



Itinerant Employees

If you are an employee that works at multiple buildings within your district the absence creation process will look a little bit different for you. Aesop will take you through a 4 step process to help you create your absence.

To start the process click the **Create Absence** tab on your home page.

A screenshot of the Aesop web application interface. At the top, there is a navigation bar with tabs for "Absence", "Feedback", "Account", "Directory", and "Veritime". Below this, there are three calendar views for February 2013, March 2013, and April 2013. The February 2013 calendar shows the date 13th highlighted in orange. Below the calendars, there is a legend with four colored boxes: blue for "Absences", orange for "Closed Day", yellow for "In-Service Day", and light orange for "Closed And In-Service Day". A red arrow points to the "Create Absence" button, which is highlighted in black. Below the button, there are three tabs: "Create Absence", "0 Scheduled Absences", and "0 Past Absences". At the bottom, there is a progress bar with four steps: "1. Absence Dates", "2. Location(s) & Times", "3. Additional Details", and "4. Absence Review".

Step 1 - Absence Dates

In the first step you will select the date or the date range of the absence. You will also select the Absence Reason. You may also have to select if a substitute is needed or not if your district requires that.

To select a date just click it in the calendar and it will turn blue. You can click multiple dates if needed.

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.

February 2013

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	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	1	2

Sub Required
 Yes

Absence Reason
 Personal Day

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

Next Step: [Set Location\(s\) and Time](#)

SELECTED DATES
 Wednesday, Feb 27, 2013

To move on to the next step click the **Set Location(s) and Time** button at the bottom of the page.

Note: If you miss filling information that is required you will see a red warning message like this.

• Please select at least one Absence Reason.

February 2013

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	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	1	2

Sub Required
 Yes

Absence Reason
 Select One

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

Step 2 - Locations(s) & Times

On this next step you will first select which of your schools you will be absent from. If you are going to be absent from more than one school you will be able to select that. For now just pick the first school you will be absent from.

You will also see the day of the week highlighted. If you will be absent more than one day you will see multiple days highlighted. To create your absence for the same times across all days, leave them all highlighted. If your times will be different on different days, deselect the days that will be different by clicking on them. You will be able to add them in a later step.

I will be absent from:
 Select One

On the following days:
 SUN MON TUE WED **THU** **FRI** SAT

In this step you will also be able to edit your absence reason. You will want to select whatever absence reason applies to the School and days you just selected. If you are going to be absent from one school for the first half of the day and a different school for the second half of the day, you will only have to select the one school's times here. You will add the next school and its times later.

Absence Reason Personal Day

Time Half Day AM
 Please enter a valid time range using the HH:MM AM format.
 07:00 AM to 12:00 PM

Variations

Now that you have entered the info for the first part of your absence you can add a Variation. A Variation is a tool that will allow you to enter any number of data combinations to make the absence fit your schedule. To add a variation click the Add New Variation button in the bottom left.

Please add the school(s) and times affected by this absence:

I will be absent from: Williams High School

On the following days: SUN MON TUE WED **THU** **FRI** SAT



Absence Reason Personal Day

Time Half Day AM
 Please enter a valid time range using the HH:MM AM format.
 07:00 AM



[+ Add New Variation](#)

Here are a few examples of how you can use Variations.





Absent from one school in the AM and a different school in the PM for the same absence reason. Same schedule on both days of the absence.

I will be absent from: Williams High School	Absence Reason Personal Day
On the following days: SUN MON TUE WED THU FRI SAT	Time Please enter a valid time range using the HH:MM AM format. Half Day AM 07:00 AM to 12:00 PM
	
I will be absent from: Hamner High School	Absence Reason Personal Day
On the following days: SUN MON TUE WED THU FRI SAT	Time Please enter a valid time range using the HH:MM AM format. Half Day PM 12:01 PM to 04:00 PM
	
+ Add New Variation	

Absent from the same school all day but using different absence reasons for each half of the day.

