CAMPUS USER TIP SHEETS

Using Absence Management

Creating an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to enter an absence.

1. In the upper right **Quick Actions** section of your homepage, click Create Absence.

2. Select the employee's name from the list, then click the **Fill out Details** button.

3. On the calendar, select the day of the absence. If entering a multi-day absence, click the start date and drag to the end date to ensure the same substitute fills the duration of the assignment. Selected days will be highlighted in blue.

4. Select the absence reason and the time frame of the assignment.

5. Choose whether or not the absence requires a substitute.

6. Enter any notes for yourself or for the substitute in the boxes under **Notes & Attachments**.

7. Upload any pertinent files for the substitute.

8. Once all above steps are complete, click **Review & Confirm**.

9. A confirmation window will appear. Click **Create Absence** and you will receive a confirmation number.

Please contact ESS with any questions at **877.983.2244** or **Support@ESS.com**

Every day counts.

Creating a Supplemental

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to create a supplemental assignment.

1. In the upper right **Quick Actions** section of your homepage, click Create Supplemental.

2. Select the supplemental type from the list, then click the **Fill out Details** button.

3. On the calendar, select the day of the supplemental. If entering a multi-day supplemental, click the start date and drag to the end date to ensure the same substitute fills the duration of the assignment. Selected days will be highlighted in blue.

4. Select the school, the supplemental reason, and the time frame of the assignment.

5. Enter any notes for yourself or for the substitute in the boxes under **Notes & Attachments**.

6. Upload any pertinent files for the substitute.

7. Once all above steps are complete, click **Review & Confirm**.

8. A confirmation window will appear. Click **Create Supplemental** and you will receive a confirmation number.

Please contact ESS with any questions at **877.983.2244** or **Support@ESS.com**

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Canceling an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to cancel an absence that has been scheduled for a future date.

1. In the upper right **Quick Actions** section of your homepage, enter the confirmation number for the absence you want to cancel and click Search.

2. If you do not know the confirmation number, you can enter the start date of the absence in the upper left corner of your homepage, and then click the confirmation number next to the absence you want to cancel.

3. The absence details will open. Click the red **Delete** button in the upper right corner.

4. In the confirmation window, click **Delete**.

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Approving an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Once you are logged in, under "Quick Actions", click the "Approval" box along the right side of your homepage.

1. Click here to see the absences that require approval.

2. Use the filters to change the date range and/or status of approval.

3. Check the above box to approve or deny absences in a group or click each box individually.

4. Approve of deny each absence by clicking either **Approve** or **Deny**.

Preferred List (School)

Through Absence Management, you can create a list of preferred substitutes who will be able to view assignments posted to your specific school prior to the general population of substitutes, as long as they meet the following qualifications:

- Substitute must be available for the entire length of the assignment.
- Substitute must not have a "non-work day" scheduled.
- Substitute must meet all state certification guidelines.

The amount of time assignments are held for your preferred substitutes depends on the amount of time allotted between absence submission and assignment start. Also keep in mind that substitutes may be on several preference lists. Therefore, the earlier an assignment is created, the likelier one of your preferred substitutes will fill the assignment.

Note: All substitutes on your preferred list will be able to view positions at your school simultaneously.

1. In the left sidebar of your homepage, click Settings and then click **Preferred Substitutes** from the menu.

2. Find and select your school.

3. Click the **Add Substitute(s)** button.

4. Find and select the substitute(s) you want to add to your school's preferred list.

5. Click Add to **Preferred Substitutes**.

Accessing Online Forms

For a variety of helpful online forms, information, and resources go to **ESS.com/Resources** and sign in with your Absence Management User ID and PIN.

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1. Go to ESS.com and click **Resources** in the upper right corner.

2. Click **School District Substitute Services**.

3. Enter your Absence Management **User ID** and **PIN**, then click **Login**.

4. From the main page of our resources portal, you can access our incident form, long-term substitute request form, the most up-to-date systems tip sheets, and so much more. When you feel one of our employees is doing an outstanding job, please let us know by filling out our employee of the month nomination form.

