

Christian County Public Schools

Frontline Vision Statement:

CCPS will increase measurable efficiency and effectiveness through individualized learning opportunities and systemized processes that are aligned to the District's strategic plan.



Efficiency

Straight Ahead

Connecting the dots...



- Recruit & Hire (Appli-track)
- **Absence Management (AM)**
- Professional Learning Management (PLM)
- Evaluation Management (EM)



Recruit & Hire (Appli-Track):

Online application process for recruiting and hiring employees

- **Absence Management:**

substitute scheduling and employee absence/leave tracking system

Have your Frontline Login available when you click the link for an overview of AM:

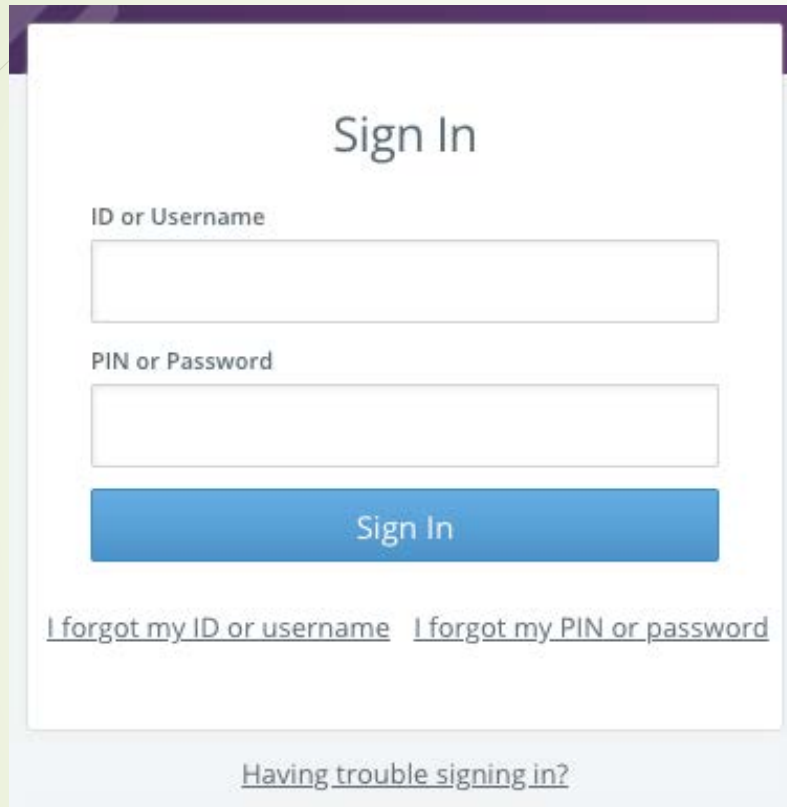

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003262367>

There are three different ways to create an absence:

On the web - <http://www.aesonline.com>

On mobile - <http://m.aesonline.com>

On the phone - 1 (800) 942-3767



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

To log in to the absence management application, type

aesoponline.com in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and

PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or

click the "**Having trouble signing in?**" link for more details.

MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the "Account" option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: <input type="text" value="6105553747"/>
Excluded Substitutes	Email Address: <input type="text" value="Apond@education.com"/>
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your Account Settings .
	Address

If you need Help or Additional Resources, click the ? and Frontline Support.

Search

NAVIGATION

- Web Navigator
- Master Data
- Absences
- Reference Data
- Security
- Reports
- Extract / Import
- Settings
- Institute Report

CREATE ABSENCE CREATE VACANCY ABSENCE MODIFY DAILY REPORT SCHOOL FIND EMPLOYEE FIND SUBSTITUTE DASHBOARD

Weekly Absence/Vacancy Chart				
Date	# Absences/Vacancies	# Need Fulfillment	# Fulfilled	Fill Rate

Profile [My profile]

Name	Jessica Darnell (Christian County School District)
Email	jessica.darnell@christian.kyschools.us
Level	Organization User

