

Welcome to Aesop
Employee Absence Creation Guide
www.aesopeducation.com

Log into Aesop with your unique ID and PIN

Create an absence by clicking the date(s) within the calendar

Each date square highlighted in blue will be added to the absence

Enter the absence details

1. If a sub is not required, click the **Yes/No switch**
2. Select the **Absence Reason** from drop down menu
3. Choose what type of absence this is – **Full Day? Half Day? Custom?** Update start and end times as necessary

Leave notes for the substitute and/or administrator

To upload files, click the "Browse" button

Notes to Administrator

(not viewable by Substitute)

Son is sick

244 character(s) left

Notes to Substitute

(Viewable by Administrator, Employee, and Substitute)

Lesson plans on top of desk.
Wear comfy shoes for P.E. class in afternoon.

181 character(s) left

FILE ATTACHMENTS

Browse...

Shared Attachments

Cancel

✓ Create Absence

Click the green "Create Absence" button to save your absence

A confirmation number is assigned to each live

Confirmation

Your Confirmation Number is 102791553

✓ Ok

Need to edit an absence?

Select the "Scheduled Absences" tab and click the confirmation number

Date	Reason	Location	Duration	Time	
CONF # 102791553 NO SUBSTITUTE REQUIRED / NO APPROVAL REQUIRED ☰ 📎 View Details					
19 Feb 2013	Bereavement	LEEP - Seth Lewelling - Elem., N. Clack	Full Day	8:00 AM - 4:00 PM	

Click the "Edit Absence" button and amend the absence as necessary

Edit Absence

Click the "Save Absence" button when done

✓ Save Absence

Cancel