5. Once you submit a completed form, that form is sent directly to the corresponding department(s) at ESS.
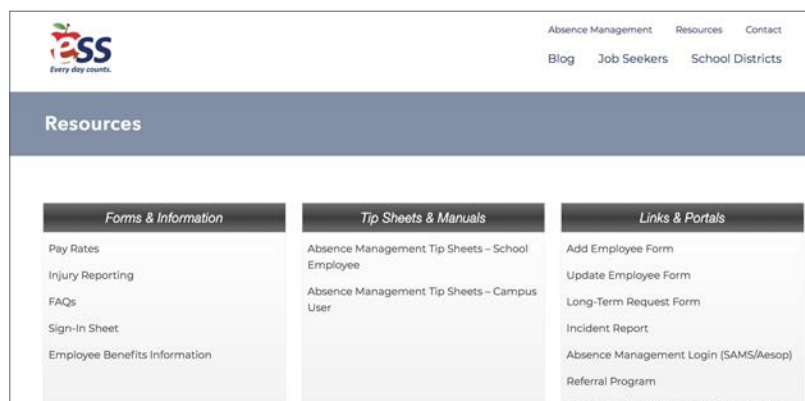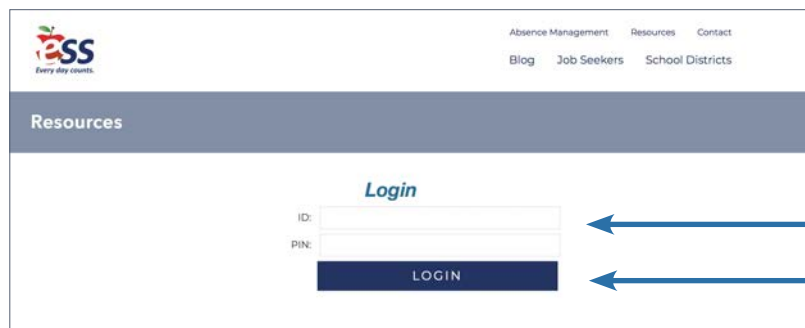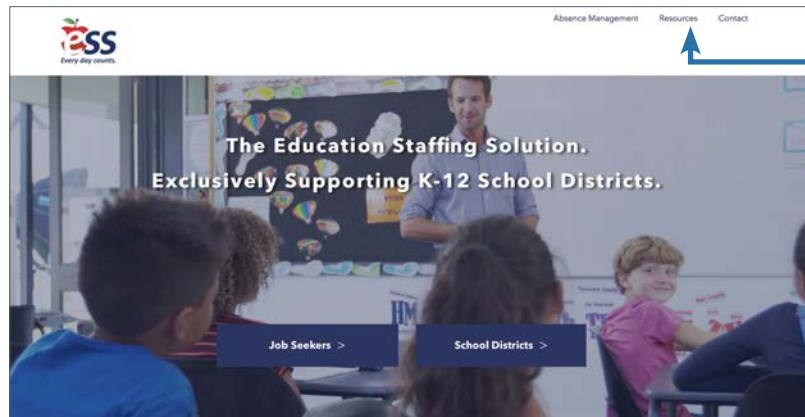
Please contact ESS with any questions at **877.983.2244** or **Support@ESS.com**

Long-Term Requests

To access our resources portal, go to **ESS.com/Resources** and sign in with your Absence Management User ID and PIN.

Creating LT Requests

1. Under the **Links & Portals** column of our resources portal, click Long-Term Request Form.

2. Click Add a **Long-Term Request**.

3. The request form will appear; please complete all fields for any assignment that spans the number of days considered to be a long-term absence according to your state (use table above form for reference).

4. Click submit.

Editing LT Requests

1. Under the **Links & Portals** column of our resources portal, click **Long-Term Request Form**.

2. You will see a list of submitted long-term assignments; click **View/Edit** next to the entry you want to edit.

3. Your submission will open; make any necessary edits.

4. When finished, click Update at the bottom of the page to submit your changes.

Position Information:

District Name: NJ - Asbury Park School District ▼
School Name: -- Choose One -- ▼   Date Submitted: 02-16-2018
District Employee: _____   Date Updated: 02-16-2018
Position Type: ○ Teacher ○ Paraprofessional ○ Clerical ○ Other _____
Grade: ☐ Elementary ☐ Middle School ☐ High School
Position: Primary: N/A ▼   Secondary: N/A ▼
Is this position vacant? ○ Yes ○ No
A vacant position is a position in which someone has resigned, retired, or otherwise permanently left employment in a position.