Aesop Information Alerts

Subject	Message
System Information Notice	<p>Posted: 6/8/2018</p> <p>Scheduled Maintenance</p> <p>Due to scheduled maintenance, Absence Management will be unavailable on Saturday, June 23, between 6:00am-8:00am EDT. We apologize for any inconvenience this may cause.</p> <p>***This message will remain posted until June 23, 2018.***</p>
Substitute Preference Lists	<p>The Substitute(s) listed below are not on any preference lists. Click here to see why this is important.</p> <p>ACREE, LENA BABB, TERRY BACON, CAROLYN BARNES, SHELIA BELL, TREVIN BOYD, ROSALAND BRANDON, KAVIN BRYAN, WILLIAM BUCKNER, GARY BURD, PATRICIA BURNS, JOSIE BUSH, FRANCES BYRUM, DAWN CAIN, EUNICE CAIN, GRACE CASTILE, WILLIAM CHEATHAM, DAISY CLEVESY, JESSICA COMPTON, EARL CORLEY, PATRICIA</p>

frontline education.

https://www.aesoponline.com/redirectToZendesk.asp

HELP RESOURCES

CONTACT YOUR ORGANIZATION

Christian County School District

Laura Morris
Phone: (270) 887-7000

Frontline Support

Create Absence

3 Scheduled Absences

1 Past Absences

0 Denied Absences

Please select a date

Need more options? [Advanced Mode](#)

April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Substitute Required Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
 to

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

CREATING AN ABSENCE

You can enter a new absence from your absence management home page under the **Create Absence** tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.



Details in an Absence:

- ▶ Do you need a sub?
- ▶ What time period is the absence for? All day? Morning? Evening?
- ▶ What is the reason for the absence?
- ▶ Any additional notes?
- ▶ Any files to attach?
- ▶ Timeframe for Cancellation:
 - ▶ Employees cannot cancel an absence within 12 hours of the start of the absence
 - ▶ Substitutes are allowed to cancel up to 1 hour before the start time of their day

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

Training videos:

- <https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265807>
- <https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265767-Employee-Web-Advanced-Training-Video->

Approving An Absence

On your home page in the "Quick Actions" box, you will see a button that says **Approve**. There will be a number on this button indicating how many absence requests still need your approval. Click the button to be taken to the **Absence Approval Page**.

When you first come to the page, you will be shown all absences that need your approval over the next month. The details of each absence will be shown including the confirmation number, date, reason, and duration of the absence request. At the end of each row will be buttons that allow you to approve or deny the request.

Quick Actions

Confirmation Number Search ?

Create Absence Create Vacancy

Approve 19 in the next 45 days

Reconcile 75 in the past 30 days

4 Absence Approvals								
Conf #	Name	Date	✓	Reason	Duration	Status	Actions	
123668694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		✓ Approve	Deny
123668689	Jones, Martha 2nd Grade Teacher	3/17/2014	✓	Personal Day	1 day		✓ Approve	Deny
123668693	Clark, Ken 4th Grade Teacher	3/20/2014	✓	Personal Day	1 day		✓ Approve	Deny
123668690	Hood, James	3/26/2014 - 3/27/2014	✓	Personal Day	2 days		✓ Approve	Deny Deny Part

Above the absence list you will see an area where you can change the date range for the absences shown.

There are also filters that allow you to view absences in various states of approval.


Start Date: 08/25/2015  End Date: 10/16/2015  Status: Unapproved Partially Approved Approved Denied

Need more detail? Click the Confirmation Number of any absence to be taken to the absence details page.

To approve an absence request, click the green **Approve** button at the end of the row.

4 Absence Approvals								
Conf #	Name	Date	✓	Reason	Duration	Status	Actions	
123668694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		<input checked="" type="checkbox"/> Approve	Deny
123668689	Jones, Martha 2nd Grade Teacher	3/17/2014	✓	Personal Day	1 day		<input checked="" type="checkbox"/> Approve	Deny
123668693	Clark, Ken	3/20/2014	✓	Personal Day	1 day		<input checked="" type="checkbox"/> Approve	Deny

