Absence Management formerly **Aesop**®	# System Guide # For Employees

Notifications (upper right hand corner)

- Click to view any messages or low priority alerts
- Medium/high priority alerts will open up automatically when logging on and can be viewed again by clicking into the notifications

Creating an Absence

- Log in at https://login.frontlineeducation.com/sso/sequoiaunionhsd
  or from the District website: www.seq.org > Staff > Online Services > Frontline/AESOP Online
- Use calendar under "Create Absence" tab to select date(s) for absence(s)
- Select one date or click and drag over multiple dates to select more than one
  - To remove a date, click on the highlighted date again
- If applicable, indicate whether or not a substitute will be required for the absence(s)
- Select an absence reason from the drop box (some reasons are restricted and will need to be entered by the site/dept secretary)
- Enter absence time
  - **IMPORTANT:** Select "Full Day" if you will be out for your entire work day, regardless of whether you are a part time or full time employee. Absence time should include your prep periods.
  - Substitute report time will default to the absence time unless manually changed during the creation of the absence
    - To change the substitute report time, click the circular link icon between the two sets of times. This will give you access to then edit the substitute report time.
- Add any applicable notes to the substitute and/or administrator notes section
- Optional: add documents, such as lesson plans or seating charts, by dragging and dropping the file in the "file attachments" space
- To submit the absence, employee must complete all steps and click the green "Create Absence" button at the bottom of the screen
- A confirmation number will be given when an absence has been successfully submitted

Scheduled Absences Tab

- Employees can view upcoming absences that have been created
- Employees can edit absences when they are still in this tab

Editing Absences

- Under the "Scheduled Absence" tab, click on the confirmation number of the absence to be edited
  - The absence details will appear
  - Click on the "Edit Absence" button
  - Dates may be added or deleted
  - Click "Save Absence"

Past Absence Tab

- This is where the employee will find all of their past absences
- The employee can view past jobs up to 30 days
- To see past jobs beyond 30 days, click on "view more." The following options will be available:
  - 60, 90, 120 past days
  - This school year's absences
  - Last school year's absences
  - Custom date search

Feedback Tab

- Employees will be able to leave private feedback regarding a substitute's performance
  - Substitute will not be able to view feedback
- Can enter within 14 days of assignment
  - Can view past feedback left by employee
  - Can view past feedback left by substitute

Account Tab

- Employees can edit the following:
  - Personal information (phone number and language)
  - PIN
  - Shared attachments
    - Attach files that subs can see if they accept your assignment
  - Preferred substitutes
    - Can add up to 5 preferred subs -- will be contacted first when you submit an absence
  - Absence reason balance
    - True balance for 4 days of "Illness in the Immediate Family" and 10 days of "SB95 Supplemental COVID-19 Leave"
    - Check pay stub for other leave balances