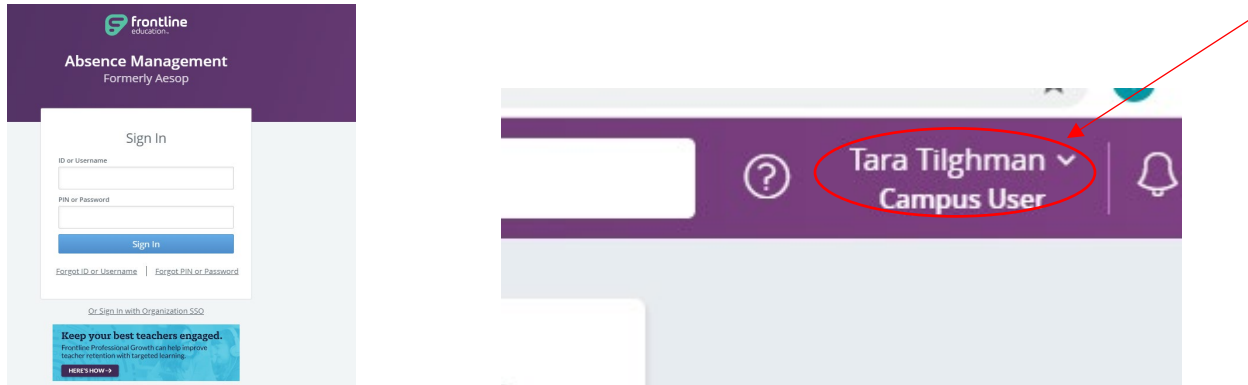
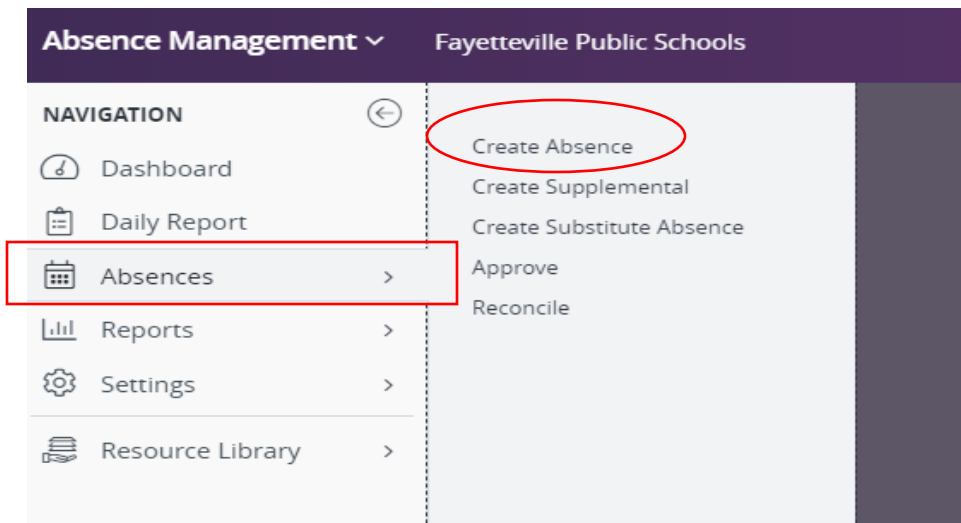


## How to Create an Absence – Campus User

Login with your ID and pin: [www.aesoponline.com](http://www.aesoponline.com) (make sure you are on the campus user account and not your personal account)



On the left hand side choose absences then create an absence



Choose the employee you would like the absence for then select fill out details

Step 1: Select Employee Next Step:  Fill out Details

Search:

Search by Letter

Name	Phone	School
2a, Vandergriff (CL)	(479) 998-7878	Vandergriff Elementary
<input type="radio"/> ABSHIER, JACQUELINE	(479) 236-2468	McNair Middle
<input type="radio"/> ACUNA PEREZ, MARTHA	(479) 502-4719	Custodial
<input type="radio"/> ADAMS, Amy	(479) 225-1754	Vandergriff Elementary
<input type="radio"/> ADAMS, Miriam Irene	(479) 466-6385	Root Elementary

Select the start and end date, absence reason, if the absence is full or half day (if the employee is using a professional development day you will need to put in the administrator notes column the confirmation number from the leave approval system along with an explanation of what the trip is for)

Select review and confirm (make sure the date, time and reason are correct)

Step 2: Fill out Absence Details for Amador, Maria View by   Next Step:  Review & Confirm

April 29 at Custodial

Select the day(s) you will be out:

From:  To:

April 2021

SU	MO	TU	WE	TH	FR	SA
				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	1

ProfessBusinessLeave

Full Day

Full Day

07:30 AM to 03:00 PM

07:30 AM to 03:00 PM

Budget Code: Select One

Accounting Code: No Sub Required

Substitute Required: No

Hold Until: No Hold

Custodial 1  
7:30 AM - 3:00 PM  
ProfessBusinessLeave

Notes & Attachments

Notes to Administrator  
(Viewable only by Administrator and Employee)

Notes to administrator is this is a professional development day

Create absence (you will get a confirmation that your absence has been scheduled)

Absence: Create Absence

Select Employee > Fill out Details > Review & Confirm > Done


Step 3: Review and Confirm details for **Amador, Maria** Next Step:  Create Absence and Assign Sub  Create Absence

April 29 at Custodial		ABSENCE SUMMARY	
<b>Absence Reason</b>	ProfessBusinessLeave	<b>Substitute Required</b>	No
<b>Time</b>	Full Day (07:30 AM-03:00 PM)	<b>Hold Until</b>	No Hold
<b>Budget Code</b>	None Selected	Custodial ① 7:30 AM - 3:00 PM ProfessBusinessLeave	
<b>Notes &amp; Attachments</b>			
<b>Notes to Administrator</b>	None		

Previous Step: < Fill out Details Next Step:  Create Absence and Assign Sub  Create Absence

Absence: Create Absence

Select Employee > Fill out Details > Review & Confirm > Done



**Your Absence has been scheduled.**

Your confirmation number is 451399376.

Absence Summary for **Amador, Maria** [Print this Page](#)

<b>Substitute Required</b>	No
<b>Notes to Administrator</b>	None

**April 29 Unreconciled**

<b>School</b>	Custodial
<b>Absence Reason</b>	ProfessBusinessLeave
<b>Start/End Times</b>	Full Day (7:30 AM-3:00 PM)

**Next Steps**

[View Absence](#)  [Assign Sub to this Position](#)

Amador, Maria  
[Create another Absence](#)

[Logout of Aesop](#)

Delete this Absence