



CAMPUS USER TIP SHEETS

Using Absence Management

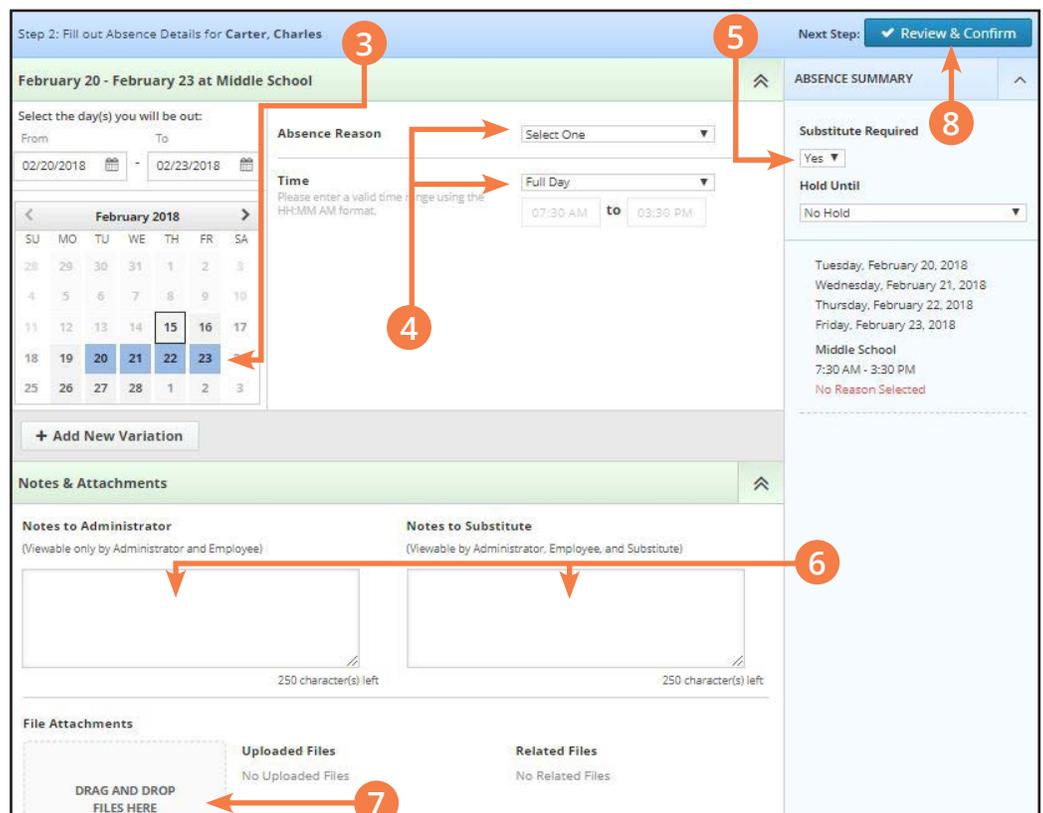
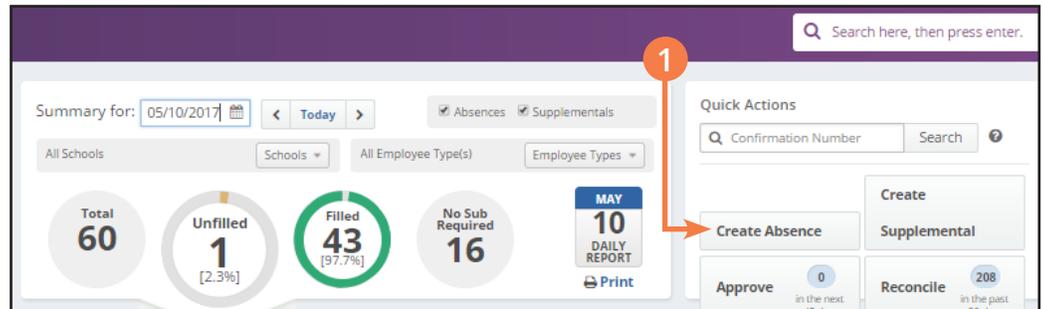


Campus User - Creating an Absence

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 note: If you choose to assign a substitute, Absence Management will not notify the substitute. Therefore, it is important that you speak with the substitute prior to assigning them.

