## **Approving Absences in AESOP for Principals and Directors**

Login to system using campus user credentials at: https://www.aesoponline.com/loogin2.asp



Select Approve Absences



Change date so you can see into future.

aviga <u>.</u> 1011>	<u>Home</u> > Appr	ove Absences	Loqou	<u>t</u>				Wednesda <u>Ret</u>	ay, June ( turn To He
tart Date:	06/05/2013	End Date:	Appr 10/05/201	oveDeny	Absences				
CONF#	ved 🗹 Parti Employee	allt Approved Start	End	proved Length	Denied     Absence     Reason	Filled	Submit	Approvals Received	Notes
1115316	ATHERINE	01/07/2013 07	/11/2013	35 Hours	Professional	No	Unapproved	<u>0</u>	₹.
11153179	ATHERINE	01/12/2013 07	/16/2013	35 Hours	Professional	No	Unapproved	2	A
11153155	GANTT, SHANON	01/22/201307	/26/2013	35 Hours	Vacation	No	Unapproved	2	

Two options at this point. If person is requesting Leave, Vacation, Professional Leave or other reasons that will not be charged to another department you can approve from this screen. If so check each absence you want to approve and click Approve button.

CONF#	Employee	Start	End	Length	Absence Reason	Fille	l Status	Approvals Received	Notes
✓ <u>11153165</u>	ASTOR,	07/07/201307	/11/2013	35 Hours	Frofessional Leave	No	Unapproved	0	₹.
11153179	PASTOR, KATHERINE	07/12/2013 07	/16/2013	35 Hours	Frofessional Leave	No	Unapproved	<u>0</u>	¥
11153155	GANTT, SHANON	07/22/201307	/26/2013	35 Hours	Vacation	No	Unapproved	<u>0</u>	

If this is Professional Leave that will need to be charged to another department, you must change the reason so that department can view and approve the request. You will be providing the first level of approval. Click on the CONF # to view the request.

	odify Absence   Loqout						Wednesday, Ju	ine 05, 2
							Return	Fo Home
ist Absences/Vacancies	Modify Absence/Vacancy Log	Approval Log	Call History	Available Substitutes	Approvers	Attachments		
odify Absence				Create a N	New Absen	ce   Create an	other absence for th	is emplo
ployee: hool: st Update: st Update: stus: conciled: botiute Required: uployee Hours Per D dtDete Spit @ conciled: provins received: st Approval Action:	KAH-ERINE PASTOR S FLASSTAFF HIGH SCHOOL 6/5/2013 1:22:42 PM 6/5/2013 1:22:42 PM Substitute Not Needed No Reconcile No ay: 8							
provers: proval Comments:	ShowAlide Comments					Up	load New Edit	
				All Deny Part				
		Ap	prove Deny					
te	Absence Reason	Ар	prove Deny	Absence Type	S	Start Time	End Time	

Click on Edit/Delete button to change the absence reason

## **Approving Absences in AESOP for Principals and Directors**

			_		-
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Status:	Substitute Not Needed				
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Substitute Required:	No				
Employee Hours Per Da	iy: 8				
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	Approve	Certy Ma Certy Part			
Add Dey(s) 1 (1 -	85)			Sa	ve Cancel
Date	Absence Reason	Absence Type	Start Time	End Time	
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Junday	Admin Leave WPay				
	Az community Foundat				
Budget Code: - None S	elected - M Career Ladder/Peer C				
Accounting Code: Flag	High M&O Gu City IGA (FACTS)				
	gomp Time			0.00.01/	
07/08/2013	Ctv/Voc. Ed.	Full Day 💙	7:30 AM	2:30 PM	T O
Monday	Desegregation				
	FACIS				
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Accounting Code: Elag	High MR C Ci IDEA - Certified				
Accounting code: Flag	IDEA Monitoring				
in the second se	Impr.Teacher Quality	Full Days	7:30 AM	2:30 PM	8.0
07/09/2013	Jury Duty	Fuii Day	7130 Mill	2100 PM	
Tuesday	Leave W/O Pay				
	Personal Leave				

Scroll down in the area that says Professional Leave, select the appropriate area to replace Professional Leave. In this case Impr. Teacher Quality. Do this for each entry.

Created On: 6/%2013 1:22:42 PM Last Update: 6/%2013 1:22:42 PM Status: Substrute Not Needed Reconciled: No Employee Hours Per Day: 8 Delete Absence Request Approval Status: Unapproved Approval Action: Approval Action: Approval Action: Approval Action: Approval Comments: Show/Hide Comments Upload New Add Day(s) 1 (1 - 05) Date Absence Reason Date Ab		I M WOHNI I HAUTI GUTTOUL					
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Click on the Approve button then Save button and you are done with this absence.

## **Approving Absences in AESOP for Principals and Directors**

At this point the best way to get back to approve more is use link to return to homepage

Acces	Automated		- The second	FRONTLINE	
Aeso	& Absence Management			Alexandra	
Navigation> <u>Home</u> > Mo	odifyAbsence   <u>Loqout</u>			Wednesday, Ju	ne 05, 20
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ast Indate	6/5/2013 3:26:49 PM				
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Date	Absence Reason	Absence Type	Start Time	End Time	
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Budget Code:None Se Accounting Code: Flag	elected High M&O Guidance				
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