



WOODLAND
Public Schools

AESOP-Certificated Employees

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AESOP:

Absences:

-If you are absent, even if you don't require a substitute, or it is an early release half day, your absence must go in AESOP. All contracts are paid as a full day, for the contract year.

-If you are gone from your contracted time, please put your absence in AESOP with the appropriate reason (Personal Time, Illness) or whichever applies to your situation.

- All absences are put into AESOP by the employee. **Only in an emergency should secretaries be putting in absences.**

Putting in an Absence:

To put an absence into AESOP log into

<https://login.frontlineeducation.com/login?signin=44a710e10922a59c2580cf7b9b7de15f&productId=ABSMGMT&clientId=ABSMGMT#/login>. If you do not know your login, click forgot ID or Username or Forgot Pin or Password and follow the steps.

*Select "Create Absence".

Put in **Date (select it on the calendar) *Absence Reason (there is a drop down arrow), *Time* (Select Full, AM, PM or Custom) **select if a sub is needed*

*Select NEXT.

**Create Absence*-absence will go out -first to preferred subs (if you have selected and ranked them) then to all substitutes.

**Sub Time:* If you are absent on a Monday, and your work schedule starts later on Monday, please be sure to CUSTOMIZE your absence in AESOP so your substitute is not showing up too early. If you are gone a full day, select FULL DAY absence for yourself, then check the "link" between the employee and substitute's time and adjust the substitute's time. It will not affect their pay since they are paid either half or full days but it lets them know they don't need to be at the school as early since it is a late start.

**Create Absence & Assign*-You have spoken to the sub and they have agreed to work for you (there is no option to request a substitute). You cannot assign jobs to emergency substitutes.

Putting in Absences by Phone:

To put in absences by phone call 1-800-942-3767, then follow automated directions.

Preferred Subs:

An employee can have up to 5 preferred, they are notified by email when you put in an absence. To select a substitute at preferred, first select Account then preferred substitutes. When you select add substitutes you can check the box of the substitute you want. You can also put them in order. If you need to remove the sub, check the box and select Remove Selected Substitute(s). You cannot have an emergency sub as a preferred sub.

Absence Approvals:

AESOP is used in the approval process of certain absences. Personal, unpaid, district initiated and professional development all will need approval by your administrator. This can be tracked on AESOP.

AESOP has two purposes. One is to accurately track and deduct leave hours from employees. This is why even if you don't need a substitute your leave information must be put into AESOP. Information in AESOP should mirror your time-off.

Two is to accurately pay substitutes. It should reflect their correct start and end time so the district is not under or over paying a substitute for their time. Information in AESOP concerning the substitute should mirror their actual work time.