

# **Absence Creation**

Note: Absence creation may look slightly different on your website depending on your district's settings

There are many things you can do and see on your Aesop website, but as an employee one of the most important things is the ability to create an absence. We have made it easy for you to do this right from your Home Page.

# **Basic Absence Creation**

To start the absence creation process scroll down to the **Create Absence** tab on the Home Page.

	Cr	reat	e Al	bsei	nce		2 Scheduled Absences	3	Past Absences	1 Deni	ed Absences
Ple	ease	sele	ct a	date	8					Need more options?	Advanced Mode
O SUN	MON	Jan	wed	2013 THU	FRI	0 SAT	Substitute Required	Yes		FILE ATTACHME	NTS
	31 7	1	2 9	3	4	5	Absence Reason	Select C	Dne		
13 20 27	14 21 28	15 22 29	16 23 30	17 24 31	18 25	19 26 2	Time Please enter a valid time range using the HH: MM AM format.	Full Day			3 AND DROP LES HERE
Y	elpful I ou can dividua elect a i	select ly or o	lick-an	d-drag			Notes to Administrator (not viewable by Substitute)		Substitute by Admin & Substitute )	Choose File Related Files	No file chosen
							255 characler(s) left		255 character(s)	Cancel	✓ Create Absence

Most absence scenarios can be created right here from the home page.

#### **Choose the Date/Dates**

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

	Cr	reat	e Al	osei	nce		2
Fri	, Jan	18					
0		Jan	uary 2	013		0	Sub
SUN	MON	TUE	WED	THU	FRI	SAT	
	31	-1	2	3	4.		Abse
	7	8	9	10	11	12	ribat
13	14	15	16	17	18	19	Time
20	21	22	23	24	25	26	Pleas HH:MI
27	28	29	30	31	1	2	

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.

2		nce	oser	e Al	eat	Cr	
Jan 1	; Fri,	in 16	d, Ja	- We	n 15	e, Ja	ти
Sub	0		2013	uary 2	Jan		0
02.0	SAT	FRI	тни	WED	TUE	MON	SUN
Abs		4	3	2	1	31	
	12	11	10	9	8	7	
Tim	19	18	17	16	15	14	13
Pleas HH:N	26	25	24	23	22	21	20

# Helpful Hint: You can select multiple days individually or click-and-drag to select a range of dates.

#### **Absence Details**

The next step is to fill in some details.

Select One		
Full Day		
08:00 AM	to	03:00 PM
and a second		
		255 character(s)
	Notes to Sub	and the second

**Substitute Required** - This option may already be predetermined for you but you may have the option to choose if a sub is required or not. To change the option from "Yes" to "No" just click to move the slider.



Absence Reason - Choose your absence reason from the dropdown list.

Absence Reason	Select One
Time Please artist a valid from merger using the INV INV AUT Service.	Select One Bereavement>Immediate Family Bereavement>Non Immediate Family Illness>Family Illness Illness>Personal Illness Military Leave
Notes to Administrator (rol deveates by Substitute)	Personal Day Professional Day Unexcused Absence

**Time** - Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.

Time		_
Please enter a valid time range using the	Full Day	-
HH:MM AM format.	Full Day	
	Half Day AM	
	Half Day PM	
Notes to Administrator	Custom	

If you do need to enter custom times, choose "Custom" from the dropdown and then enter the custom times in the boxes provided.



## **Optional Details**

There are a couple of optional things you can do as well before saving the absence.

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

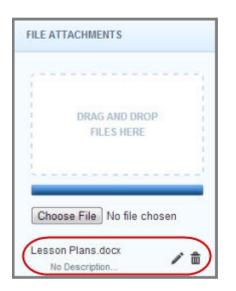
Notes to Administrator (not viewable by Substitute)	Notes to Substitute (viewable by Admin & Substitute )
	Please don't forget to feed the hamster.
1.	
255 character(s) left	214 character(s) left

Attach a File - Aesop gives you the ability to attach files to your absence for your substitute to see. You can attach Word, Exel, and PDF files.



To attach a file click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari you may also be able to just drag the file right into the drop area you see in the picture above.

Once you have added a file you will see the name of the file in the File Attachments area. To delete the file use the trash can icon.

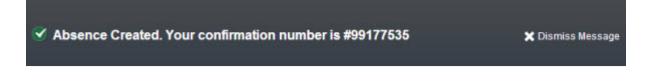


#### Saving the Absence

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

Full Day	DRAG AND DROP FILES HERE
08:00 AM to 03:00 PM	
Notes to Substitute (viewable by Admin & Substitute )	Choose File No file chosen
Please don't forget to feed the hamster	Lesson Plans.docx No Description
215 character(s) left	Related Files
a ro one actor (o) ron	Cancel Create Absence

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.



