



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.

Name	Identifier	Phone	School
Cabe, Jill	10032	(856) 482-0300	Madill Elementary School
Carter, Charles	10033	(856) 482-0300	Middle School
Cassidy, Sharon	10034	(856) 482-0300	High School

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.

Step 1: Select Profile

Search:

Search by Letter: A B C D E F G H I J K L M N O

Name:

Teacher

Step 2: Fill out Supplemental Details for Teacher

February 27 - March 02 at Emory Elementary School

Select the day(s) you will be out:

From: 02/27/2018 To: 03/02/2018

March 2018

SU MO TU WE TH FR SA

25 26 27 28 1 2

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 29 30 31

School: Emory Elementary School

Supplemental Reason: None Available

Time: Full Day

Please enter a valid time range using the HH:MM AM format: 08:25 AM to 03:45 PM

Step 3: Review & Confirm

Next Step: **Review & Confirm**

SUPPLEMENTAL SUMMARY

Substitute Required: Yes

Hold Until: No Hold

Number of Supplementals: 1

Tuesday, February 27, 2018
Wednesday, February 28, 2018
Thursday, March 1, 2018
Friday, March 2, 2018

Emory Elementary School
8:25 AM - 3:45 PM
(Vacancy Position)

Notes & Attachments

Notes to Administrator (Viewable only by Administrator and Employee)

Notes to Substitute (Viewable by Administrator, Employee, and Substitute)

250 character(s) left

250 character(s) left

File Attachments

Uploaded Files: No Uploaded Files

Related Files: No Related Files

DRAG AND DROP FILES HERE

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**.

Summary for: 02/23/2018 < Today > ☒ Absences ☒ Supplementals

All Schools Schools All Employee Type(s) Employee Types

Total 4 Unfilled 1 [25.0%] Filled 3 [75.0%] No Sub Required 0

FEB 23 DAILY REPORT Print

Quick Actions

Q Confirmation Number Search

Create Absence Create Supplemental

Conf #	Name	School	Reason	Shift	Substitute	Created
294975111 Absence	Connelly, John Teacher	Madill Elementary School	Vacation		NA Doe, John	2/16/2018 9:02 AM
294975539 Absence	Green, Lyshon Teacher	Emory Elementary School	Personal		✓ Baker, Todd	2/16/2018 9:04 AM
294977432 Supplemental	Teacher Teacher	Emory Elementary School	(Vacancy Position)		NA Smith, Jane	2/16/2018 9:11 AM

Edit Absence

February 23 at Madill Elementary School

Select the day(s) you will be out:
From 02/23/2018 To 02/23/2018

Absence Reason Vacation

Time Full Day
08:15 AM to 03:45 PM

NEXT STEPS

Status: Filled by Doe, John

✗ Remove Sub ✓ Reassign Sub

ABSENCE SUMMARY

Substitute Required Yes

Friday, February 23, 2018
Madill Elementary School
8:15 AM - 3:45 PM
Vacation

✗ Delete

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

Summary for: 2/20/2015 **< Today >** ☒ Absences ☒ Supplementals

All Schools **Schools** All Employee Type(s) **Employee Types**

Total **1** Unfilled **0** [0%] Filled **1** [100.0%] No Sub Required **0** FEB 20 DAILY REPORT **Print**

Quick Actions

Confirmation Number **Search**

Create Absence Create Supplemental

Approve **2** in the next 45 days Reconcile **0** in the past 30 days

Absence: Approvals

Start Date: 2/13/2015 End Date: 4/6/2015 **Search** Status: ☒ Unapproved ☒ Partially Approved ☐ Approved ☐ Denied

Budget Code: All Budget Codes

3 Absence Approvals **Approve Selected** **Deny Selected**

<input checked="" type="checkbox"/>	Conf. #	Name	Date	<input checked="" type="checkbox"/>	Reason	Duration	Status	Actions
<input checked="" type="checkbox"/>	159487079	Baker, Maureen M Teacher Eng. Second Lang.	2/23/2015 - 2/25/2015	<input checked="" type="checkbox"/>	TEST Prof Dev	3 Days		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Deny Part
<input checked="" type="checkbox"/>	159547536	Baker, Maureen M Teacher Eng. Second Lang.	3/2/2015	<input checked="" type="checkbox"/>	TEST Prof Dev	1 day		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
<input checked="" type="checkbox"/>	159547589	Baker, Maureen M Teacher Eng. Second Lang.	3/6/2015	<input checked="" type="checkbox"/>	TEST Prof Dev	1 day		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> 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.

