

# Approving Absences in AESOP for Principals and Directors

Login to system using campus user credentials at: <https://www.aesoponline.com/login2.asp>

Aesop Automater Substitute Placement & Absence Management FRONTLINE

Navigation > Home | Logout Wednesday, June 05, 2013

Interactive Calendar

Good Evening , ANTHONY CULLEN

Messages  
Posted: 5/21/2013

Please Approve Absences - Absences are being entered for July 1st and beyond that require approvals. Feel free to approve or deny any absences prior to July 1st. Questions? Contact Chris Grove

Questions  
For assistance with the system contact your Aesop Administrator Chris Grove, at (928) 527-6013 or [cgrove@lud1.org](mailto:cgrove@lud1.org).

School Closed  
In Service  
Closed and In Service

- Absence/Vacancy
  - Create Absence
  - Create Vacancy
  - Modify Absence/Vacancy
  - Approve Absences
  - Reconcile Absences/Vacancies
  - Absence/Vacancy Files
- Preference List
  - Preferred Substitutes
- Reports
  - Daily Report
  - Unfiled Absences
  - Day Of Week Absence Analysis
  - Absence Monthly Summary
  - Absentee Report
  - Absence Approval Status
  - Substitute History By Date

Select Approve Absences

Aesop Automater Substitute Placement & Absence Management FRONTLINE

Navigation > Home > Approve Absences | Logout Wednesday, June 05, 2013  
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Approve/Deny Absences

Start Date: 06/05/2013 End Date: 10/05/2013

Unapproved  Partially Approved  Approved  Denied

CONF#	Employee	Start	End	Length	Absence Reason	Filled Status	Approvals Received	Notes
No Records Found								

Change date so you can see into future.

## Approving Absences in AESOP for Principals and Directors

Navigation > Home > Approve Absences | Logout Wednesday, June 05, 2013  
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Approve/Deny Absences

Start Date: 06/05/2013 End Date: 10/05/2013

Unapproved  Partially Approved  Approved  Denied

CONF#	Employee	Start	End	Length	Absence Reason	Filled Status	Approvals Received	Notes
<input checked="" type="checkbox"/> 111531651	PASTOR, KATHERINE	07/07/2013	07/11/2013	35 Hours	Professional Leave	No Unapproved	0	
<input checked="" type="checkbox"/> 111531797	PASTOR, KATHERINE	07/12/2013	07/16/2013	35 Hours	Professional Leave	No Unapproved	0	
<input checked="" type="checkbox"/> 111531554	GANTT, SHANON	07/22/2013	07/26/2013	35 Hours	Vacation	No Unapproved	0	

Two options at this point. If person is requesting Leave, Vacation, Professional Leave or other reasons that will not be charged to another department you can approve from this screen. If so check each absence you want to approve and click Approve button.

CONF#	Employee	Start	End	Length	Absence Reason	Filled Status	Approvals Received	Notes
<input checked="" type="checkbox"/> 111531651	PASTOR, KATHERINE	07/07/2013	07/11/2013	35 Hours	Professional Leave	No Unapproved	0	
<input checked="" type="checkbox"/> 111531797	PASTOR, KATHERINE	07/12/2013	07/16/2013	35 Hours	Professional Leave	No Unapproved	0	
<input checked="" type="checkbox"/> 111531554	GANTT, SHANON	07/22/2013	07/26/2013	35 Hours	Vacation	No Unapproved	0	

If this is Professional Leave that will need to be charged to another department, you must change the reason so that department can view and approve the request. You will be providing the first level of approval. Click on the CONF # to view the request.

