

# **Frontline Absence Management (formerly AESOP) User Instructions**

The Baldwin School District utilizes Frontline Absence Management (*formerly AESOP*) to record and track absences and secure substitute coverage for employees that require substitutes.

After you are hired and the District has entered your new employee/substitute information into the Frontline Education system, you will receive an invitation from Frontline.com to your Baldwin School email account for employees (*Type 1 and 2*) or to your personal email if you are a substitute (*Type 3 and 4*). You must wait for that email and activate your account the first time directly from the email using the instructions provided.

Be sure to write your User ID/Username and PIN/Password down and keep them in a safe place. If you lose your credentials, you must contact Frontline directly using the Forgot ID or Forgot PIN feature on their homepage. Please refer to the sections below for specific instructions for your employee type.

**Determine which Employee Type describes your current role and follow the specific directions listed:**

## **Employee Type 1:**

**Teacher, Leave Replacement, Long-Term Substitute, Secretarial, Teacher Aide, Facilities Staff, School Monitor, Nurse, Health Aide, Security Aide, Food Service Worker**

If you are sick, please enter your **sick** absence into Frontline Absence Management (*formerly AESOP*) as soon as you become aware of it and **always at least one hour prior to your shift start**. Please make sure that the date for your absence is correct. If you are entitled to **personal** or **vacation** time, enter your requested day as soon as you request permission in the **SchoolFront** system. Your employee type can use the Frontline Absence Management (*formerly AESOP*) Mobile App to enter and review your absences. *See instructions below.*

## **Employee Type 2:**

**Administrator and Supervisor**

When calling in sick or for an emergency personal day that is not yet approved in SchoolFront, enter your absence in Frontline Absence Management (*formerly AESOP*) as noted above, and call the Superintendent's office at 516-434-6010 (after 8AM on morning of absence) to report your absence. You can use the Frontline Absence Management (*formerly AESOP*) Mobile App to enter and review your absences. *See instructions below.*

## **Employee Type 3:**

**Building Substitute (Permanent and Districtwide Assignments)**

You will be **auto-assigned** to jobs needing fulfillment in Frontline Absence Management (*formerly AESOP*). **Do not go in to the system to search and accept jobs**. Elementary Districtwide substitutes **must** check their assignments in Frontline each morning to see which school they have been assigned to.

If you are sick or will be absent for personal reasons, enter a **Non-Work Day** in Frontline. Take yourself out of any job you have been assigned to as early as possible so that another substitute can be assigned. You must also call your Home School to notify them that you will not be in that day. You **cannot** use the Frontline Absence Management (*formerly AESOP*) Mobile App. You must log in using the WEB application. *See instructions below.*

## Employee Type 4:

### Per Diem Substitute

Once your account is activated, AESOP will email you with available jobs or you can just log into Frontline Absence Management (*formerly AESOP*) via the WEB. Per Diem Substitutes **cannot** use the Mobile App. You **must** log in using the WEB application. *See instructions below.*

Search for available jobs from your home page under the **Available Jobs** tab. To accept a job, click the Accept button next to the absence. If you do not want to accept the job, click the Reject button. If you accept a job and then are unable to fulfill the assignment, please enter a non-work day then take yourself out of the job. If you have any problems, please call the assigned school to let them know that you will not be coming.



### SIGN IN USING THE FRONTLINE MOBILE APP (not available for substitutes)

The easiest way to access AESOP is to download the Frontline Mobile App to your device. The app is available from either Apple or Google Play stores for FREE. Once you download the app, it will request your Invitation Code. The Baldwin District's code to activate is **7354**. From your Homepage, click on **Schedule an Absence** to enter an absence. Be sure that you receive a confirmation each time you enter an absence. The Menu opens a side navigation bar where you can access current tools and settings.



### SIGN IN ON THE WEB (for substitutes and employees)

An alternate method to log in to the absence management system is from the website @ [www.aesoponline.com](http://www.aesoponline.com).

The sign in page will appear. Enter your User ID/Username and PIN/Password. 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 and attach any files, if needed. You can then click Create Absence. You should receive a confirmation number that will let you know that you entered your absence correctly.

For further information and resources, explore the Help Resources under the Question Mark (?) on your homepage at Frontline Absence Management (*formerly AESOP*).