

## When do I need to enter staff absences into Employee Self Service (ESS) (Lawson)?

### Licensed Staff:

Licensed absences need to be entered into AESOP. The system will pick up absences for that day as well as absences entered or changed for a day within the last month. Every night the absences are transferred from AESOP to Lawson and you don't have to worry about entering them into ESS/Lawson.

The system will be able to capture reason code changes in AESOP (sick leave changed to personal leave, ext.) and time changes (3 hour duration to 6 hour duration, ext.) made over the last month but those changes are not as cut and dry.

#### **Example 1:** Entering Late Absence

Teacher A is out sick on 04/14/15 but does not enter anything into AESOP. On 04/15/15 they come to you and asked that you enter it into AESOP for them. You will need to enter it into AESOP. When the report is ran the night of 04/15/15 it will look back over the last month (03/16/15 through 04/15/15) for new entries, and that day will be loaded into Lawson.

#### **Example 2:** Changing Absence Reason

Teacher B enters a personal day for 04/10/15. On 04/14/15 they come to you and say their child was sick and asks if you could change it to family leave. When you change the reason code in AESOP from personal leave to family leave the system will pick it up and load it into Lawson.

***Please note** that in this case you do need to credit back the personal leave. The system does not do this so please make sure to contact Payroll if this happens. They will be able to credit back the leave.*

#### **Example 3:** Changing Times.

Teacher C enters 2 hours of sick leave on 04/09/15 for a doctor's appointment. Their doctors appointment takes longer than expected and they are gone for 4 hours. They come to you on 04/10/15 and ask that you change the hours to reflect 4 hours of sick leave. There are two ways to fix this:

Option one - You could enter a second absence (or enter a variation on the current absence) for the additional two hours. Then when the system runs the next time the additional 2 hours will be picked up and entered into Lawson.

Options two - You can also change the time on the current absence from 2 hours to 4 hours but this will include an additional step. When the system runs it will pull the new record of 4 hours and load it into Lawson. That means the person would be deducted for 6 hours total for that day. You would need to contact Payroll to credit back the other two hours.

### Classified Staff:

**ALL** classified absences need to be entered into ESS/Lawson. No absences from AESOP are carried over automatically.