciliation Summary" page, locate the day you want to reconcile, and then click the **Reconcile** button on that day. You will have the option to edit the details of the absence on the next page. To edit, click the **Edit** button next to the green "Reconcile" button.