Navigation > Home > Modify Absence | Logout Wednesday, June 05, 2013  
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List Absences/Vacancies | **Modify** | Absence/Vacancy Log | Approval Log | Call History | Available Substitutes | Approvers | Attachments

**Modify Absence** Create a New Absence | Create another absence for this employee

CONF#: 111531651  
 Employee: KATHERINE PASTOR  
 School: FLAGSTAFF HIGH SCHOOL  
 Create On: 6/5/2013 1:22:42 PM  
 Last Update: 6/5/2013 1:22:42 PM  
 Status: Substitute Not Needed  
 Reconciled: No   
 Substitute Required: No  
 Employee Hours Per Day: 8

Approvals: Unapproved  
 Approvals Received: 0  
 Last Approval Action:  
 Approvers: [View List](#)  
 Approval Comments: [Show/Hide Comments](#)

Date	Absence Reason	Absence Type	Start Time	End Time
07/07/2013 Sunday	Professional Leave	Full Day	7:30 AM	2:30 PM

Budget Code: --None Selected--  
 Accounting Code: Flag High M&O Guidance

Click on Edit/Delete button to change the absence reason

## Approving Absences in AESOP for Principals and Directors

Created On: 6/5/2013 1:22:42 PM  
Last Update: 6/5/2013 1:22:42 PM  
Status: Substitute Not Needed  
Reconciled: No  
Substitute Required: No  
Employee Hours Per Day: 8

Delete Absence Request

Approval Status: Unapproved  
Approvals Received: 0  
Last Approval Action:  
Approvers: [View List](#)  
Approval Comments: [Show/Hide Comments](#)

Approve Deny All Deny Part

Add Day(s) 1 (1 - 85) Save Cancel

Date	Absence Reason	Absence Type	Start Time	End Time
07/07/2013 Sunday	Professional Leave	Full Day	7:30 AM	2:30 PM
07/08/2013 Monday		Full Day	7:30 AM	2:30 PM
07/09/2013 Tuesday		Full Day	7:30 AM	2:30 PM

Budget Code: - None Selected -  
Accounting Code: Flag High M&O Guidance

Scroll down in the area that says Professional Leave, select the appropriate area to replace Professional Leave. In this case Impr. Teacher Quality. Do this for each entry.

Created On: 6/5/2013 1:22:42 PM  
Last Update: 6/5/2013 1:22:42 PM  
Status: Substitute Not Needed  
Reconciled: No  
Substitute Required: No  
Employee Hours Per Day: 8

Delete Absence Request

Approval Status: Unapproved  
Approvals Received: 0  
Last Approval Action:  
Approvers: [View List](#)  
Approval Comments: [Show/Hide Comments](#)

Approve Deny All Deny Part

Add Day(s) 1 (1 - 85) Save Cancel

Date	Absence Reason	Absence Type	Start Time	End Time
07/07/2013 Sunday	Impr. Teacher Quality	Full Day	7:30 AM	2:30 PM

Budget Code: - None Selected -  
Accounting Code: Flag High M&O Guidance

Click on the Approve button then Save button and you are done with this absence.

## Approving Absences in AESOP for Principals and Directors

At this point the best way to get back to approve more is use link to return to homepage

The screenshot shows the AESOP web application interface. At the top left is the AESOP logo with the text 'Automated Substitute Placement & Absence Management'. To the right is the 'FRONTLINE' logo. Below the logos is a navigation bar with links: 'Navigation > Home > Modify Absence | Logout'. The date 'Wednesday, June 05, 2013' is displayed on the right, along with a 'Return To Homepage' link. A menu bar contains the following items: 'List Absences/Vacancies', 'Modify', 'Absence/Vacancy Log', 'Approval Log', 'Call History', 'Available Substitutes', 'Approvers', and 'Attachments'. The main content area is titled 'Modify Absence' and includes options to 'Create a New Absence' or 'Create another absence for this employee'. Employee details for KATHERINE PASTOR are shown, including her CONF# (111531797), school (FLAGSTAFF HIGH SCHOOL), and creation/update dates. There are buttons for 'Assign Sub', 'Edit/Delete', and 'Split'. The 'Approval Status' is 'Approved' with one approval received from ANTHONY CULLEN on June 5, 2013. A table below lists absence records for 07/12/2013 (Friday) and 07/13/2013 (Saturday), both for Professional Leave, Full Day, from 7:30 AM to 2:30 PM. The page footer shows the URL 'w.aesoponline.com/adminWeb/admin\_detail.asp?x=...'.