Q: How to find all absences related to a specific employee?

Answer:

- 1. Log into AESOP: <u>www.aesoponline.com</u>
- 2. Scroll over the "reports" button at the top, then scroll over the "absence" tab, then click on the "absentee report."

		Absence •	Reports •	Settings •							
			Absence 🕨	Daily Report							
	Summary for: 7/8/201		Employee 🕨	Substitute Sign In	ancies						
			Substitute 🕨	Absence Call History							
			School ►	Absence Approval Status	loyee Ty						
			Report Writer	Absentee Report	J						
	Total U			Absence Feedback	0						
			U		DA						

3. Filled out the search fields at the top of the report and then click submit.

	The system will let you run up to about 3 months at a time.		De-Select Vacancies	Select the employee you an looking for.	
Absentee Repor	t 7/8/2014	✓ Absences ✓ Vacan	cies 🕑 Filled 🕑 U s ili	Sub Not Needed	
All Schools	Schools 🔻	All Employees	Employees 🔻	All Employee Types	Employee Types 🔻
All Absence Reasons	Absence Reasons 🔻	All Vacancy Reasons	Vacancy Reasons 🔻	All Vacancy Profiles	Vacancy Profiles 🔻
All Substitutes	Substitutes 💌	Order By:	imployee Q Search		

- 4. The report will show you all the absences for that person, during the date range you selected.
- 5. If you needed more detail you can click the confirmation number (CONF #) to view that particular absence.