Details:

Start Time: -- Choose One -- ▼   End Time: -- Choose One -- ▼
Start Date: _____   End Date: _____
Recommended candidate name(s): _____

Absence Reason 1: -- Choose One -- ▼   Date: _____
Absence Reason 2: -- Choose One -- ▼   Date: _____
Absence Reason 3: -- Choose One -- ▼   Date: _____   **A**
If you have more than 3 absent reasons to be entered, please utilize the comment box for additional information

Submission Information:

Submitted By: _____   Title: _____
Email Address: _____   Phone: _____
Send qualified resumes for this assignment to:
Full Name: _____   Email Address: _____
Comments: _____   **B**

Additional Tips

A. If you need to include more than three absence reasons, type them into the **Comments** box.

B. If the assignment is pre-arranged and you already have a substitute lined up, please let us know in the **Comments** box.

Please contact ESS with any questions at **877.983.2244** or **Support@ESS.com**

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Reporting an Incident

Although we take diligent measures to hire the most qualified substitutes, we have procedures in place to address unsatisfactory performance. In the event of an incident, simply submit an incident report through our website's Resources portal by following the steps below.

1. Under the **Links & Portals** column of our resources portal, click **Incident Report.**

2. Click **Add Incident Report.**

3. Fill out the form, and click **Submit.** We will immediately initiate an investigation and determine appropriate consequences.

Incident Report

Home | Add Incident Report | Log Out

Please complete the fields below to submit a new incident report.

General Information:

District Name: `-- Select District --`

School Name: _____   State: `-- `

Teacher Name: _____   Date of Incident: _____

Name of Substitute: _____   Date of Complaint: 05-31-2016

Nature Of Complaint: (Please Check All That Apply)

- Classroom Management Needs Improvement (please be specific)
- Failure to Follow Instructions / Teacher's Plans
- Late / Tardy Reporting to School or Classroom
- Inappropriate Appearance / Dress
- Misconduct (Actions or Speech)
- No Call / No Show
- Other

(Please provide as many details as possible. We review every complaint with the substitute in an effort to improve his/her performance. The information you provide is critical to our quality assurance efforts. Thank you.)

Recommendation:

- Provide Warning
- Remove from classroom
- Remove from school

Submitted By:

Name: _____   Title: _____

Email: _____   Phone: _____

Approved By Principal:

Name: _____

Email: _____   Phone: _____

I confirm that the principal listed above has reviewed and approved the details and recommendation of this incident form.

[Submit]   [Print]   [Reset]

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Resources

Forms & Information	Tip Sheets & Manuals	Links & Portals
Pay Rates	Absence Management Tip Sheets – School Employee	Add Employee Form
Injury Reporting		Update Employee Form
FAQs	Absence Management Tip Sheets – Campus User	Long-Term Request Form
Sign-In Sheet		Incident Report
Employee Benefits Information		Absence Management Login (SAMS/Aesop)
		Referral Program
		Employee of the Month Nomination Form

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Incident Report

Home | Add Incident Report | Log Out

Please complete the fields below to submit a new incident report.

General Information:

District Name:	-- Select District --
School Name:	State: --
Teacher Name:	Date of Incident:
Name of Substitute:	Date of Complaint: 05-31-2016

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Nature Of Complaint: (Please Check All That Apply)

- Classroom Management Needs Improvement (please be specific)
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(Please provide as many details as possible. We review every complaint with the substitute in an effort to improve his/her performance. The information you provide is critical to our quality assurance efforts. Thank you.)

Recommendation:

- Provide Warning
- Remove from classroom
- Remove from school

Submitted By:

Name:	Title:
Email:	Phone:

Approved By Principal:

Name:	
Email:	Phone:

I confirm that the principal listed above has reviewed and approved the details and recommendation of this incident form.

Submit   Print   Reset