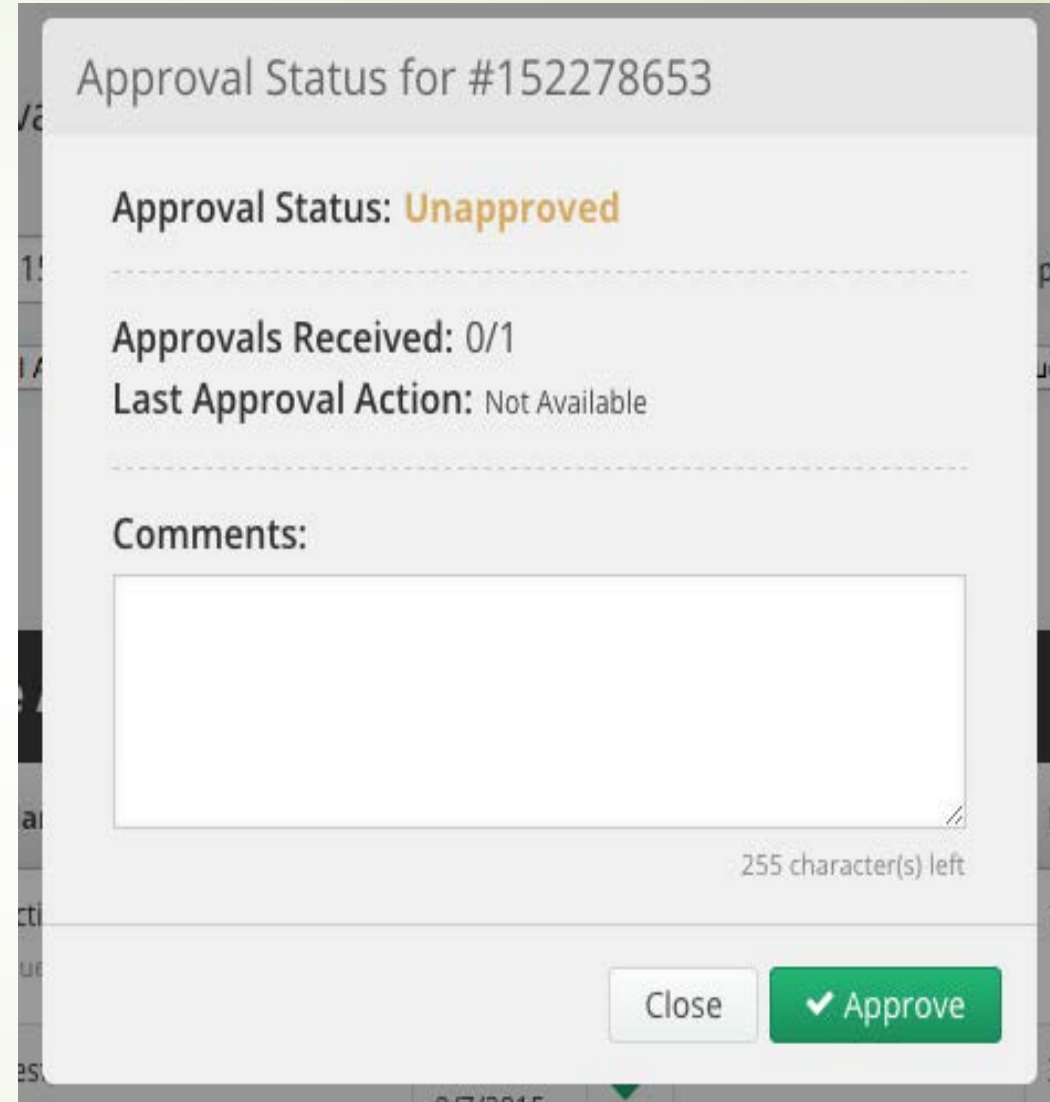
This will open a window where you can leave comments about the approval.



Leaving comments is optional. Comments left here may be sent to the employee in a notification email.

When you are ready to finalize the approval, click **Approve** in the window.

When an absence request is approved, it will be removed from your list of unapproved absences. You can view it again by changing the filters to show approved absences.