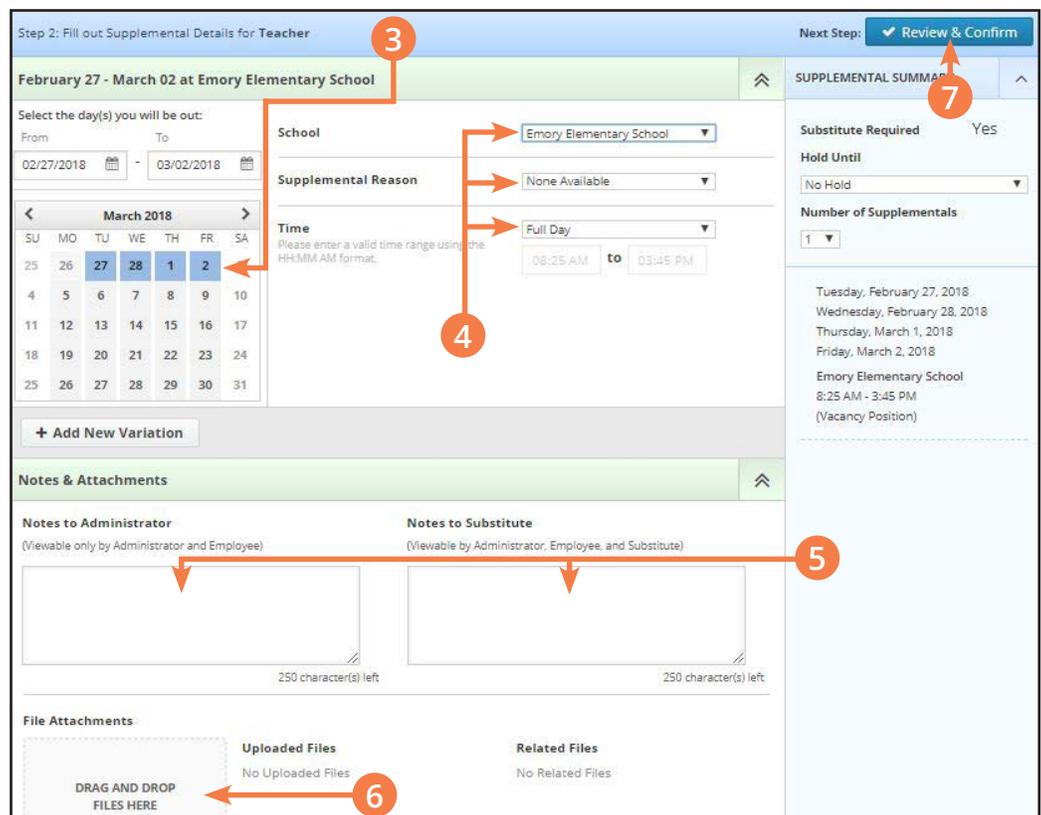
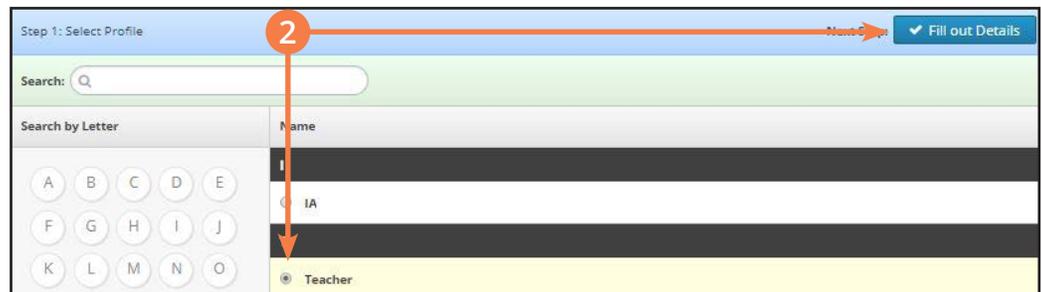
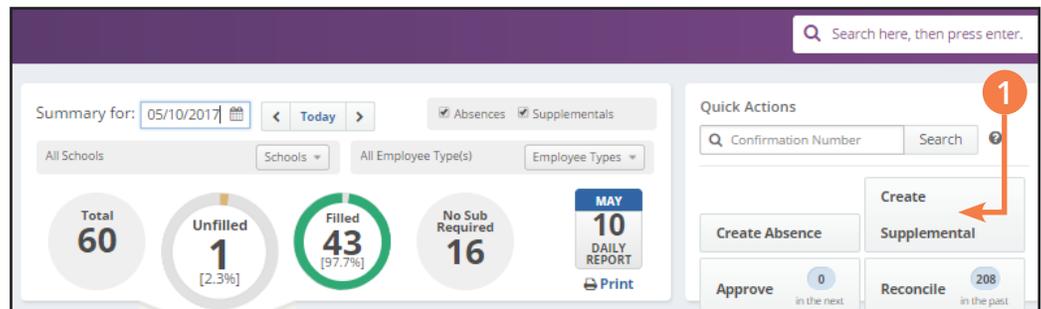


