



Absence Management

LOGGING IN ON THE WEB

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

Enter your ID/username and PIN/password and click **Sign In**. If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

Sign In

ID or Username

PIN or Password

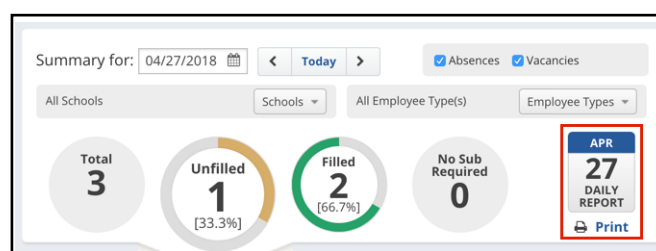
Sign In

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

[Or Sign In with Organization SSO](#)

ACCESSING THE DAILY REPORT

The Daily Report provides an overview of each day's absences, substitutes, and more. Access or print the Daily Report by clicking the **Daily Report** button on the home page.



CREATING AN ABSENCE

The system is designed to allow employees to enter their own absences, but as an admin, there may be times when you need to enter an absence on behalf of an employee.

To create an absence, click the **Create Absence** button on the Quick Actions panel. Alternatively, choose **Absences** > **Create Absence** from the side navigation bar.

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Approve 3 in the next 45 days

Reconcile 7 in the past 30 days

SUBSTITUTE SIGN-IN REPORT

The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on **Reports** > **Absence** > **Substitute Sign In**.

2 Substitute Sign In		
Substitute	Signature	Start/End
Friday, April 27, 2018		
Melody Pond Victoria County Community Schools	x	Full Day 11:00 AM - 06:00 PM
Phil Coulson Victoria County Community Schools	x	Full Day 06:00 AM - 03:00 PM

APPROVING (OR DENYING) ABSENCES

If you approve absences at your school, you can click the **Approve** button on the Quick Actions panel and review a list of absences that require approval.

Once on this page, click the **Approve** or **Deny** button next to the absence.

Approve Selected Deny Selected

Status	Actions
	Approve Deny
	Approve Deny Deny Part
	Approve Deny

RECONCILING ABSENCES

The system allows you to “reconcile” absences at your school to double-check that the data is correct. This is especially important if you are sharing the absence data with a payroll system.

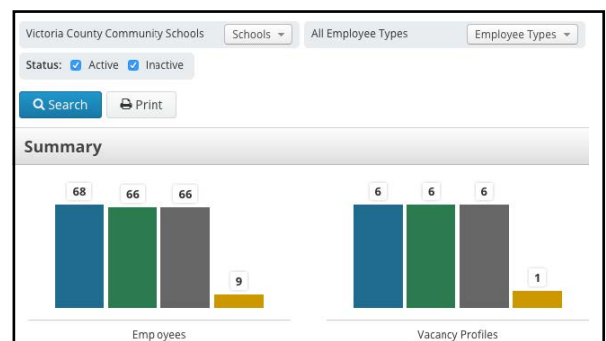
Click on the **Reconcile** button in the Quick Actions panel to view absences that need to be reconciled.

THE STAFF LIST REPORT

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school.

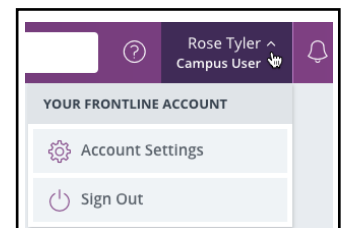
Click **Reports > Employee > Staff List** to access the report.

Once opened, set the relevant criteria (employee type, status, etc.) and click **Search**.



MANAGING YOUR ACCOUNT AND PERSONAL INFO

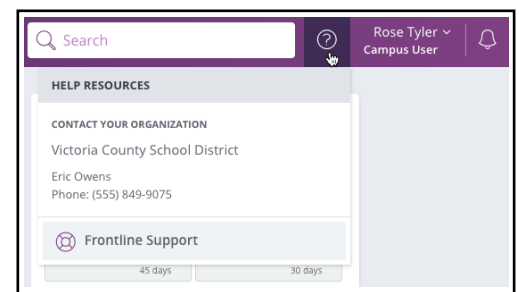
You can manage and edit your account and personal information by clicking on your name in the top right corner of the page and selecting the **Account Settings** option.



HELP AND TRAINING RESOURCES

The Learning Center is a great place to access additional training resources, get answers to specific questions, and more!

Click on **Help Resources** in the top right corner of the page and select **Frontline Support**.





Time and Attendance places absences captured in Absence Management alongside time worked in the Time and Attendance system and helps school districts manage staff and ensure accurate pay for hours worked.

LOGGING IN ON THE WEB

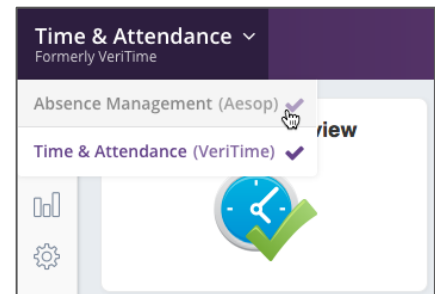
Type signin.frontlineeducation.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

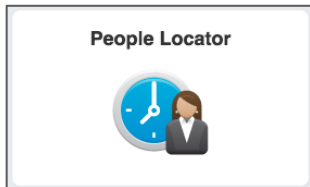
If you experience trouble while logging in, click “**Forgot ID or PIN?**” for further assistance.

CONNECTING TO ABSENCE MANAGEMENT

Time and Attendance allows you to access the Absence Management system directly from the homepage. Select the **Menu Grid** in the top left corner and select **Absence Management**.

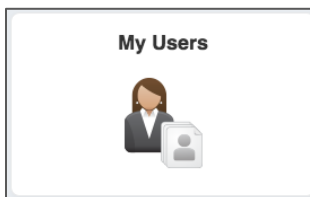


THE PEOPLE LOCATOR



The People Locator is intended for kiosk users only and provides real time insight into users currently signed in and “on the clock.” Reference “[Using the People Locator](#)” article and video in the Learning Center to learn more about this helpful resource.

FINDING A USER



Click **My Users** on the homepage to view a list of all Time and Attendance users within your visibility or use the search bar at the top of the page to locate a particular user. You can then select a user to view their work schedule, applicable payroll reports, and timesheet.

REVIEWING TIMESHEETS

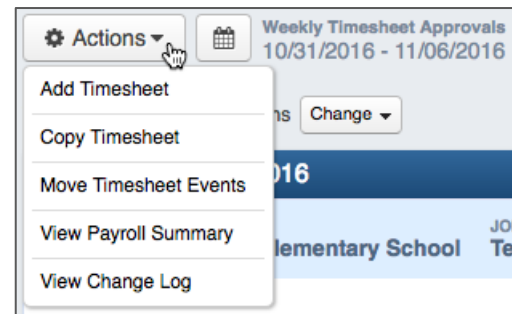
Once a user submits a timesheet, Admins with the proper permissions must review the timesheet for accuracy. Time and Attendance hosts the [Work Summary](#), [Work Detail](#), and [Payroll Review](#) report to assist with this need. Consider referencing the [Reviewing and Approving Timesheets](#) article to learn more about the time review process.

FINDING MISSED PUNCHES

The Clock Exceptions report proves vital to ensuring your user's times are properly reflected prior to approval. It allows you to see potential missed punches on a timesheet, identifies whether staff members consistently clock in on time, etc. Reference [Using the Clock Exceptions Report](#) for additional details.

EDITING TIMESHEETS

Time and attendance records a person's work time, absence time, and leave time within the timesheet. Reference [Getting to Know the Timesheet](#) to become familiar with the timesheet's look and functionality. The date range tool at the top of the timesheet allows you to select the range of time you wish to edit and the Actions button beside it gives you options to add timesheets or move time events. You can then simply click within the IN or OUT box each day to edit the timesheet.



Approve, Reject, or Reset Timesheets

Timesheet Status ×

Action: **Approve Selected** ▾

Comments:

☐ I certify that these timesheets are a true statement of the hours recorded in the period indicated.

APPROVING TIMESHEETS

You can approve time once you review and edit your users' timesheets. Simply select the checkbox beside the users you wish to approve from the Timesheet Review report and click **Approve, Reject, or Reset Timesheets**. Then, choose **Approve Selected** from the Actions dropdown and click **Submit**. You can reference the [Reviewing and Approving Timesheets](#) article to learn more about this process.

MAKING CHANGES AFTER APPROVAL

Some timesheets may occasionally require changes following an approval. You must reset the timesheet to "Pending" because you cannot modify a timesheet with an approved status. In Timesheet Review, select the users which require changes and click **Approve, Reject, or Reset Timesheets**. Then, choose **Reset Selected to Pending** from the Actions dropdown and click **Submit**.

Timesheet Status ×

Action: **Reset Selected to Pending** ▾

Comments:

CHANGING YOUR PIN

Click on your name at the top of the page and select **Change PIN** from the dropdown menu. A new page appears where you can enter the new PIN.

Getting Help and Training

Select the "?" in the top bar and click **Learning Center** to access additional help-related materials.



Accessing employee accruals through "Absence Balances for Principals and Execs" Report



NAVIGATION

- Dashboard
- Daily Report
- Absences
- Reports
- Settings

Absence
Employee
Substitute
School
Report Writer

2020 Today Absences Vacancies

Schools All Employee Type(s) Employee Types

Unfilled 0 [0%] Filled 0 [0%] No Sub Required 0

DEC 6 DAILY REPORT Print

Quick Actions

Confirmation Number

Create Absence Create

Reconcile 97 In the past 30 days

School Reason Shift Created

NAVIGATION

- Dashboard
- Daily Report
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Report Writer

Filter Report

Show reports last run or created

any time

Name

Absence Balances for i

Search

Absence Data

Name	Access	Created	Last Run	Runs	Actions
Absentee Report	Public	11/18/2020 11:46 AM by: Super user	11/20/2020 11:20 AM	1	Run with New Run with Saved

Absence Reason Balance

Name	Access	Created	Last Run	Runs	Actions
Absence Balances for Principals and Execs	Public	10/13/2020 9:54 PM by: Super user	11/20/2020 2:09 PM	4	Run with New Run with Saved

If you do not see report named "Absence Balances for Principals and Execs" below, then type in search. Make sure to change the filter to "any time".

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NAVIGATION

- Dashboard
- Daily Report
- Absences >
- Reports** >
- Settings >

Absence Balances for Principals and Execs

Type: Absence Reason Balance
Created 10/13/2020 9:54 PM by Super user

Actions: Run with New Filters Run with Saved Filters

Details

- 9 Display Fields
- 2 Sort Fields

Report Executions

Filter Report

Date Range: 09/01/2020 ar 12/06/2020

REPORTwriter Execute Report

Absence Balances for Principals and Execs

Template ID: 0

Output Types

- ☒ HTML
- ☒ Excel Compatible (csv)
- ☐ Delimited Text Delimiter: Tab
- ☐ Fixed Length Text

Delivery Options

Email address: @hartfordschools.org

Static File Name:

Attach results to email: ☐

Deliver to FTP Server: ☐

Schedule:

- ☐ I want to run the report right away.
- ☒ Let me know when the report is ready

Report Options

- ☐ Exclude Header Row

Run Cancel

NAVIGATION

Dashboard

Daily Report

Absences

Reports

Settings

Absence Balances for Principals and Execs

Type: Absence Reason Balance

Created 10/13/2020 9:54 PM by Super user

Return to Report Template

Actions:

Run with New Filters

Run with Saved Filters

Details

9 Display Fields



2 Sort Fields

Report Executions

Filter Report

Date Range:

11/29/2020ar12/06/2020

Entered		Started	Finished	Output
12/6/2020 11:18:27 PM	(View Details)	12/6/2020 11:18:27 PM	12/6/2020 11:18:28 PM	 

You may need to refresh the browser until the icons are a solid color (if they are faded it indicates that the system is still running the report)

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