Approval Status for #152278653

Approval Status: **Unapproved**

Approvals Received: 0/1

Last Approval Action: Not Available

Comments:

255 character(s) left

Close Approve

Reconciling an Absence

What is Absence Reconciling?

Reconciling absences at the school level is an important aspect of ensuring accurate payroll integration between Absence Management and MUNIS.

"Reconciling" means the Campus User puts his or her "stamp of approval" on the absence, indicating that "person A" was indeed absent and "person B" did in fact substitute for this person.

In essence, it is viewed as the "OK to pay" stemming from the school location. Most districts that tie their payroll system to absence management will check for this "reconciled" flag before processing payment for the substitute.

To reconcile absences from the Web Navigator, follow this path from the black menu bar. Now you can enter a date range, choose the school, choose "Filled" or "Unfilled" or "Both", then click **Submit**.

Reconcile Absences

Select a date range:

From: 04/04/2013 To: 04/11/2013

School: Victoria County Community Schools Filled: Both

Submit

Absences/Vacancies from 4/4/2013 - 4/11/2013

Date	Total Absence/Vacancy	Reconciled	Not Reconciled	
4/4/2013	1	0	1	Reconcile All
4/5/2013	1	0	1	Reconcile All
4/10/2013	1	0	1	Reconcile All

Clicking on the individual number link will open a page that will show more details of the absences and allow you to edit and/or reconcile the absences.

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

Employee	Substitute	Details	Status	Rec	No	Edit
			<u>Action</u>			
Fox, Tim 106329906 Type: Teacher Title: High School Science Conf 106329906	Baker, Tom Duration: 1 Full Day	Absence Reason: <input type="text" value="Illness > Personal Illness"/> Budget Code: <input type="text" value="-- None Selected --"/> Accounting Code: <input type="text" value="-- None Selected --"/> Pay Code: <input type="text" value="Regular Sub Rate"/> Hours Substitute <input type="text"/> Worked Per Day: <input type="text"/>	Not Reconciled	<input checked="" type="radio"/>	<input type="radio"/>	Edit

If the absence has already been reconciled you will have the option to un-reconcile it.

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

Employee	Substitute	Details	Stat	Rec	No	Edit
					Action	
Fox, Tim 106329906 Type: Teacher Title: High School Science Conf 106329906	Baker, Tom Duration: 1 Full Day	Absence Reason: 1 <input type="text" value="Illness > Personal Illness"/> Budget Code: <input type="text" value="-- None Selected --"/> Accounting Code: <input type="text" value="-- None Selected --"/> Pay Code: <input type="text" value="Regular Sub Rate"/> Hours Substitute Worked Per Day: <input type="text"/>	Not Reconciled	<input checked="" type="radio"/>	<input type="radio"/>	Edit 4

1. Here absence details such as Absence Reason and Budget and Pay codes can be edited.
2. To Reconcile an Absence, mark the Reconcile circle and click Apply Changes.
3. If you would like to keep changes made to the details of an absence but not reconcile the absence, then mark the "No Action" circle before you click Apply Changes.
4. You can also click the Edit link to bring up the absence in an edit mode if you would like to change details such as the date or times in the absence.

Removing a Substitute from a Job:

Once a substitute has accepted or been assigned to an absence job, you may remove him or her and control the substitute's ability to see the job after the removal, notify the substitute of the removal, and keep the substitute from seeing jobs in the near future. To initiate the substitute removal, go to the absence's "Modify" page and click the **Edit/Delete** button.

Check the appropriate settings boxes to adjust what the substitute will be able to see after the removal.

A notification box will pop up that says: *This will remove the substitute from the assignment. Depending on the checkbox setting, they may or may not be able to still see this assignment in the future. Do you want to continue?* Click the **ok** button.