Campus User - Creating a Supplemental

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 note: If you choose to assign a substitute, Absence Management will not notify the substitute. Therefore, it is important that you speak with the substitute prior to assigning them.



Campus User - 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**.

The screenshot shows the AesopOnline.com homepage. At the top, there are filters for 'Summary for: 02/23/2018', 'Today', 'Absences', and 'Supplementals'. Below these are dropdown menus for 'All Schools' and 'All Employee Type(s)'. The main dashboard features four circular gauges: 'Total 4', 'Unfilled 1 [25.0%]', 'Filled 3 [75.0%]', and 'No Sub Required 0'. To the right is a 'Quick Actions' section with a search bar for 'Confirmation Number' and buttons for 'Create Absence' and 'Create Supplemental'. Below the gauges is a table with 3 'Filled' absences:

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

The screenshot shows the 'Edit Absence' window. At the top right, there is a red 'Delete' button with a '3' next to it. The window title is 'February 23 at Madill Elementary School'. It includes a calendar for February 2018 with the 23rd highlighted. The 'Absence Reason' is 'Vacation' and the 'Time' is 'Full Day' from '08:15 AM to 03:45 PM'. On the right, there are 'NEXT STEPS' including 'Remove Sub' and 'Reassign Sub', and an 'ABSENCE SUMMARY' section showing 'Substitute Required: Yes' and details for Friday, February 23, 2018.

Campus User - 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 screenshots illustrate the process of creating a preferred list of substitutes. The first screenshot shows the navigation menu with 'Settings' selected and 'Preferred Substitutes' highlighted. The second screenshot shows a search for 'School Name...' with 'Trainor School District' selected. The third screenshot shows the 'Preferred Substitutes' page with the 'Add Substitute(s)' button highlighted. The fourth screenshot shows a search for 'Last Name' with 'Smith, Jane' selected and the 'Add to Preferred Substitutes' button highlighted.

Campus User - Accessing Online Forms

For a variety of helpful online forms, information, and resources go to Source4Teachers.com/Resources and sign in with your Absence Management User ID and PIN.

<i>Forms & Information</i>	<i>Tip Sheets & Manuals</i>	<i>Links & Portals</i>
Pay Rates	SAMS - Approvals	Add Employee Form
EMS - Injury Reporting	SAMS - Creating an Absence	Update Employee Form
Injury Reporting	SAMS - Creating a Supplemental	Long Term Request Form
FAQs	SAMS - Preferred Substitute List	Incident Report
Sign-In Sheet	SAMS & VeriTime Tip Sheets	SAMS Login
Employee Benefits		Employee of the Month Nomination Form
Worker's Compensation		

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.

Once you submit a completed form, that form is sent directly to the corresponding department(s) at ESS.

Campus User - Long-Term Requests

To access our resources portal, go to Source4Teachers.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.

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.

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. The form includes various input fields such as dropdown menus, text boxes, and radio buttons. Annotations A and B are placed on the form to highlight specific areas. Annotation A points to the three 'Absence Reason' dropdown menus and their corresponding date fields. Annotation B points to the 'Comments' text area at the bottom of the form.

Position Information:

District Name: School Name: Date Submitted:
District Employee: 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: Date:
Absence Reason 2: Date:
Absence Reason 3: Date:
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: