Absence Management – formally AESOP
Employee Training Handout

Aesop Learning Center for Employees: http://help1.frontlinek12.com/?b_id=3397
- Popular Questions
- Getting Started
- Create an Absence

How Absence Management Works Video (1 minute 22 seconds):
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.

Employee Basic Training Video (4 minutes 12 seconds):
http://help1.frontlinek12.com/customer/portal/articles/1529151?b_id=3397

> This video will walk you through the basics of your absence management employee website.
>
> Here's what you will learn:
> - How to log into absence management
> - The Home Page
> - Creating an absence
> - Viewing and editing personal information
> - Changing your PIN
> - Where to find help resources
>
> Some topics to take note of –
> There are three different ways to create an absence:
> - On the web - www.aesoponline.com
> - On mobile - m.aesoponline.com
> - On the phone - 1 (800) 942-3767
>
> Details in an Absence -
> - What location is the absence for?
> - Do you need a sub?
> - What time period is the absence for? All day? Morning? Afternoon?
> - What is the reason for the absence?
> - Any additional notes?
> - Any files to attach?

Employee Advanced Training Video (5 minutes 26 seconds):
http://help1.frontlinek12.com/customer/portal/articles/2205214?b_id=10972

> This video will walk you through the more advanced features of the employee website.
>
> Features covered include:
> - Create Absence, Advanced Mode
> - Assigning a substitute to an absence
> - Cancelling absences
> - Approval status
> - Absence history
> - Attaching Absence Files
> - Absence Reason Balances
> - Substitute Directory

Staff who may require a substitute when absent:

Managing Your Preferred Substitutes List (as an employee) Video (3 minutes 17 seconds):
http://help1.frontlinek12.com/customer/portal/articles/2212831?b_id=10972

> This video identifies how employees add or remove subs from their preferred substitutes list.

Article on Managing Your Preferred Substitutes List:
http://help1.frontlinek12.com/customer/portal/articles/1516454?b_id=3397

> Keep in mind:
> - Substitutes can be preferred by multiple employees which can cause that preferred sub to not be available.
> - Being on a preferred list gives subs first view of that employee's absences, but does not guarantee assignments.
> - The sooner their absence is created; the sooner absence management can look to find them a substitute. Do not wait until the last minute to create absences unless the unforeseen happens.

Article on Managing Your Favorite Five Substitutes:
http://help1.frontlinek12.com/customer/portal/articles/1516617-manage-your-favorite-five-subs?b_id=3397

Frequently Asked Questions in regards to preferred substitutes list:
http://help1.frontlinek12.com/customer/portal/articles/1521434-faq?b_id=3397