Status:	Filled
Reconciled:	No <input type="button" value="Reconcile"/>
Substitute Required:	Yes
Fulfilled By:	Tom Baker ★★★★★ <input type="checkbox"/>
Feedback:	Leave Substitute Performance Feedback Leave Substitute Experience Feedback
Employee Hours Per Day:	8
<input type="button" value="Edit/Delete"/>	
Approval Status:	Unapproved
Approvals Received:	0
Last Approval Action:	

Fulfilled By:	Tom Baker ★★★★★ <input type="checkbox"/>
Feedback:	Leave Substitute Performance Feedback Leave Substitute Experience Feedback
Employee Hours Per Day:	8
<input type="button" value="Remove Sub"/>	<input type="checkbox"/> Allow substitute to see job after removal
	<input checked="" type="checkbox"/> Notify the substitute that they are being removed.
	<input type="checkbox"/> Keep substitute from seeing jobs on this date if job is cancelled within 24 hours of start time
	Navigator User <input type="button" value="▼"/> requesting Sub removal
<input type="button" value="Delete Absence Request"/>	

Setting Up a School's Preferred Substitutes List (Prefer & Exclude Subs)

Master Data > School > General Information

The Preferred Substitutes List includes the preferred or excluded substitutes. You can manage when subs can view jobs via Job Visibility. Individual visibility overrides are available also.

From a school's profile, click the **Preferred Substitutes** tab

General Information Configuration Settings Absence Reasons Preferred Substitutes Reports

[Select Another School](#) | [Add School](#)

School: **Vanderbilt High School**
Phone #: (610) 555-1234
Substitute List

Calling Sequence:

In The Call Order Specified Below ([reorder](#))

In Random Order (Call Order is not used)

Job Visibility: [Visibility Calculator](#)

% Lead Time Visible: 85

Minimum: 12 Hours 0 Minutes

Maximum: 30 Days 0 Hours

[Apply Changes](#)

[Add New Substitutes](#)

View All

View Excludes

View Includes

1. Set the preference list to be called in Call Order or Random Order
2. Click here to add new subs to the preference list
3. This **Apply Changes** button will apply the changes for the settings above it
4. The default Visibility Percentage for this preference list
5. Minimum and Maximum visibility settings

Add New Substitutes

View All

View Excludes

View Includes

Edit

Apply Changes

Cancel

On List	Substitute	Exclude	Exclusion Comments	% Lead Time Visible		Minimum Visibility		Maximum Visibility				
				Call Order	Default	Override	Default	# Hours	# Minutes	Default	# Days	# Hours
<input checked="" type="checkbox"/>	Baker, Dee ★★★★★	<input type="checkbox"/>		1	85%	20	12h 0m	6	0	30d 0h	5	0
<input checked="" type="checkbox"/>	Baker, Tom ★★★★★	<input type="checkbox"/>		2	85%	100	12h 0m			30d 0h		

1. Change the view to only see Excludes or Includes
2. Mark this box to choose sub to add to the preference list
3. Adjust Minimum Visibility and Maximum Visibility settings
4. Exclude the sub from seeing jobs at this school
5. Default Visibility Percentage for this preference list
6. An override percentage can be entered per substitute

Job Visibility

You can set a default for the list and override individual substitutes if necessary. These settings apply only to a particular sub's access to this school or schools/employees grouped under this selected school.

By overriding a substitute's visibility with low values, you can also set up substitutes that are not excluded but are one step away from it. That is, they can go there, but only as the job gets near to its start time.

You can also exclude a substitute from viewing jobs from this particular school. Simply click in the circle under the exclude column instead of the include column.

On List	Substitute	Exclude	Exclusion Comments	Call Order	% Lead Time Visible		Minimum Visibility		Maximum Visibility			
					Default	Override	Default # Hours	# Minutes	Default # Days	# Hours		
<input checked="" type="checkbox"/>	Baker, Dee ★★★★★	<input type="checkbox"/>		1	85%	20	12h 0m	6	0	30d 0h	5	0

Take note, the Override setting "overrides" the default visibility settings for this preference list. In this case, 20% would be the visibility percentage for this substitute rather than 85%.

Adding a New Substitute to the School Preferred Sub List

If you want to add *more than one* substitute to a *single school's* preference list, you can go to the school's "Preferred Substitutes" tab. Or, if you want to add a *single substitute* to *more than one school's* preference list, you can go to the substitute's "Preferred Substitutes Lists" tab.

