

## How to Enter an Absence into AESOP:

The screenshot shows the 'Create Absence' form in the AESOP system. The form is divided into several sections: 'Please select a date' (with a calendar for August 2014), 'Substitute Required' (with a 'Yes' button), 'Absence Reason' (a dropdown menu), 'Time' (with a time range selector), 'Substitute Report Time' (with a time range selector), 'Hold Until' (with a duration selector), 'Notes to Administrator' and 'Notes to Substitute' (text input fields), and 'FILE ATTACHMENTS' (with a 'Choose File' button and a 'Shared Attachments' section). At the bottom, there are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

Callout boxes provide the following instructions:

- Select the day(s) that you are entering.** (Points to the calendar)
- Select if you need a substitute or not.** (Points to the 'Substitute Required' section)
- Select your reason from the drop down menu.** (Points to the 'Absence Reason' dropdown)
- If your substitute needs to be in the building for a different period of time you would click the paper clip button and enter their time here.** (Points to the 'Substitute Report Time' section)
- This is the time they will see.** (Points to the 'Substitute Report Time' section)
- If you do not click the paper clip button it will default to your time.** (Points to the 'Substitute Report Time' section)
- You can attach documents for your substitute if desired.** (Points to the 'Shared Attachments' section)
- Enter the time you will be absent.** (Points to the 'Time' section)
- Enter any notes to your principal here.** (Points to the 'Notes to Administrator' field)
- Enter any notes to your sub here.** (Points to the 'Notes to Substitute' field)
- If you have prearranged with a substitute they can work this day (s) click the Create Absence & Assign Sub button.** (Points to the 'Create Absence & Assign Sub' button)
- If you have not prearranged with a substitute click the Create Absence button. The system will begin calling all available substitutes.** (Points to the 'Create Absence' button)

## Most Frequently Used Absence Reason Codes:

<b>Accumulated Family Leave</b>	Should be used to care for a family member who is ill.
<b>Accumulated Personal Leave</b>	Should be used for personal reasons, approved by your Administrator.
<b>Bereavement</b>	Should be used when you have had a loss in your family.
<b>Building Professional Development / Activity</b>	Should be used to attend a building based professional development.
<b>Family Illness / Emergency (Family Leave )</b>	Should be used to care for a family member who is ill.
<b>Long Term Leave of Absence</b>	No Pay - Should be used when on an approved unpaid leave of absence.
<b>Personal Illness (Sick Leave)</b>	Should be used when you are ill.
<b>Personal Leave</b>	Should be used for personal reasons, approved by your Administrator.