CAMPUS USER TIP SHEETS

Using Absence Management
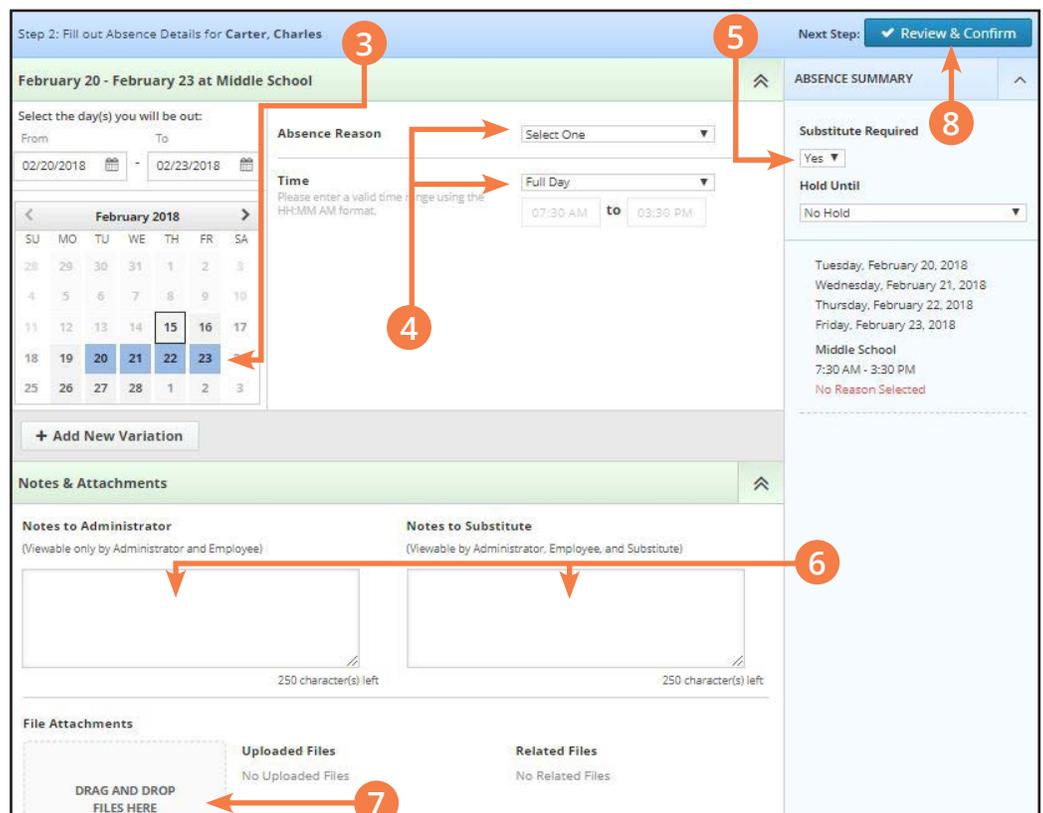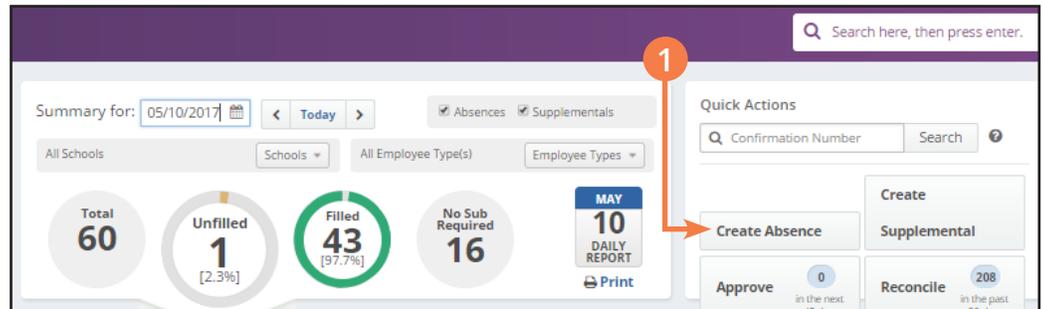
Campus User – Creating an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to enter an absence.

