Employee Guide

What is Absence Management?

Absence Management is an online absence reporting system. It is for recording and tracking of absences **only**.

Log on to Absence Management

Address: http://www.frontlinek12.com/aesop

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

Top Bar

At the very top of your home page, you will see a black bar with four different buttons.
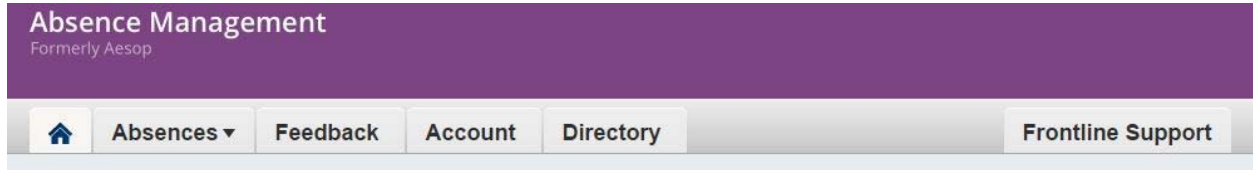
e

Your name – click on this link where you can change personal info, PIN, and your preference list.

Notifications – click here to view Web Alerts that contain general information.

Questions – when you have questions, this button gives you contact information for our system expert (Libby Hill)

Logout – click here to end your session.

Main Tabs

Home Tab – Access the home page from anywhere in the website.

Absence – Create absences.

Feedback – (*for Employees with substitutes only*) – Leave feedback for absences in the past 14 days.
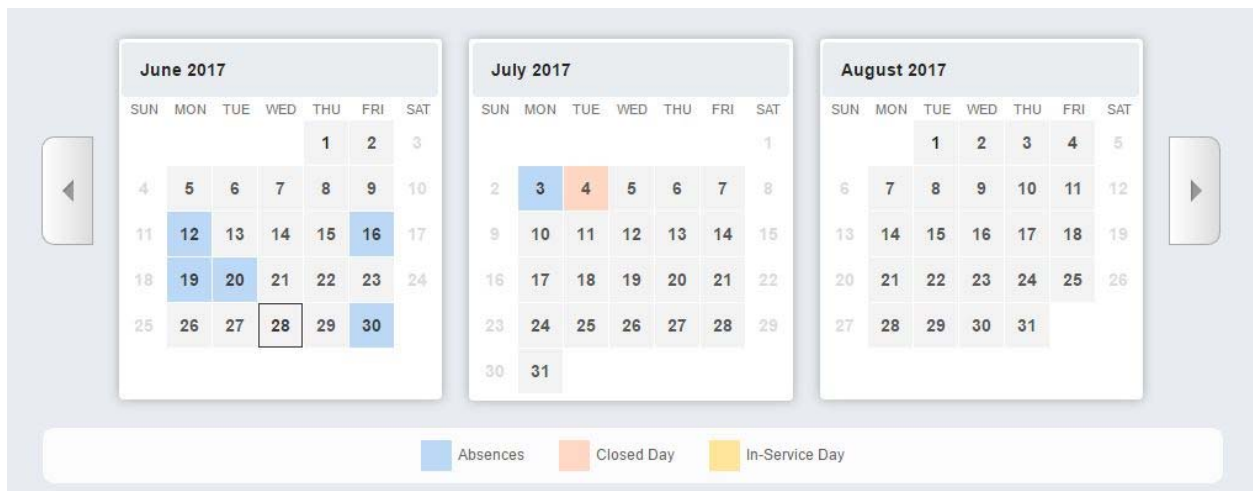
Account – Change personal info, PIN, your preference list, and view your leave balances (*absence reason balances*).

Directory –View a list of people who approve absences.

Frontline Support – Access user guides and training videos!

Calendar

Your personal calendar is located directly below the main tabs. It is color coded to show the different types of days.

You can move forward and backward in time on the calendar by using the arrows indicated above.

Clicking on an individual day in the calendar will provide you with information about that day. If you have already scheduled an absence for that day you may have options to view more details, view documents, or cancel your absence.