I will be absent from: Hamner High School	Absence Reason Illness>Personal Illn
On the following days: SUN MON TUE WED THU FRI SAT	Time Please enter a valid time range using the HH:MM AM format. Half Day AM 07:00 AM to 12:00 PM
	
I will be absent from: Hamner High School	Absence Reason Personal Day
On the following days: SUN MON TUE WED THU FRI SAT	Time Please enter a valid time range using the HH:MM AM format. Half Day PM 12:01 PM to 04:00 PM
	

Absent from two different schools with a different schedule on Thursday than Friday.

<p>I will be absent from: Williams High School</p> <p>On the following days: SUN MON TUE WED THU FRI SAT</p>	<p>Absence Reason Personal Day</p> <p>Time Please enter a valid time range using the HH:MM AM format. Half Day AM 07:00 AM to 12:00 PM</p> 
<p>I will be absent from: Hamner High School</p> <p>On the following days: SUN MON TUE WED THU FRI SAT</p>	<p>Absence Reason Personal Day</p> <p>Time Please enter a valid time range using the HH:MM AM format. Half Day PM 12:01 PM to 04:00 PM</p> 
<p>I will be absent from: Williams High School</p> <p>On the following days: SUN MON TUE WED THU FRI SAT</p>	<p>Absence Reason Personal Day</p> <p>Time Please enter a valid time range using the HH:MM AM format. Custom 07:30 AM to 12:00 PM</p> 
<p>I will be absent from: Hamner High School</p> <p>On the following days: SUN MON TUE WED THU FRI SAT</p>	<p>Absence Reason Personal Day</p> <p>Time Please enter a valid time range using the HH:MM AM format. Custom 12:00 PM to 04:30 PM</p> 
<p>+ Add New Variation</p>	

As you can see, there are limitless combinations you can create with the Variations that will allow you to create an absence that fits your schedule.

Note: You can delete a Variation at any time by clicking the trash can button next to that variation. 

When you have finished entering the absence information, click the **Add Additional Details** button.

Step 3 - Additional Details

In this step you will be able to add notes to the absence.

Notes to Administrator - These notes will be visible to the administrator(s) at the school(s) but not visible to the substitute.

Notes to Substitute - These notes will be visible to the substitute as well as the administrator(s).

When you have finished entering the notes click the **Review Absence Summary** button to move to the last step.

Step 4 - Absence Review

In this last step you will see a summary of all of the data in your absence. From here you can make changes to or delete Variations. You can also add brand new Variations at this step.

This is also the place where you can attach files to the absence.

Once you are satisfied with the data as you have entered it, click one of the **Create** buttons (found in the top right and bottom left corners) to save your absence.

1. Absence Dates

2. Location(s) & Times

3. Additional Details

4. Absence Review

Variation #1 - Thu, Feb 28 - Fri, Mar 1 at Williams High School

February 2013

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	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	1	2

School Williams High School

Absence Reason Personal Day

Time Half Day AM
Please enter a valid time range using the HH:MM AM format.
 07:00 AM to 12:00 PM

+ Add New Variation
Delete This Variation

Variation #2 - Thu, Feb 28 - Fri, Mar 1 at Hamner High School

February 2013

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	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	1	2

School Hamner High School

Absence Reason Personal Day

Time Half Day PM
Please enter a valid time range using the HH:MM AM format.
 12:01 PM to 04:00 PM

+ Add New Variation
Delete This Variation

Notes & Attachments

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute
(Viewable by Admin & Substitute)

Don't forget to feed the hamster.

222 character(s) left

File Attachments

DRAG AND DROP FILES HERE

Choose File No file chosen

Uploaded Files

Notes.docx
Lesson Plans

Related Files

Previous Step: Add Additional Details
✔ Create Absence

✔ Create

Substitute Required
Yes

Variation #1
Thursday, Feb 28, 2013
Friday, Mar 1, 2013
Williams High School
7:00 AM - 12:00 PM
Personal Day

Variation #2
Thursday, Feb 28, 2013
Friday, Mar 1, 2013
Hamner High School
12:01 PM - 4:00 PM
Personal Day