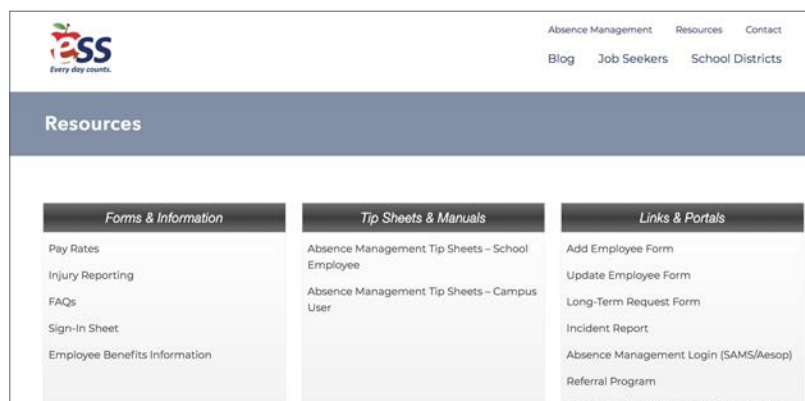
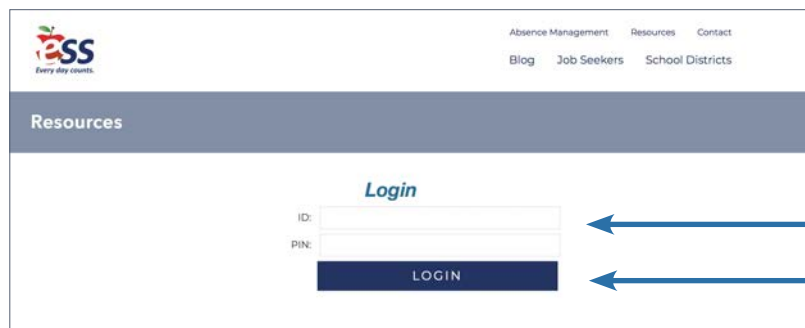
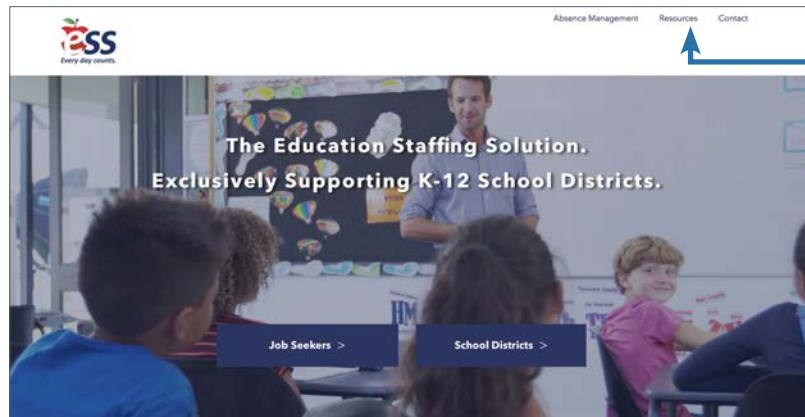
1. In the left sidebar of your homepage, click Settings and then click **Preferred Substitutes** from the menu.
2. Find and select your school.
3. Click the **Add Substitute(s)** button.
4. Find and select the substitute(s) you want to add to your school's preferred list.
5. Click Add to **Preferred Substitutes**.

The first screenshot shows the navigation menu with 'Settings' and 'Preferred Substitutes' highlighted. The second screenshot shows the 'Select a School' screen with 'Trainer School District' selected. The third screenshot shows the 'Preferred Substitutes' screen with 'Smith, Jane' selected and 'Add to Preferred Substitutes' button highlighted.

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.

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.

The screenshot shows a web form for creating or editing long-term requests. It is divided into three main sections: Position Information, Details, and Submission Information. Annotations A and B are present. Annotation A is a blue circle with a white letter 'A' and an arrow pointing to the 'Absence Reason 1' dropdown menu. Annotation B is a blue circle with a white letter 'B' and an arrow pointing to the 'Comments' text area.

Position Information:

District Name:

School Name:

District Employee:

Date Submitted:

Date Updated:

Position Type: ☐ Teacher ☐ Paraprofessional ☐ Clerical ☐ Other

Grade: ☐ Elementary ☐ Middle School ☐ High School

Position: Primary: Secondary:

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:

End Time:

Start Date:

End Date:

Recommended candidate name(s):

Absence Reason 1:

Absence Reason 2:

Absence Reason 3:

If you have more than 3 absent reasons to be entered, please utilize the comment box for additional information.

Submission Information:

Submitted By:

Email Address:

Title:

Phone:

Send qualified resumes for this assignment to:

Full Name:

Email Address:

Comments:

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.

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:

School Name:

Teacher Name:

Name of Substitute:

State:

Date of Incident:

Date of Complaint:

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.



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[School Districts](#)

Resources

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

Incident Report

Home | Add Incident Report | Log Out

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

General Information:

District Name:

School Name:

Teacher Name:

Name of Substituter:

State:

Date of Incident:

Date of Complaint:

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.