Absence Tabs

You can create new absences as well as view upcoming, past, and denied absences. Clicking on these tabs does not take you away from the home page but will change what you are viewing.

Create absence – create a basic absence.

Scheduled absences – view a list of upcoming absences that are already scheduled.

Past absences – view absences for the past 30 days.

Denied absences – view any absence requests that were denied by your Supervisor.

Basic Absence Creation

Step 1 – Choose the Date/Dates

Simply click on the single day and it will be highlighted in blue. You can also click on multiple days to create a multi-day absence. They do not have to be consecutive.

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Step 2 – Fill in Absence Details

Substitute required – this option has been predetermined for you. Please check with your Supervisor if you feel your option isn't correct.

Absence Reason – choose your reason from the dropdown list provided.

Your current leave balances will be available in real time. The system will enforce leave balances and will not allow you to generate an absence if you do not have sufficient leaves. You must phone or email your supervisor for approval. Your supervisor will fill out paperwork and pass on to HR and Payroll to dock your paycheck for time absent.

Exception: *Vacation leaves* are not "balance enforced" because it is accrued every month. The system will allow you to take vacation in the future even if your current balance doesn't support the time off.

To check your balances, see Absence Reason Balances instructions on page 6

Time – enter a valid time range using the HH:MM AM format indicated in the boxes.

Notes to Administrator (Supervisor) – this section is required for the following absence reasons:

- Bereavement – must identify family member and location
- School Business – must state what you are attending and location
- Personal Necessity – must leave reason with detail (see ABSENCE MANAGEMENT Absence Reason Code sheet provided)

This section is optional for all other absence reasons. However, your Supervisor may require you to leave a note for every absence.
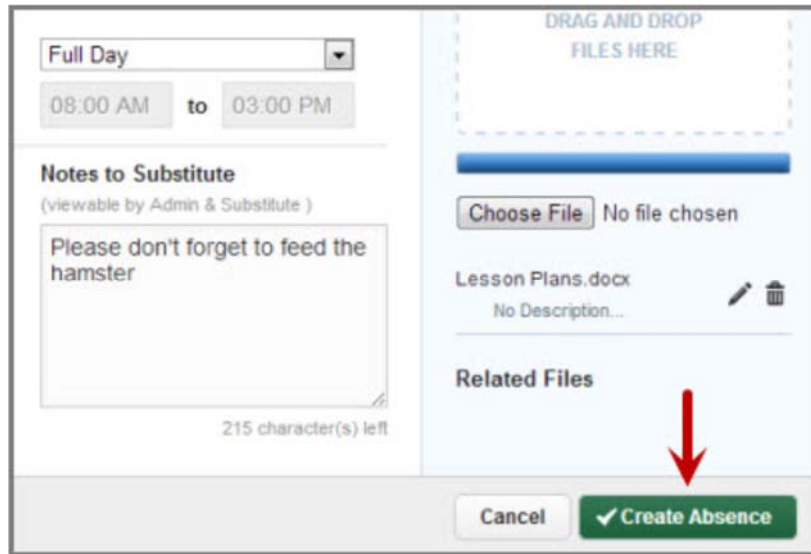
The substitute (see below) cannot see notes left in this section.

Notes to Sub – if your position needs a substitute, you can leave notes regarding special requests or issues that may come up during the day.

Your supervisor will be able to view any notes left in this section.

Attach a file – you have the ability to attach files to your absence that can be seen by both your Supervisor and substitute (if applicable). Files such as jury summons, seating charts, lesson plans, etc. can be posted here. You can attach Word, Excel, and PDF documents.
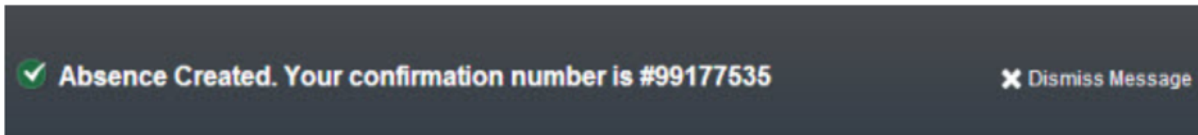
Step 3 – Create the Absence

