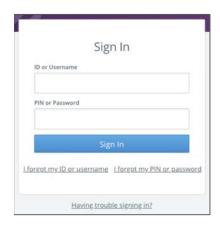


# **Paraprofessional Instructions**

# ABSENCE MANAGEMENT



## SIGNING IN

- Type <u>aesoponline.com</u> in your web browser's address bar or go to <u>app.frontlineeducation.com</u> 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.

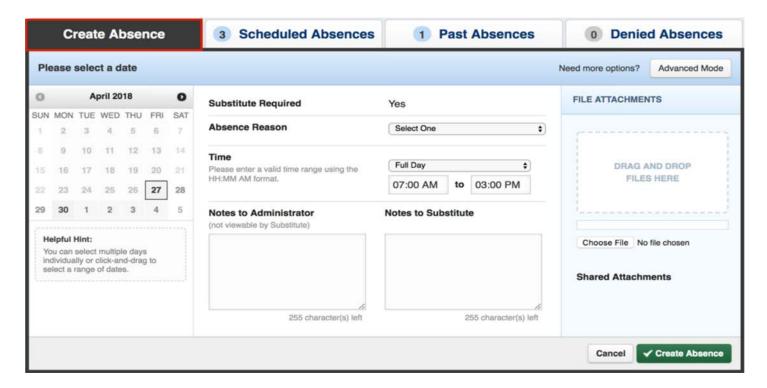
#### CREATING AN ABSENCE

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