1. In the upper right **Quick Actions** section of your homepage, click **Create Absence**.

2. Select the employee's name from the list, then click the **Fill out Details** button.

3. On the calendar, select the day of the absence. If entering a multi-day absence, click the start date and drag to the end date to ensure the same substitute fills the duration of the assignment. Selected days will be highlighted in blue.

4. Select the absence reason and the time frame of the assignment.

5. Choose whether or not the absence requires a substitute.

6. Enter any notes for yourself or for the substitute in the boxes under **Notes & Attachments**.

7. Upload any pertinent files for the substitute.

8. Once all above steps are complete, click **Review & Confirm**.

9. A confirmation window will appear. Click **Create Absence** and you will receive a confirmation number.

   Please note: If you choose to assign a substitute, Absence Management will not notify the substitute. Therefore, it is important that you speak with the substitute prior to assigning them.


Please contact ESS with any questions at
(877) 983-2244 or **SAMS@ESS.com**

Campus User – Creating a Supplemental

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to create a supplemental assignment.

1. In the upper right **Quick Actions** section of your homepage, click **Create Supplemental**.

2. Select the supplemental type from the list, then click the **Fill out Details** button.

3. On the calendar, select the day of the supplemental. If entering a multi-day supplemental, click the start date and drag to the end date to ensure the same substitute fills the duration of the assignment. Selected days will be highlighted in blue.

4. Select the school, the supplemental reason, and the time frame of the assignment.

5. Enter any notes for yourself or for the substitute in the boxes under **Notes & Attachments**.

6. Upload any pertinent files for the substitute.

7. Once all above steps are complete, click **Review & Confirm**.

8. A confirmation window will appear. Click **Create Supplemental** and you will receive a confirmation number.

   Please note: If you choose to assign a substitute, Absence Management will not notify the substitute. Therefore, it is important that you speak with the substitute prior to assigning them.

