

Creating 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 enter an absence.

1. In the upper right **Quick Actions** section of your homepage, click **Create Absence**.
2. Select the employee's name from the list, then click the **Fill out Details** button.
3. On the calendar, select the day of the absence. If entering a multi-day absence, click the start date and drag to the end date to ensure the same substitute fills the duration of the assignment. Selected days will be highlighted in blue.
4. Select the absence reason and the time frame of the assignment.
5. Choose whether or not the absence requires a substitute.
6. Enter any notes for yourself or for the substitute in the boxes under **Notes & Attachments**.
7. Upload any pertinent files for the substitute.
8. Once all above steps are complete, click **Review & Confirm**.
9. A confirmation window will appear. Click **Create Absence** and you will receive a confirmation number.

