What is Aesop?

Aesop is an online absence reporting system. It replaces our Absence From Duty paper form. It is for recording and tracking of absences only. Aesop is also a valuable substitute calling system for those departments that need it.

Log on to Aesop

Address: www.FrontlineK12.com/Aesop

At the top right, you will see the area to log in. Use the ID and PIN provided to you in your welcome letter.

![Login Screen]

If you forget your PIN, simply click on the “Forgot your login?” where you can have your PIN reminder sent to the email address we have on file (TCDE email address).

Home Page

At the very top of your home page, you will see two links.

Home - click here from anywhere in the site will bring you back to the home page.

Logout - click here to immediately end your session.

Interactive Calendar

The interactive calendar will show you the closed and service days for TCDE. Closed days are pink and in service days are yellow. You can navigate back and forth in this calendar using the white arrows.

![Interactive Calendar]


**Main Menu**

The main menu contains a list of links on the left side of the page. These links will take you anywhere you need to go. They are broken down into different sections.

![Menu](image)

**Absence/Vacancy** - allows you to create absences for your department. You will be able to approve, reconcile, and edit absences from here. **You can also create your own absences using this link.**

**Preference List** - only used for departments using substitutes.

**Reports** - access numerous reports that contain a variety of absence data.

**Misc** - change your PIN and access all of the training and resource materials.

**Absence Approval**

As the Campus User, you have the responsibility of approving absences for your department.

Approval of absences is required for all planned (in advance) leaves. Approval is not needed for sick leave.

When an absence requiring your approval is created, you will receive an email notification:

![Email](image)

To approve or deny this request, simply click on the first link. You will be directed to Aesop log in screen. Log in to the system.
If you click on the second link, once you log in, it will bring you to a current list of pending absence requests.

From here you can access each absence to view for approval or denial. From the home page you can also view a list of absences that need to be approved by you by clicking on the Approve Absences link.

![Approve/Deny Absences]

<table>
<thead>
<tr>
<th>CONF#</th>
<th>Employee</th>
<th>Start</th>
<th>End</th>
<th>Length</th>
<th>Absence Reason</th>
<th>Filled</th>
<th>Status</th>
<th>Approvals Received</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>89529571</td>
<td>Ian Chesterton</td>
<td>08/17/2012</td>
<td>08/17/2012</td>
<td>1</td>
<td>Personal Day</td>
<td>No</td>
<td>Unapproved</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>89529562</td>
<td>Leanne Masseau</td>
<td>08/19/2012</td>
<td>08/19/2012</td>
<td>1</td>
<td>Personal Day</td>
<td>No</td>
<td>Unapproved</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>89529563</td>
<td>Lori Provost</td>
<td>08/21/2012</td>
<td>08/21/2012</td>
<td>1</td>
<td>Personal Day</td>
<td>No</td>
<td>Unapproved</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

![Absence/Vacancy]

- Create Absence
- Create Vacancy
- Modify Absence/Vacancy
- Approve Absences
- Reconcile Absences/Vacancies
- Absence/Vacancy Files
**Reconciling Absences**

Absences need to be reconciled in Aesop to ensure the absences are checked for accuracy before the information is transferred to Payroll.

Absences cannot be edited by you or the employee once they have occurred. As a result, we strongly recommend reconciling on a daily basis.

If a past absence needs to be changed, added, or deleted, a form (attached) needs to be filled out and processed through HRS.

To start the process, click the **Reconcile Absences** link.

![Reconcile Absences link](image)

At the top of the page you will be able to submit the date range that you want to see.

![Select a date range](image)

Once you submit your date range you will see a list of dates with columns of Reconciled and Not Reconciled absences. At the end of each row will be a button to **Reconcile All** or **Unreconcile All**. If you have already checked the absences for the date simply click the **Reconcile All** button.

![Absences/Vacancies from 8/20/2012 - 8/24/2012](image)

You will notice that the numbers in the columns are hyperlinks. You can click on a number to be taken to the absence details. From this page you can make changes to the absences before reconciling.
To reconcile, click the Rec circle and click Apply Changes. Click on the No Action circle to take no action on that specific absence. Click the Edit hyperlink to be taken to the absence modify page for that absence.

