

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**.

Summary for: 02/23/2018 Today Absences Supplementals

All Schools Schools All Employee Type(s) Employee Types

Total 4 Unfilled 1 [25.0%] Filled 3 [75.0%] No Sub Required 0

FEB 23 DAILY REPORT Print

Quick Actions: Confirmation Number Search Create Absence Create Supplemental

Conf #	Name	School	Reason	Shift	Substitute	Created
294975111 Absence	Connelly, John Teacher	Madill Elementary School	Vacation	●	NA Doe, John	2/16/2018 9:02 AM
294975539 Absence	Green, Lyshon Teacher	Emory Elementary School	Personal	●	✓ Baker, Todd	2/16/2018 9:04 AM
294977432 Supplemental	Teacher Teacher	Emory Elementary School	(Vacancy Position)	●	NA Smith, Jane	2/16/2018 9:11 AM

Edit Absence Delete

February 23 at Madill Elementary School

Select the day(s) you will be out:
From 02/23/2018 To 02/23/2018

Absence Reason: Vacation

Time: Full Day 08:15 AM to 03:45 PM

NEXT STEPS: Status: Filled by Doe, John Remove Sub Reassign Sub

ABSENCE SUMMARY: Substitute Required Yes

Friday, February 23, 2018
Madill Elementary School
8:15 AM - 3:45 PM
Vacation