

Absence Management (Aesop) – How To View and Accept Available Sub Days:

Login using your Employee ID # (10 digit phone number) and PIN (4 -5 digit number).

On the home page you may view available sub days (shown in dark green) and days you have accepted (shown in light blue). You may view past days worked (up to 1 month in the past) and future days you have accepted (several months in the future using the arrow to advance.)

Absence Management
Formerly Aesop

Available Jobs | History | Feedback | Preferences | Frontline Support

August 2020 | September 2020 | October 2020

2 Available Jobs | 0 Scheduled Jobs | 0 Past Jobs | 0 Non Work Days

Date	Time	Duration	Location	Actions
Absent Employee Name				
Wed, 8/5/2020	7:00 AM - 4:00 PM	Full Day	Kyle Composite School	Reject Accept

Select the arrow to advance the calendar to see days accepted in future months.

To view or accept a sub day:

- Select the date on the calendar (shown in dark green) and the details of the day accepted will be shown in the box.
- Select "Accept".

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Available Jobs | History | Feedback | Preferences | Frontline Support

3 Available Jobs | 0 Scheduled Jobs | 0 Past Jobs | 0 Non Work Days

Date	Time	Duration	Location	Actions
No data to display				

September 24

Available Job

Full Day

8:00 AM - 4:30 PM

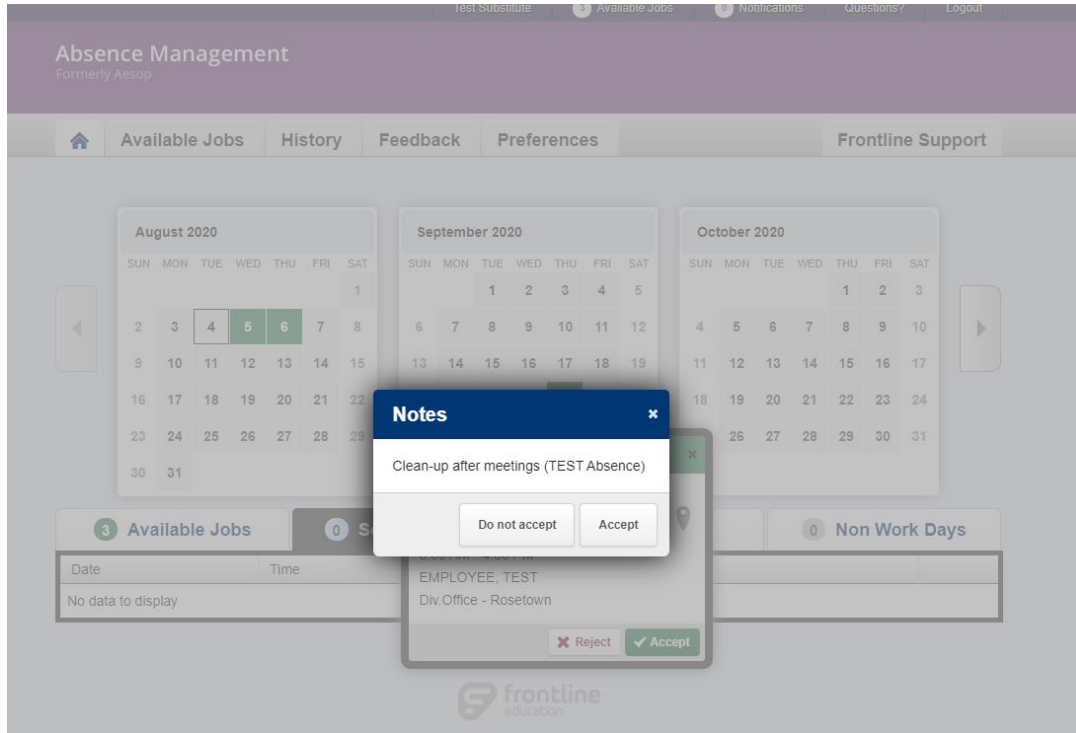
EMPLOYEE, TEST

Div.Office - Rosetown

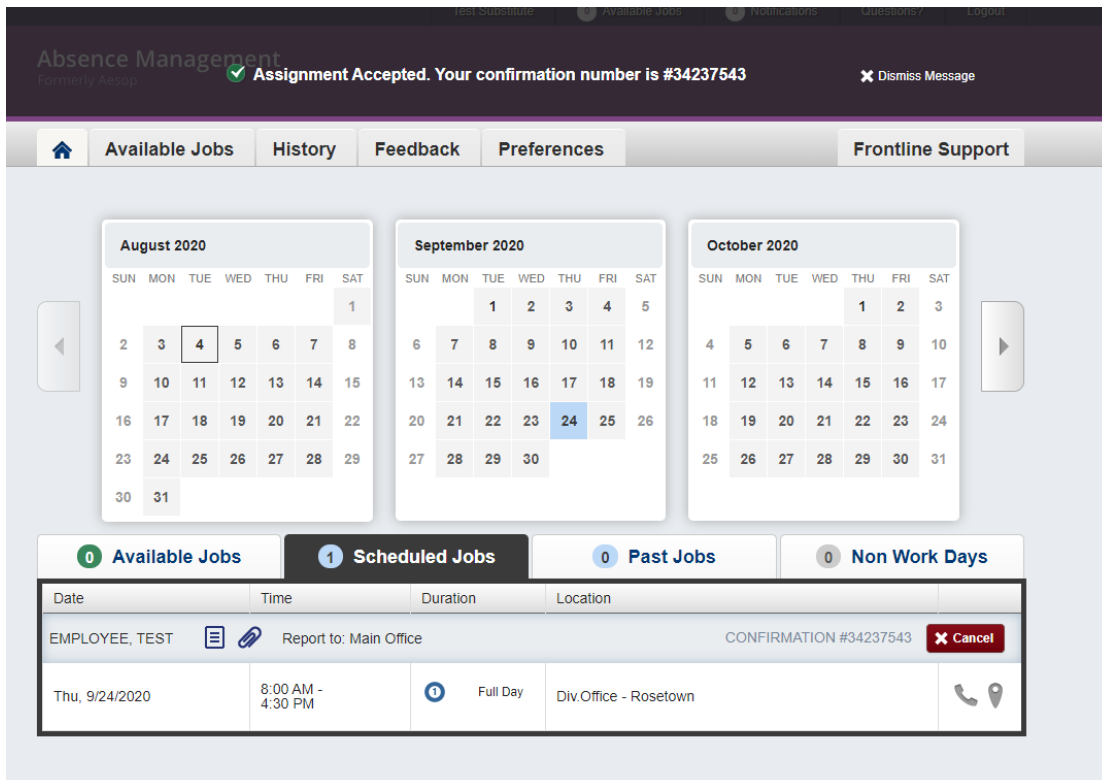
Reject | Accept

frontline education
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- A confirmation screen will appear showing the Notes for the day you are accepting. The notes may include information applicable to you if you accept this date.



- After viewing the notes, you may either “Accept” or choose not to accept the available day.
- After selecting “Accept” the Confirmation number will be shown below and the date on the calendar will change from dark green to light blue.



- You may view the details of any days accepted by clicking on the date marked in light blue on the calendar.
- Once selected, the details of the date will be visible.

Test Substitute 0 Available Jobs 0 Notifications Questions? Logout

Absence Management

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August 2020

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

0 Available Jobs

Date	Time
EMPLOYEE, TEST	Report to: Main Office
Thu, 9/24/2020	8:00 AM - 4:30 PM

1 Scheduled

0 Non Work Days

September 24

Scheduled Job Confirmation # 34237543

📌 Full Day
 📄
 📎
 📞
 📍

8:00 AM - 4:30 PM

EMPLOYEE, TEST

Div.Office - Rosetown

Report to:Main Office

✖ Cancel Job