



Paraprofessional Instructions

ABSENCE MANAGEMENT

SIGNING IN

- Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.
- The Sign In page will appear. Enter your ID or username and PIN or password and click Sign In.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the Create Absence tab.

- Select the **DATE** you will be absent (a substitute is NOT required unless instructed by your supervisor).
- Select an **ABSENCE REASON** from the Drop-down menu.
- Enter the **TIME** in **HOURS** you will be absent based on your contracted hours. Time must be added in **QUARTER** increments; for example: 8:15 AM - 9:45 AM.
- Click the **GREEN** button at the bottom to Create the Absence.

VIEW LEAVE BALANCES

View your remaining leave balances by clicking on the Absence Reasons tab at the top of the webpage.

FOR ASSISTANCE: WEBSITE ISSUES IN CREATING AN ABSENCE

Please contact the Kelly Absence & Scheduling Team
(866) KEL-LY98 | kesscheduling@kellyservices.com

FOR ASSISTANCE: LEAVE BALANCES

Please contact Tammy Lutz, FWSU
tlutz@fwsu.org | (802) 370-3133 x114