

DATE: January 2019
TO: All WISD Employees
FROM: Human Resources Department

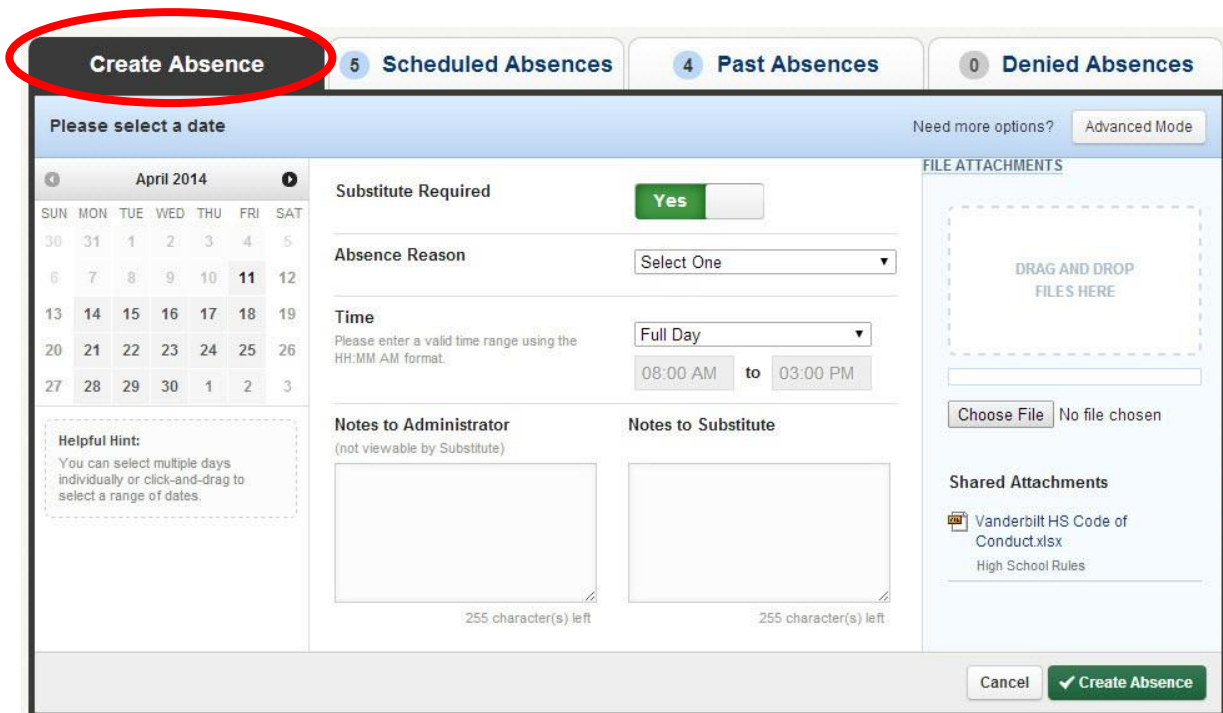
All employees are responsible for entering his/her leave request/absence(s) into the Absence Management system (also known as AESOP) and notifying his/her Supervisor (or Supervisor's designee), in order to give the employer time to approve/deny the absence (and secure substitute coverage, if applicable). The notification shall be made in compliance with the employee's Collective Bargaining Agreement or employee Manual.

STEPS TO LOG IN TO ABSENCE MANAGEMENT

1. To access Absence Management on the internet, use the following link:
 - <https://login.frontlineeducation.com/login>. You will be able to enter absences and check your absence schedule.
2. To access Absence Management on the phone:
 - Call Frontline at (800)942-3767. Enter your ID # (your phone number) and pin #, then follow the voice menu to enter and manage absences and access other features. **(Note: It is recommended that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts).**
3. If you have problems getting into Absence Management on line or using the Frontline telephone number to enter your absence, please contact WISD's Substitute Line at 734-994-8100, ext. 1601.