Method 1: School's "Preferred Substitutes" Tab

Click the **Add New Substitutes** link

Click on the alphabet letter representing the desired substitute's last name (or enter substitute's last name into the "Search" box and click the Search button)



The screenshot shows a search interface with the following elements:

- Text: "Please type the first few letters or choose a link from the list below."
- Input field: A text box for entering search criteria.
- Search button: A button labeled "Search".
- Alphabet links: A row of links for "B-J" (in red) and "K-S T-Y" (in blue). A mouse cursor is pointing at the "B-J" link.
- Page number: A small number "9" is visible at the bottom center.

1. Click the "On List" box to select the substitute
2. Select either Exclude or Include
3. Enter override settings if you wish to override the default visibility
4. Click the **Apply Changes** button to save
5. Repeat Steps 2-5 for additional substitutes



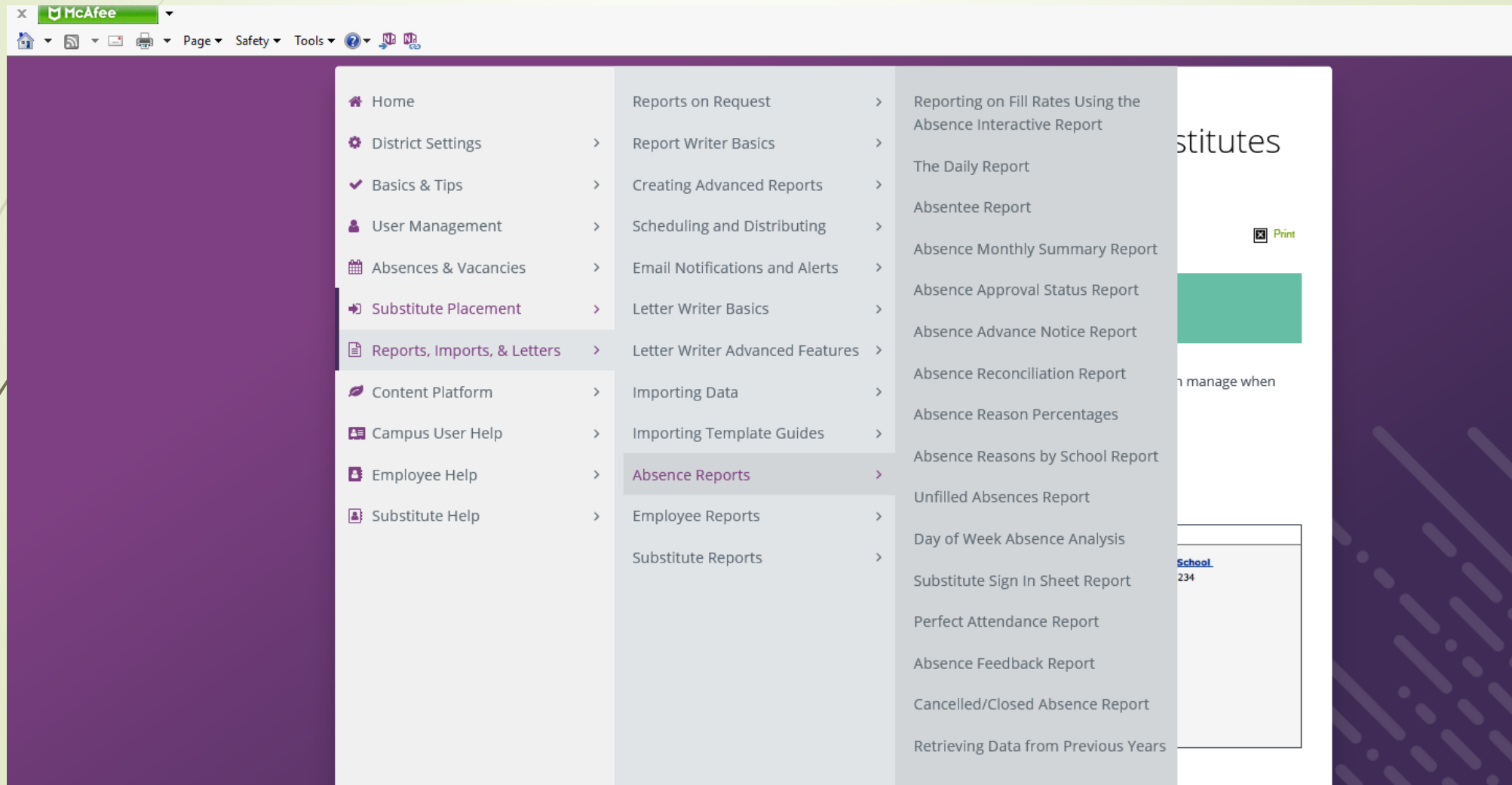
Adding a New Substitute to the School Preferred Sub List

