

## **Absence Management – formally Aesop** **Campus User Training Handout**

Campus Admin Training Video:

[http://help1.frontlinek12.com/customer/portal/articles/2188435-campus-admin-training-interactive-?b\\_id=10972](http://help1.frontlinek12.com/customer/portal/articles/2188435-campus-admin-training-interactive-?b_id=10972)

This interactive training module will cover:

- A brief overview of how an employee uses the absence management system
- An overview of how substitutes use absence management
- A look at what it is like to receive a call from absence management as a substitute
- Training videos on how to use the absence management admin portal as a Campus Admin User
- And much more!

How Absence Management Works Video:

[http://help1.frontlinek12.com/customer/portal/articles/2178862-how-aesop-works-video-?b\\_id=10972](http://help1.frontlinek12.com/customer/portal/articles/2178862-how-aesop-works-video-?b_id=10972)

This video gives a brief overview of how the absence management feature works. Here, you will be able to see the moment an employee enters an absence, the checks the system runs behind the scenes to match the right substitute to the job, and how a substitute finds and accepts the available job.

A Phone Call in Absence Management Video:

[http://help1.frontlinek12.com/customer/portal/articles/2162073-accepting-a-job-over-the-phone-video-?b\\_id=10972](http://help1.frontlinek12.com/customer/portal/articles/2162073-accepting-a-job-over-the-phone-video-?b_id=10972)

This video will show you an example of a phone call from absence management to a substitute and how easy it is for the sub to accept a job.

Campus User's daily responsibilities:

What does a normal day look like for a campus user?

1. Log into the absence management system
2. View the daily report
3. Print off the sub sign in report
4. Reconcile absences (Modify any absences that may need adjustment) – It's important that this is done daily
5. If you are an approver you will want to approve/deny any absences that have been entered recently.