STEPS TO CREATE A LEAVE REQUEST/ABSENCE

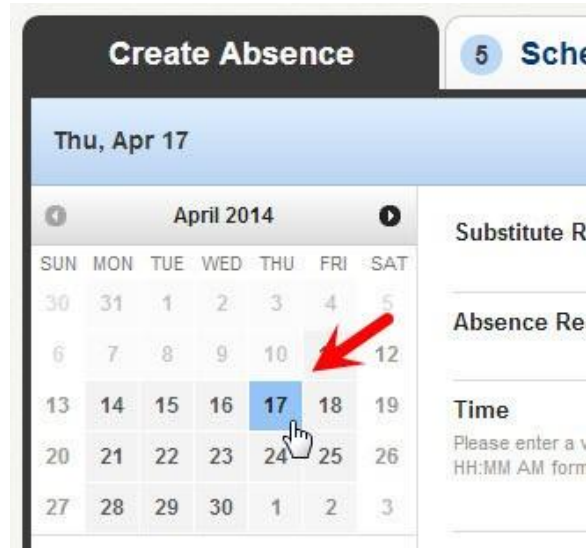
1. Create the absence in Absence Management as soon as you are aware you will be absent; this allows as much time as possible to find a substitute, if needed. To create an absence in Absence Management, click on the Create Absence tab.



The screenshot shows the Absence Management system interface. The 'Create Absence' tab is highlighted with a red circle. The interface includes a calendar for April 2014, a 'Substitute Required' toggle set to 'Yes', an 'Absence Reason' dropdown menu, a 'Time' dropdown set to 'Full Day', and two text input fields for 'Notes to Administrator' and 'Notes to Substitute'. A 'FILE ATTACHMENTS' section on the right shows a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom, there are 'Cancel' and 'Create Absence' buttons.

2. Select the date(s) by clicking on the single day and it will be highlighted in blue. [Note: Absences can be created up to one year in advance when created on the web site. You can click on multiple days to create a multi-day absence, when created on the web site. If you have a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.]

3. When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. [Note: The transaction is not complete until you receive a confirmation number.]



STEPS TO ENTER ABSENCE DETAIL

1. Once you've chosen the date(s) of the absence, its time to enter the rest of the absence detail.

Substitute Required Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
 to

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

2. Substitute Required: This option may already be predetermined for you, but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider. **Unit I and Unit II staff should not change this option with supervisor approval.**

Substitute Required

A toggle switch with a green bar on the left labeled 'Yes' and a white bar on the right.

3. Absence Reason: Choose your absence reason from the drop-down list.

Absence Reason

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

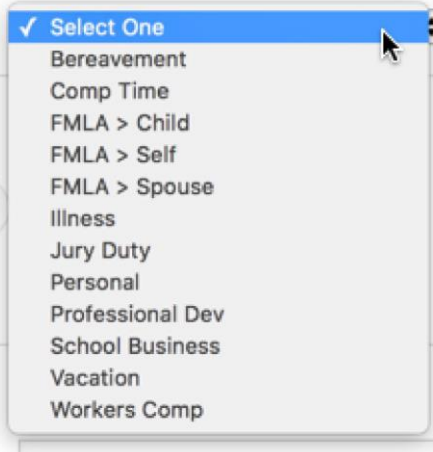
08:00 AM

to

03:00 PM

Notes to Administrator

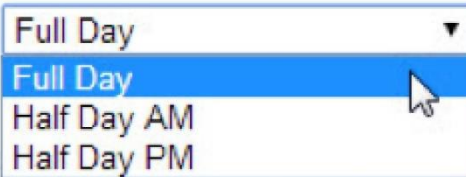
(not viewable by Substitute)

A drop-down menu with a blue header 'Select One' and a list of options: Bereavement, Comp Time, FMLA > Child, FMLA > Self, FMLA > Spouse, Illness, Jury Duty, Personal, Professional Dev, School Business, Vacation, Workers Comp. A mouse cursor is pointing at the top right of the menu.

4. Time: Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence?

Time

Please enter a valid time range using the HH:MM AM format.

A drop-down menu with a blue header 'Full Day' and a list of options: Full Day, Half Day AM, Half Day PM. A mouse cursor is pointing at the right side of the menu.

5. When entering a custom absence, never change **your** reporting times in Absence Management. The substitute times are programmed to adjust to your work times.

Remember:

- Employees (and long term substitutes) work 7.5 hours; substitutes work 7 hours.
- If you change your times, you are not being charged correctly for your absence and the substitute is not being compensated correctly.
- If your reporting times are incorrect in Absence Management, please contact Aureonna Kirvan (x1313) or Karen Waitz (x1312) in the HR Department.