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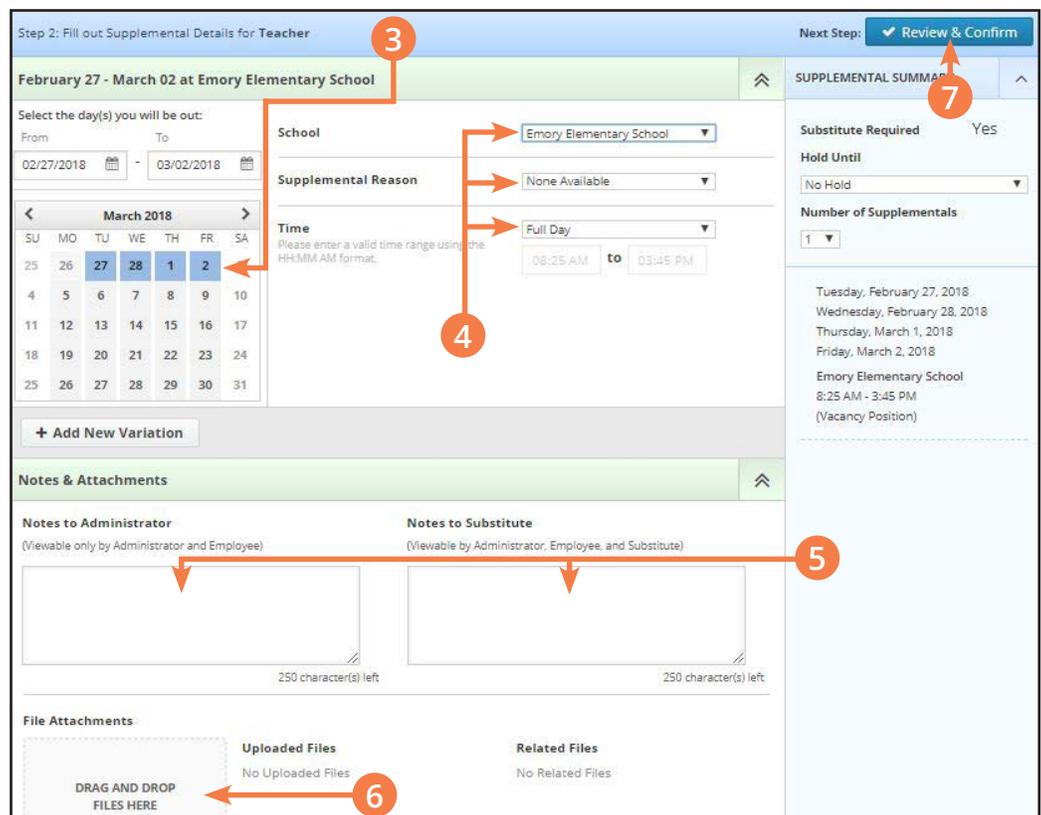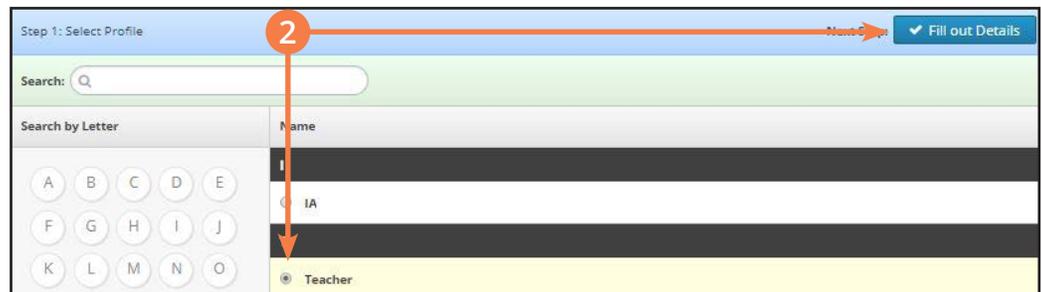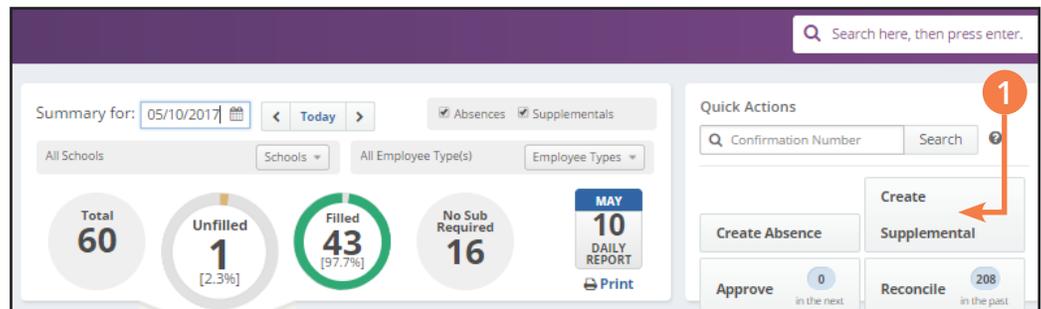
Campus User – Canceling an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to cancel an absence that has been scheduled for a future date.

1. In the upper right **Quick Actions** section of your homepage, enter the confirmation number for the absence you want to cancel and click **Search**.

2. If you do not know the confirmation number, you can enter the start date of the absence in the upper left corner of your homepage, and then click the confirmation number next to the absence you want to cancel.

3. The absence details will open. Click the red **Delete** button in the upper right corner.

4. In the confirmation window, click **Delete**.

Campus User – Preferred List (School)

Through Absence Management, you can create a list of preferred substitutes who will be able to view assignments posted to your specific school prior to the general population of substitutes, as long as they meet the following qualifications:

- Substitute must be available for the entire length of the assignment.
- Substitute must not have a "non-work day" scheduled.
- Substitute must meet all state certification guidelines.

