

## How to Enter an Absence into AESOP with Two (or More) Reason Codes

- 1) Log into AESOP.
- 2) Check the “Advanced Mode” button at the top of the “Create Absence” section of your screen.

The screenshot shows the 'Create Absence' interface. At the top, there are three tabs: 'Create Absence', '0 Scheduled Absences', and '0 Past Absences'. Below the tabs, there is a section for 'Please select a date' with a calendar for April 2016. To the right of the calendar, there is a 'Substitute Required' toggle set to 'Yes' and a 'FILE ATTACHMENTS' button. The 'Advanced Mode' button is circled in red.

- 3) Click the “Add New Variation” button to add a variation to your absence.

The screenshot shows a calendar for April 2016 with the date 22 highlighted. Below the calendar, there is a button labeled '+ Add New Variation' which is circled in red. Below the button, there is a section for 'Notes & Attachments'.

- 4) If you are requesting April 22<sup>nd</sup> off as say 4 hours family leave and 4 hours accumulated family leave you would fill it out as follows.

The screenshot shows the 'Add New Variation' form with two variations. The first variation is for 'Family Illness Leave' from 08:00 AM to 12:00 PM. The second variation is for 'Accumulated Family Illness Lea' from 12:01 PM to 03:00 PM. The date 22 is circled in red in the calendar. Annotations include: 'In this scenario, as one calendar day is being split into two absence reasons, make sure to select the same calendar day.' (pointing to the date 22), 'Enter the times for each leave.' (pointing to the time ranges), and 'Select the correct reasons for each part of the day' (pointing to the reason dropdowns).

- 5) Fill out any other relevant information (notes to substitute, notes to administrator, attachments, sub needed yes/no, ext.) then click “Create Absence” or “Create Absence & Assign Sub” at the bottom.

The screenshot shows the bottom of the form with three buttons: 'Create Absence', 'Create Absence & Assign Sub', and 'Cancel'. The first two buttons are circled in red.

- 6) Done