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.

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.

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.

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.

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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.

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.

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

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".
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).