Method 2: Substitute's "Preferred Substitute Lists" Tab

1. From a substitute's profile, click on the "**Preferred Substitute Lists**" tab
2. Click **Add New Schools**
3. Click the "Selected" box to select the substitute
4. Click the radio button beside either "Exclude" or "Include"
5. Enter override settings if you wish to override the default visibility
6. Click the **Apply Changes** button to save

Reports:

There are a variety of reports found under the ? Frontline Support box. We can also use Report Writer to create custom reports.



Substitute Sign In Sheet Report

Reports > Absence > Substitute Sign-In

Need a sign in sheet for the substitutes to sign in at the front desk?

The "Substitute Sign-in Report" is an absence report designed for this purpose.

Run this report to get all the information about what substitutes should be coming in and what jobs they are filling in for. The report contains built-in blank lines for the substitutes to put their signatures on.

The report can be run for a date range of up to 92 days (if you are running it for just one employee, up to 121 days).

The report can be filtered by:

- Location
- Absence/Vacancy
- Employee Name
- Absence Reason Type
- Employee Type
- Date

The report can also be printed with page breaks. Toggle this option by checking the box next to "Print with page breaks."

Substitute Sign In Report [Return to Report Menu](#)

Start Date: 04/01/2016 End Date: 04/30/2016 School(s): View All

Type: Absences Employee: View All Absence Reason: View All

Employee Types: View All Order By: Date Employee

Print with page breaks

Submit Print

Date	External ID	Name	Employee Type	Title	Start/End	External ID	Substitute	CONF#
04/07/2016		Chesterton, Ian	Teacher	5th Grade	7:30 AM - 3:30 PM Duration: Full Day		Pond, Melody	204855082
Coal Hill School							Signature: _____	
							Acct cd: _____	
04/07/2016		Fox, Tim	Teacher	High School Science	7:30 AM - 11:30 AM Duration: Half Day AM		Pond, Amy	204855256
Coal Hill School							Signature: _____	
							Acct cd: _____	
04/07/2016		Grubb, Darrell	Teacher		11:30 AM - 3:00 PM Duration: Half Day PM		Pond, Amy	204855784
Columbia Elementary School							Signature: _____	
							Acct cd: _____	
04/14/2016		Beasley, Pam	Secretary		7:30 AM - 3:30 PM Duration: Full Day		Pond, Melody	205985149



CONFERENCE LEAVE FORMS

- ▶ Conference Leave Forms have been broken down into two different forms within the Professional Learning Management side of Frontline.
 - ▶ **LEAVE REQUEST:** If attending a training that requires you to be away from your work location, please complete a Leave Request.
 - ▶ The following tutorial walks you through the process: <http://youtu.be/zdUvkpBKwH0?hd=1>
 - ▶ There are also printed copies of example forms available.
 - ▶ **SUPERVISION OF STUDENT TRAVEL:** If attending an activity with students (competition, conference, field trip, etc.) please complete a Supervision of Student Travel Form.
 - ▶ The following tutorial walks you through the process: <http://youtu.be/r0JZOfQQfao?hd=1>
 - ▶ There are also printed copies of example forms available.



Admin Morning Checklist

- ▶ Login to Frontline Absence Management
- ▶ Check Absences for the day (who's out/who's the sub)
- ▶ Print Sub Sign In Sheets for the day
- ▶ Approvals will also need to be marked for Professional Learning Management for Leave Requests and/or Supervision of Student Travel