The amount of time assignments are held for your preferred substitutes depends on the amount of time allotted between absence submission and assignment start. Also keep in mind that substitutes may be on several preference lists. Therefore, the earlier an assignment is created, the likelier one of your preferred substitutes will fill the assignment.

Note: All substitutes on your preferred list will be able to view positions at your school simultaneously.

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1. In the left sidebar of your homepage, click **Settings** and then click **Preferred Substitutes** from the menu.

2. Find and select your school.

3. Click the **Add Substitute(s)** button.

4. Find and select the substitute(s) you want to add to your school's preferred list.

5. Click **Add to Preferred Substitutes**.

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Campus User – Accessing Online Forms

For a variety of helpful online forms, information, and resources go to **Source4Teachers.com/Resources** and sign in with your Absence Management User ID and PIN.

Forms & Information	Tip Sheets & Manuals	Links & Portals
Pay Rates	SAMS - Approvals	Add Employee Form
EMS - Injury Reporting	SAMS - Creating an Absence	Update Employee Form
Injury Reporting	SAMS - Creating a Supplemental	Long Term Request Form
FAQs	SAMS - Preferred Substitute List	Incident Report
Sign-In Sheet	SAMS & VeriTime Tip Sheets	SAMS Login
Employee Benefits		Employee of the Month Nomination Form
Worker's Compensation		

From the main page of our resources portal, you can access our incident form, long-term substitute request form, the most up-to-date systems tip sheets, and so much more. When you feel one of our employees is doing an outstanding job, please let us know by filling out our employee of the month nomination form.

Once you submit a completed form, that form is sent directly to the corresponding department(s) at ESS.

Campus User – Long-Term Requests

To access our resources portal, go to **Source4Teachers.com/Resources** and sign in with your Absence Management User ID and PIN.

Creating LT Requests

1. Under the **Links & Portals** column of our resources portal, click **Long-Term Request Form**.

2. Click **Add a Long-Term Request**.

3. The request form will appear; please complete all fields for any assignment that spans the number of days considered to be a long-term absence according to your state (use table above form for reference).

4. Click **submit**.

Editing LT Requests

1. Under the **Links & Portals** column of our resources portal, click **Long-Term Request Form**.

2. You will see a list of submitted long-term assignments; click **View/Edit** next to the entry you want to edit.

3. Your submission will open; make any necessary edits.

4. When finished, click **Update** at the bottom of the page to submit your changes.

Additional Tips

A. If you need to include more than three absence reasons, type them into the **Comments** box.

B. If the assignment is pre-arranged and you already have a substitute lined up, please let us know in the **Comments** box.

Position Information:

District Name:	NJ - Asbury Park School District ▼
School Name:	-- Choose One -- ▼
Date Submitted:	02-16-2018
District Employee:	
Date Updated:	02-16-2018

Position Type: ○ Teacher ○ Paraprofessional ○ Clerical ○ Other [ ]

Grade: ☐ Elementary ☐ Middle School ☐ High School

Position: Primary: N/A ▼   Secondary: N/A ▼

Is this position vacant? ○ Yes ○ No
A vacant position is a position in which someone has resigned, retired, or otherwise permanently left employment in a position.

Details:

Start Time:	-- Choose One -- ▼	End Time:	-- Choose One -- ▼
Start Date:		End Date:	

Recommended candidate name(s):

Absence Reason 1:	-- Choose One -- ▼	Date:	
Absence Reason 2:	-- Choose One -- ▼	Date:	
Absence Reason 3:	-- Choose One -- ▼	Date:	

If you have more than 3 absent reasons to be entered, please utilize the comment box for additional information

A

Submission Information:

Submitted By:		Title:	
Email Address:		Phone:	

Send qualified resumes for this assignment to:

| Full Name: | | Email Address: | |

Comments: **B**

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eSS
Every day counts.