Once you have filled in all the required fields, simply click on the **Create Absence** button at the bottom right corner.
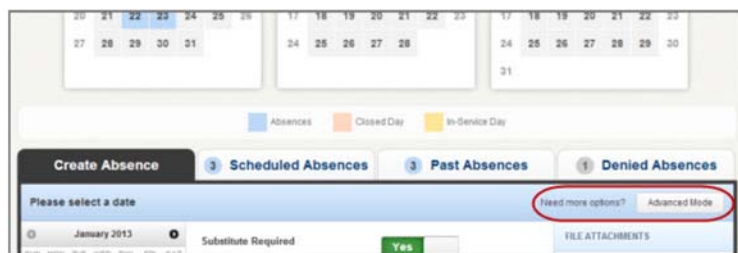
Once the absence is created you will see a message at the top of your screen with the confirmation number. The absence will also now be posted under the Scheduled Absences tab.

Advanced Mode

There may be times when you need to create an absence that is a little more complicated. For example, you need to use a Sick Day for Day 1 but a Doctor Appointment for Day 2. For these situations, you can use **Advanced Mode**.

Advanced Mode is basically the same as the normal absence creation except that you have the ability to add **Variations**. Simply fill out the top section like you were creating a regular absence just for the first day.

Once you complete this step, click the button **+ Add New Variation**.

A new section called "**Variation #2**" now appears. Enter the information for the second day of the absence. You can now use a different absence reason for each day.

Absence Reason Balances

Absence Management also tracks your Absence Reason Balances. You will now be able to check those real time balances through the website. To access this information, click on the **Absence Reason Balances** tab option under the **Account Tab.**

Balances will be calculated in hours.

Initial – the number of hours you were given for this absence reason
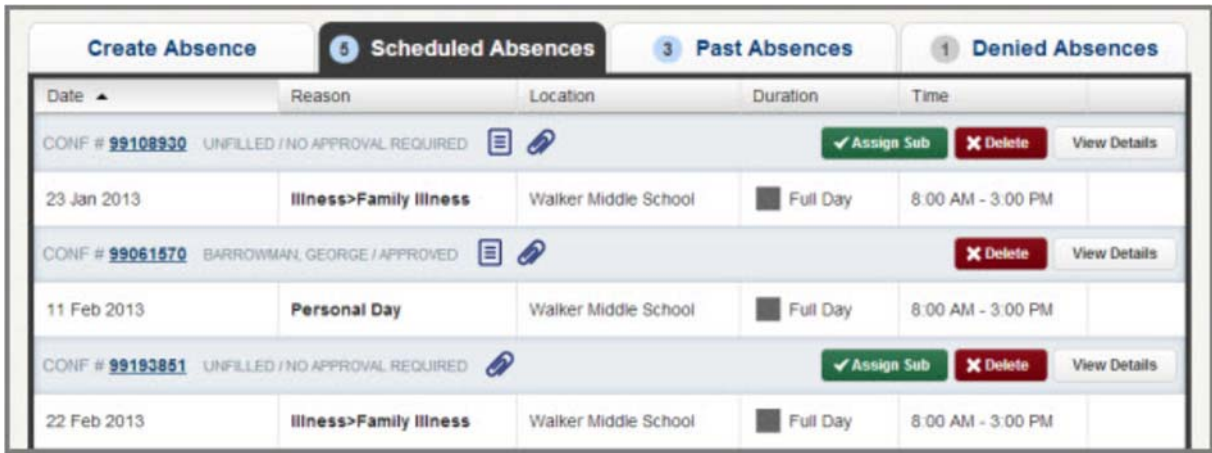
Used – the number of hours you have used so far

Pending – the number of hours you have scheduled for upcoming absences

Balance – current absence reason balance. You can also see your **Hours After Pending** balance which calculates in your pending time.