# **Advanced Mode**

There may be times when you need to create an absence that is a little more complicated. For example, you need to use a personal day for day 1 of the absence but an illness day for day 2 of the absence. For situations like this you can use the **Advanced Mode** of absence creation.

To access the Advanced Mode you can click the Absence Tab in the Main Tabs...

A	25	ర	D'									
*(	Abs	senc	e	Fe	edba	ack	Ad	coun	t	Dir	ector	y
	Jar	nuary	2013					Fel	bruar	y 201:	3	
	SUN	MON	TUE	WED	тни	FRI	SAT	SUN	MON	TUE	WED	TH
			1	2	3	4	5					
	6	7	8	9	10	11	12	3	4	5	6	7

...or you can click the Advanced Mode button found under the Create Absence tab. Both take you to the same place.

Creat	• ••••	ana an					_	_			_									_
	e Ab	senc	e		3	Sched	uled /			losed (	ay 3	n-Service	e Day sence	s	í.	1	Deni	ed A	bser	nces
21	20	20	50	51		_							31	20	20	21	20	20	30	
27	28	29	30	31			24	25	20	27	-		24	25	26	27		29	30	

Advanced mode is basically the same as the normal absence creation except for one major difference, and that is the ability to add Variations. What is a Variation? Well, let's walk through it.

Let's say you are creating an absence like the one we described above, a different absence reason on each of two days. While in Advanced Mode, fill out the top section like you were creating an absence just for the first day.

Once you have done that click the button + Add New Variation.

0		Feb	ruary	2013		0	Absence Reason	Illness>Pers	onal I	Ilness
SUN	MON	TUE	WED	THU	FRI	SAT		1111033-1 013	UTION 1	111000
27	28	29	30	31	1	2	Time	-		
3	4	5	6	7	8	9	Please enter a valid time range using the	Full Day	_	
10	11	12	13	14	15	16	HH:MM AM format.	08:00 AM	to	03:00 PM
17	18	19	20	21	22	23				
24	25	26	27	28	1	2				

This will expand the absence creation area with a new section called "Variation #2". In this new area you would enter the information for the second day of the absence. This allows you to use one absence reason for the first day and a completely different absence reason for the second day.

Var	riation	n #1	- Mo	n, Fe	b 25						~
0			ruary			0	Absence Reason	Illness>Pers	onal	liness	•
UN 27	MON 28	29	WED 30	31	FRI 1	SAT 2	Time	Full Day			-
3	4	5	6	7	8	9	Please enter a valid time range using the HH:MM AM format.	in the second second	1.02	Transaction and the	
10	11	12	13	14	15	16		08:00 AM	to	03:00 PM	
17	18	19	20	21	22	23					
		New	27 Variat - Tue	20.10	1	2					*
Var	+ Add	New	Variat	ion , Fet		2					*
Var	+ Add	New n #2 Feb	Variat - Tue	ion , Fet 2013			Absence Reason	Personal Da	у		*
Var O SUN	+ Add	New n #2 Feb	Variat - Tue ruary :	ion , Fet 2013	26	0	Absence Reason Time		У		
	+ Add riation	New n #2 Feb TUE	Variat - Tue ruary (	50n 9, Fet 2013 THU	<b>26</b> FRI	0 SAT	Time Please enter a valid time range using the	Personal Da Full Day	у		
Var 0 0 27 3	+ Add riation MON 28	New #2 Feb TUE 29	Variat - Tue ruary 2 WED 30	ion , Fet 2013 тно 31	26 FRI 1	O SAT 2	Time			03:00 PM	•
Var Var GUN	+ Add riation MON 28 4	New #2 Feb TUE 29 5	Variat - Tue ruary 2 WED 30 6	500 5, Fet 2013 THU 31 7	26 FRI 1 8	0 SAT 2 9	Time Please enter a valid time range using the	Full Day		Participation and	•

See the image below for another example of how Advance Mode could be used. In this example you have a five-day absence where Mon, Wed, Fri are Half Day AM and Tue, Thur are Half Day PM.