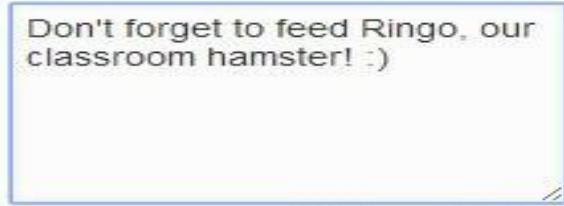
6. Optional Details: There are a couple of optional things you can do before saving the absence. You have the ability to leave notes for your Supervisor and for the substitute who will be filling in for you. The notes you leave for the Supervisor will not be visible to the substitute. The notes you leave for the substitute will be visible to the Supervisor.

Notes to Administrator
(not viewable by Substitute)

A rectangular text input field with a light gray border and a small diagonal icon in the bottom right corner.

255 character(s) left

Notes to Substitute

A rectangular text input field with a blue border and a small diagonal icon in the bottom right corner. It contains the text: "Don't forget to feed Ringo, our classroom hamster! :)".

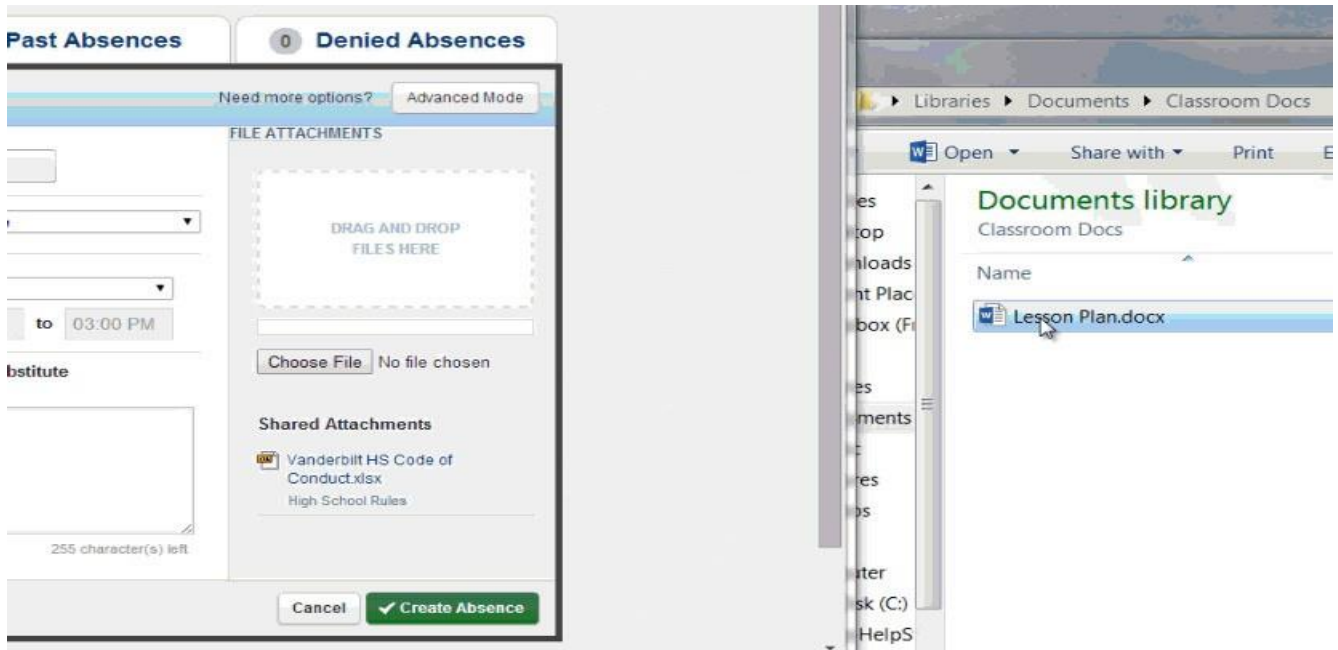
202 character(s) left

7. Attach a File: Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

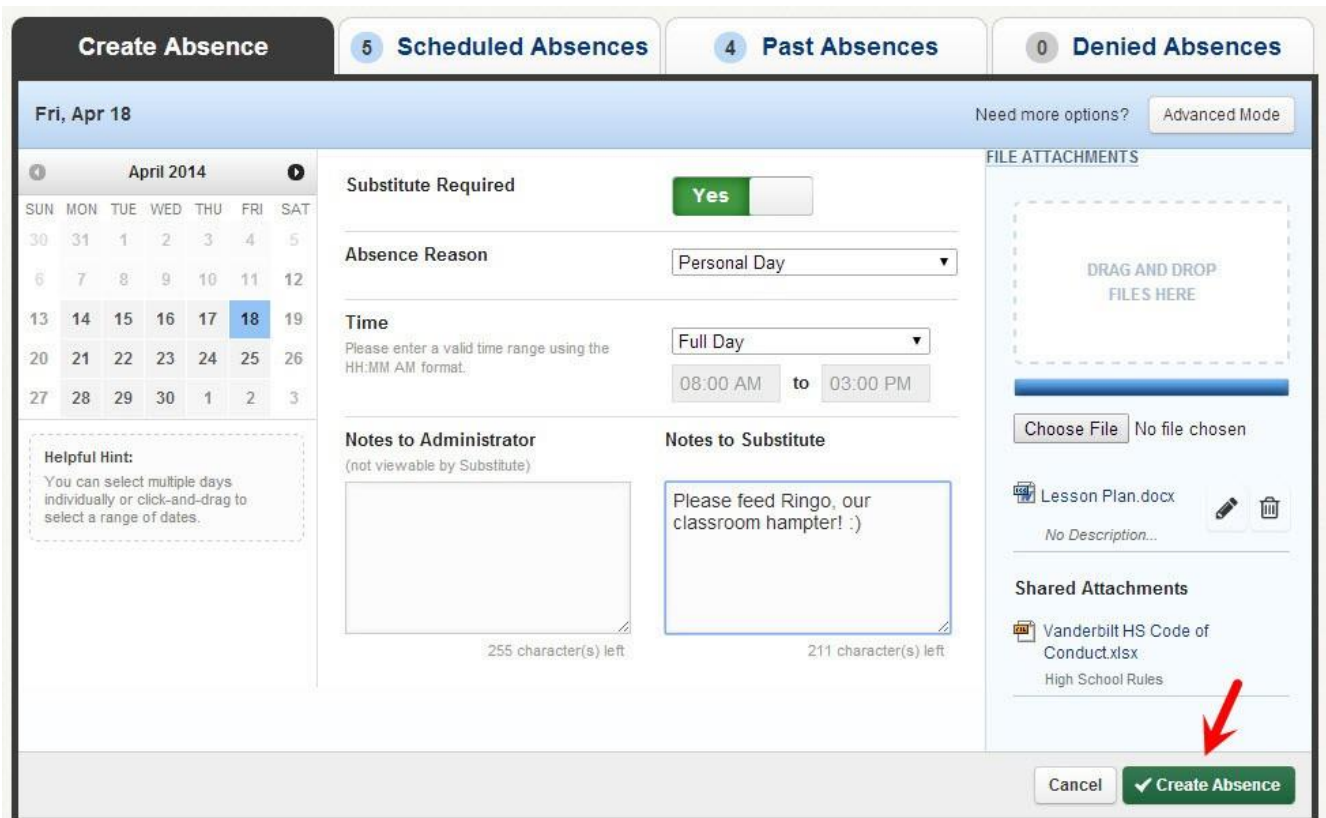
To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area you see in the example below.

Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

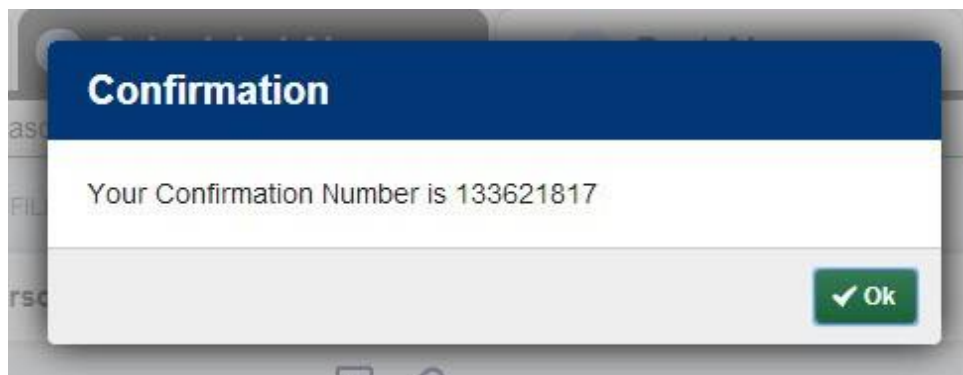




8. Saving the Absence: Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.



9. After the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.



10. If you are unable to enter your Leave Request/Absence into Absent Management, complete the attached Green leave sheet and submit to your supervisor.

cc: File