Scheduled Absences

Any upcoming absences you have created in Absence Management can be found under the Scheduled Absences tab on your home page. The number on the tab indicates how many absences you have scheduled.

Each absence is represented by two lines, the top line showing the confirmation number, fill status, and approval status. The second line shows the date of the absence, absence reason, and the times of the absence.

Notes and Attachments

You can view any notes that are on this absence by clicking the **paper icon**. You can view any file attachments by clicking the **paper clip icon**.
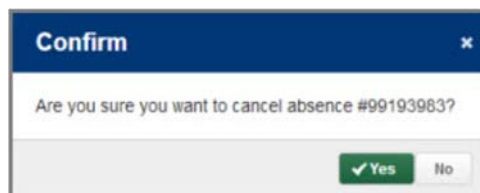

Cancel a Future Absence

You can cancel an absence that you have created as long as it has not occurred. To cancel the absence, click on the red **Delete** button.

This will bring up a confirmation pop-up. Confirm the cancellation by clicking the green **Yes** button.

When you cancel an absence, your Supervisor will receive notification of the cancellation. If your position requires a substitute, Absence Management will also notify the person that was assigned to cover you.

Expand an Absence

If the absence is a multi-day absence, you can expand it to view the individual days by clicking the **Expand** button.
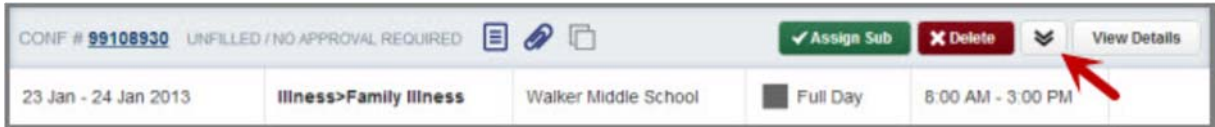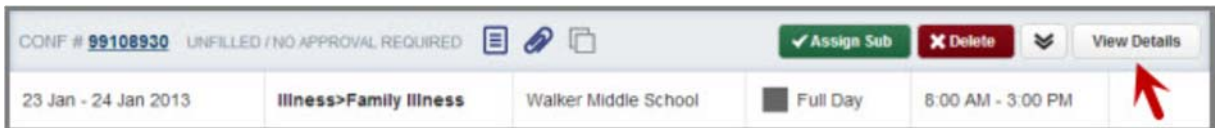

Once the absence is expanded you will be able to see each day on each line. Collapse the absence by clicking the collapse button.
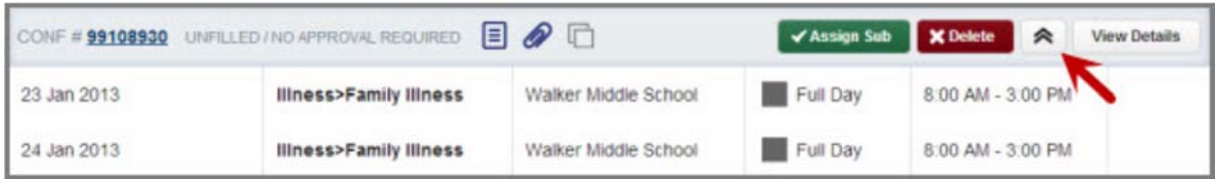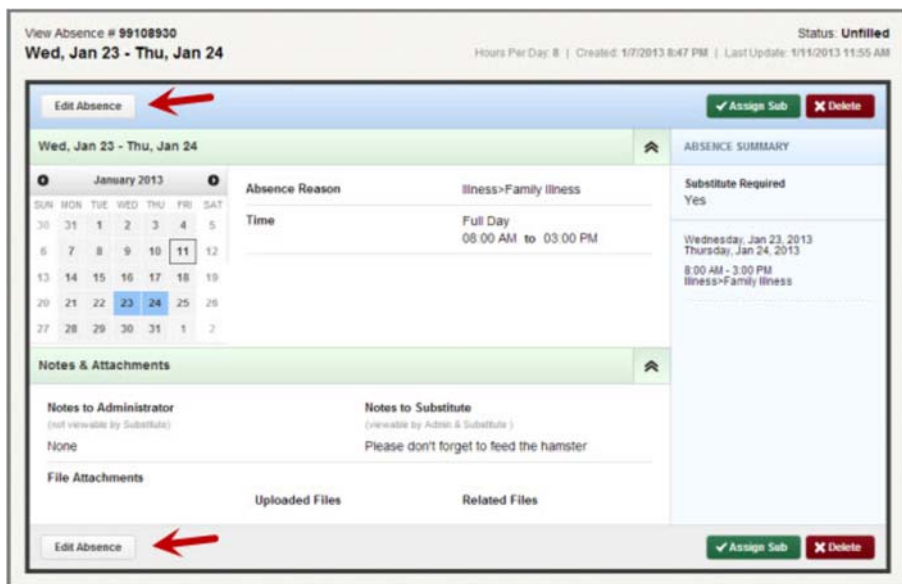