0		Ma	arch 2	013		0	Absence Reason				_
UN	MON	TUE	WED	THU	FRI	SAT	Absence Reason	Personal Da	y		٠
24	25	26	27	28	1	2	Time				
3	4	5	6	7	8	9	Please enter a valid time range using the	Half Day AN	1		•
0	11	12	13	14	15	16	HH:MM AM format.	08:00 AM	to	11:30 AM	
7	18	19	20	21	22	23					
4	25	26	27	28	29	30					
31		102.34	3	4	5	2010					
			Variat	tion	)	6 Thu, I	Feb 28				1
Vai	+ Add	New n #2 Feb	Variat - Tue ruary :	lion , Fet 2013	o 26;	Thu, I O	Feb 28 Absence Reason	Personal Da	iy.		"
Vai	+ Add riation	New n #2 Feb TUE	Variat - Tue ruary : WED	tion , Fet 2013 THU	<b>26</b> ; FRI	Thu, I O SAT	Absence Reason	Personal Da	Ŋ		
Vai D UN 27	+ Add riation MON 28	New freb TUE 29	Variat - Tue ruary WED 30	tion , Fet 2013 тни 31	5 26; FRI 1	Thu, I O SAT 2		Personal Da Half Day PM			
Vai D UN 27 3	+ Add riation MON 28 4	New 1 #2 Feb TUE 29 5	Variat - Tue ruary : WED 30 6	tion , Fet 2013 THU 31 7	26; FRI 1 8	Thu, I O SAT 2 9	Absence Reason Time		1	03:00, PM	•
Vai 0 0 10	+ Add riation MON 28 4 11	New 1 #2 Feb TUE 29 5 12	Variat - Tue ruary 30 6 13	tion <b>2013</b> THU 31 7 14	FRI 1 8 15	Thu, 1 0 SAT 2 9 16	Absence Reason Time Please enter a valid time range using the	Half Day PN	1		•
/ai	+ Add riation MON 28 4	New 1 #2 Feb TUE 29 5	Variat - Tue ruary : WED 30 6	tion , Fet 2013 THU 31 7	26; FRI 1 8	Thu, I O SAT 2 9	Absence Reason Time Please enter a valid time range using the	Half Day PN	1		•

You can add as many Variations as you want to create the absence the way you need it. Once you have finished adding Variations you can also add notes and attachments. When you are ready to save the absence click the Create Absence button.

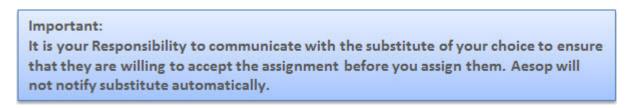
# **Assigning Substitutes**

Some employees will have the ability to assign a sub to their absence when they create it. If you have been given this permission you will see a "Create & Assign Sub" button at the bottom of the Absence Tab.

Notes to Substitute (viewable by Admin & Substitute )	
(viewable by Admin a Substitute )	Choose File No file chosen
	Related Files
255 character(s	s) left

## Assign a Sub During Absence Creation

At the end of the absence creation process you will be given the option to go ahead and assign a sub (see above image).



When you click the **Create & Assign Sub** button a window will open which will allow you to choose the sub to assign. Use the search box to search for subs that are qualified and available to fill your absence. Once you start typing in a last name into the search box, matches will drop down below the box.

Assign Substitute Conf# 99	9193983
is your Responsibility to communicate with the sub- he assignment before you assign them. Aesop will r	stitute of your choice to ensure that they are willing to accept not notify substitute automatically.
Search for Substitute	View List of Substitutes
ba	Assign
Baker, Dee (555) 555-6394	•
Baker, Tom (610) 914-5888	Contractions, Conserger
Barrowman, George	

When you see the name you want just click on it to select it. Then click the green assign button to assign them to your absence.

Search for Substitute	
Baker, Tom	✓Assign

The other option would be to select the sub from your list of preferred subs. This list will appear just below the search box. Just click the circle next to the name of the sub and then click the Assign button. If the person's named is grayed out that means they are not currently available to be assigned.

0	Baker, Tom • (610) 914-5888	O	Barrowman, George
	Caughill, David (100) 000-0001	Ø	Jackson, Jen • (555) 555-1286
0	MacTavish, John • (555) 555-1287		

After you click the Assign button you will get a notification at the top of your screen indicating that the substitute was assigned successfully.

Substitute Assigned Successfully	age
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## Assigning a Sub to an Existing Absence

To view a list of your currently scheduled absences click the **Scheduled Absences** tab. In this list you will see absences that have the green **Assign Sub** button. Click the green button for the absence you want to assign a sub to.

Date 🔺	Reason	Location	Duration	Time	
CONF # <u>99108930</u> UN	FILLED / NO APPROVAL REQUIRED	] 🖉 🛛 🗕		ign Sub 🗙 Delete	View Details
23 Jan 2013	Illness>Family Illness	Walker Middle School	Full Day	8:00 AM - 3:00 PM	
CONF # 99061570 BAP	RROWMAN, GEORGE / APPROVED	Ø		X Delete	View Details
11 Feb 2013	Personal Day	Walker Middle School	Full Day	8:00 AM - 3:00 PM	
CONF # 99193851 UN	FILLED / NO APPROVAL REQUIRED	2	Ass	ign Sub X Delete	View Details

This will begin the same assignment process which is **outlined above**.

	nment before you assign them. Accop w		choice to ensure that they are willing to accept itute automatically.
Search	for Substitute		View List of Substitute
			Ausign
Or Sele	Baker, Tom	0	Barrowman, George
	Caughill, David (100) 000-0001	0	Jackson, Jen • (555) 555-1286
	the state of the s		