Reports

There are a number of reports that you will have access to in Aesop. You can find these reports listed under the Reports header on your menu. You will only be able to see reports that are visible for TCDE.

Daily Report

This is the most widely used report within Aesop. The Daily Report lists all absence information for a specific day’s absences. The report lists all absence categories and has a number of filters to choose from at the top of the page.
Absentee Report

The same information as the Daily Report except for here you have a date range. If you run the report for your department, maximum range is 92 days. If you run the report for an individual employee, the maximum range is 365 days.
Absence Approval Status
Use this report to view the approval status of all absences within a date range. The report can be filtered by employee name as well as absence reason.

Absence Interactive
The Absence Interactive report allows the administrator to pull information and statistics from Aesop for a large date range. This report also offers a variety of ways that the data can be grouped, and also gives the user the ability to download the detailed data to an Excel spreadsheet.
Creating an Absence

In most cases, your employees will be creating their own absences in Aesop using the phone or the internet procedures. There may be occasions where you, as the Campus User, will have to create an absence for an employee.

This will take you to a page where you can search for the employee (including yourself) you want to create an absence for.

Once you find the employee, click on their name to be taken to the Create Absence screen.

Screen 1

1. Enter the Start and End Date. Use the same date if it just a one day absence.
2. Choose the Absence Reason from the drop down box.
3. Choose if a substitute is required (if applicable).
4. Choose the Absence Type (full day, half day AM/PM). You can also enter custom times.
5. Click the Next button.

Screen 2

You can enter Administrator Notes if needed (not seen by employee or sub). If a substitute is needed for the absence, you can also enter notes in that section.
Click **Save** to create the absence.

Once created, you will be taken to a summary page where you can find the assigned confirmation number.

**Assigning a Substitute (Where applicable)**

When creating an absence, you will have the option to assign the absence to a substitute. To do this, click the **Save & Assign** button (from screen 2 above).

You can also click on **Assign Sub** button from the confirmation screen.

This will bring up a list of the qualified and available substitutes you can assign. To assign the substitute, click the **Assign** link next to the name. Aesop will assign and contact the substitute for you.
You can view all substitutes, even those not qualified or available, by selecting **View All**.

**Attaching a file**

Files can be attached to any absence. In the attachments area, click the **Upload New** link. Files can be Word, Excel, PDF and less than 600Kb.

In the **Upload Files** dialog box, select the file to upload using the **Choose File** button and then assign a description.

Click the **Upload** button to load the file.

**Modify an Absence**

Once an absence has been created, you can edit details of the absence or even the delete the absence completely. You are able to do this as long as the event has not occurred.

To modify an existing absence click **Modify Absence/Vacancy** link on the home page.
This will open a page where you can search for an absence. Once you’ve selected your choices, click the Submit button to search.

Aesop will give you a list of matching absences or take you straight to the absence if there was only one match. Click the confirmation number of the absence you want to edit in the list of matches. This takes you to the Modify page.

On the modify page you will see a few buttons like Reconcile, Assign Sub, and Edit/Delete.

**Change your PIN**

You have been given a user name and PIN in your Aesop welcome letter. Your PIN can be changed. To change your PIN, click on the Change PIN under the Misc section of the home page.

Enter your current PIN.

Enter your new PIN.

Confirm your new PIN.

Click Apply Changes.
PIN Guidelines:

- Must be between 4 and 5 digits
- PIN must not have all consecutive digits
- Must not have 4 or more consecutive digits the same
- New PIN must be different than previous 5 PINS

**Training & Reference Materials**

Aesop has several resources available to you for training purposes. To view these choices, click on the *Training & Reference Materials* under the *Misc* section of the home page.

**Documents**

- Employee Web User Guide
- Substitute Web User Guide
- Campus User Guide
- Campus User Mobile Web Guide
- Instructor Guide for Training Substitutes
- Instructor Guide for Training Employees
- Employee Phone Guide
- Substitute Phone Guide

**Videos**

- A Phone Call from Aesop
- Campus User Web Basic Training
- Campus User Video Course
- Employee Basic Training
- Employee Advanced Training
- Substitute Training