

Absence Management System—Staff Procedure for Creating Absence

Login Information:

Type this in your web browser address bar: www.aesoponline.com

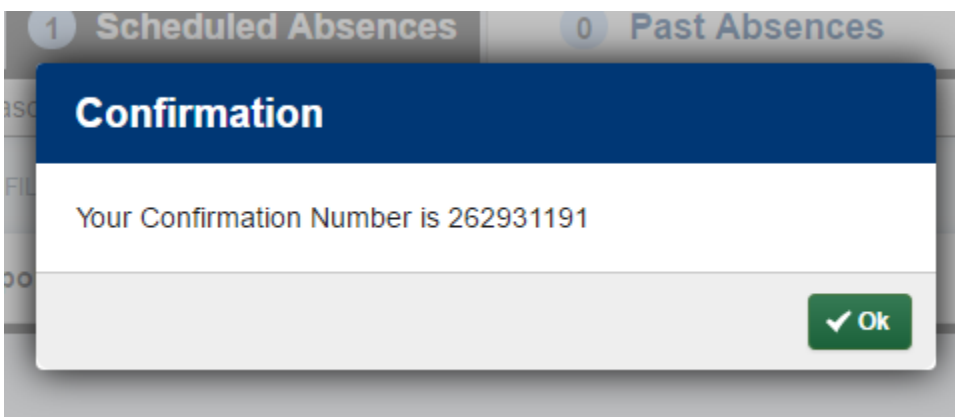
ID: for most staff, this is your cell phone number with no spaces or dashes

PIN: this is a 4 or 5 digit number that is unique to you

Creating an Absence:

Click on the date of which you need to create the absence. It will turn highlighted blue.

1. THE SCREEN SHOT BELOW GOES WITH THESE INSTRUCTIONS
2. Enter an “Absence Reason” from the drop down list.
3. Enter the “Time” (start and end time) and choose “Custom” from the drop down list. Rarely, will your requested time be “Full Day”.
4. You may choose to type notes to the Absence Management Administrator and/or type notes for the Substitute to read. Neither is mandatory nor required to create an absence.
5. Click on the bottom right, green rectangle that says “✓ Create Absence”.






A Confirmation Number will pop up on your screen (save this number for your records).

When a Sub has picked up your request, you will be sent an email

stating who the Sub is that will be working for you on that day. You may wish to share this with your coworkers so they are kept in the loop.

Viewing/Deleting Your Scheduled Absence:

To view your Scheduled Absence, click on the blue CONFIRMATION # that is underlined.

Create Absence		1 Scheduled Absences		0 Past Absences	
Date	Reason	Location	Duration	Time	
CONFIRMATION # <u>262931191</u> UNFILLED / NO APPROVAL REQUIRED   X Delete View Details					
28 Sep 2017	Appointment	Givens Community Center-ECEAP	 06:30	9:00 AM - 3:30 PM	

To cancel your Scheduled Absence, click on the red rectangle that says “X Delete”. The system will ask you to confirm cancelling the absence.

Confirm ×

Are you sure you want to cancel absence #262931191?

✓ Yes
No

Click “✓ Yes”.

If there was a Substitute who had picked-up your request, they will be sent an email by the Absence Management System that the job has been cancelled.

Remember, the Absence Management System has nothing to do with Skyward or putting in Leave Requests. Skyward and the Absence Management System do not, in any way, communicate with each other.