Absence Details

Under the **Scheduled Absences** tab you can view of all of your upcoming absences. If you want to view an absence in more detail, click the **View Details** button.

This will take you to the page that shows every detail of the absence. From this page you can also delete the absence if needed.

Edit an Absence

You can make changes to an absence as long as the absence has not started yet and if it is still unfilled by a substitute (where applicable). To edit, simply click the **Edit Absence** button conveniently located at the top and bottom of the page.

Once you are edit mode, you will be able to:

1. Change the date range
2. Change the absence reason
3. Change the absence time
4. *Sub required is a pre-determined field and not editable*
5. Add a new variation
6. Add, remove, or change notes
7. Remove or upload documents

You also delete an absence while in edit mode (as long as the absence has not occurred), by clicking on the red **Delete** button. To save your changes, click the green **Save Absence** button.

Account Tab

All things related to your account are located here. Change Pin and Absence Reason Balances are the two most important ones you will use.

Change Pin: You can change your pin to something you will remember, you don't have to keep your automated one. At this tab, just enter your old pin, enter your new pin, enter new pin again for confirmation. Pin is changed.

Absence Reason Balances:

Absence Reason	Initial	Used	Pending	Balance
In-Lieu	8.00 Hours as of Friday, July 1, 2016	8.00 Hours	None	0.00 Hours
Sick Leave	278.80 Hours as of Friday, July 1, 2016	58.50 Hours	None	220.30 Hours
Sick Leave > P.N.	32.00 Hours as of Friday, July 1, 2016	None	None	32.00 Hours
Sick Leave > P.N. Confidential	24.00 Hours as of Friday, July 1, 2016	16.00 Hours	None	8.00 Hours
Vacation	433.00 Hours as of Saturday, February 1, 2014	361.00 Hours	12.00 Hours	72.00 Hours 60.00 Hours after Pending

Last Calculated: Wednesday, June 28, 2017

This system keeps track of your leave balances in REAL TIME. Your paycheck balances are a month in arrears. Use this tab to track your balances.

Sick leave is granted in July (balance will be updated in August). Sick leave time may be used for sick time (personal), Personal Necessity (PN) and Personal Necessity Confidential (PNC – No tell). The sick leave overall balance includes your allotment of PN and PNC – this is not separate leave. If you have no overall sick leave balance (ZERO balance), you cannot take PN or PNC, even if it shows you have balance in those categories. When you have exhausted sick leave, the system will not allow you to go into negative. You will not be able to enter in the system. You must fill out a dock form. Your pay will be docked for every occurrence after you exhaust your sick leave.

Vacation leave is granted monthly in 10 hour increments. You may schedule a vacation in the future and not have enough hours today as long as you have accumulated the hours when you actual take the vacation. You are still not allowed to take time without pay without prior approval from the Superintendent so manage your vacation time appropriately to ensure you have enough accrued by the time you take your planned vacation.

Training & Reference Materials

Absence Management has several resources available to you for training purposes. To view these choices, click on the **Frontline Support** tab on the far right side of the home page.