



# Christian County Public Schools

## Frontline Vision Statement:

CCPS will increase measurable efficiency and effectiveness through individualized learning opportunities and systemized processes that are aligned to the District's strategic plan.



**Efficiency**

**Straight Ahead**

## Connecting the dots...



- Recruit & Hire (Appli-track)
- **Absence Management (AM)**
- Professional Learning Management (PLM)
- Evaluation Management (EM)



# Recruit & Hire (Appli-Track):

Online application process for recruiting and hiring employees

- **Absence Management:**

substitute scheduling and employee absence/leave tracking system

Have your Frontline Login available when you click the link for an overview of AM:

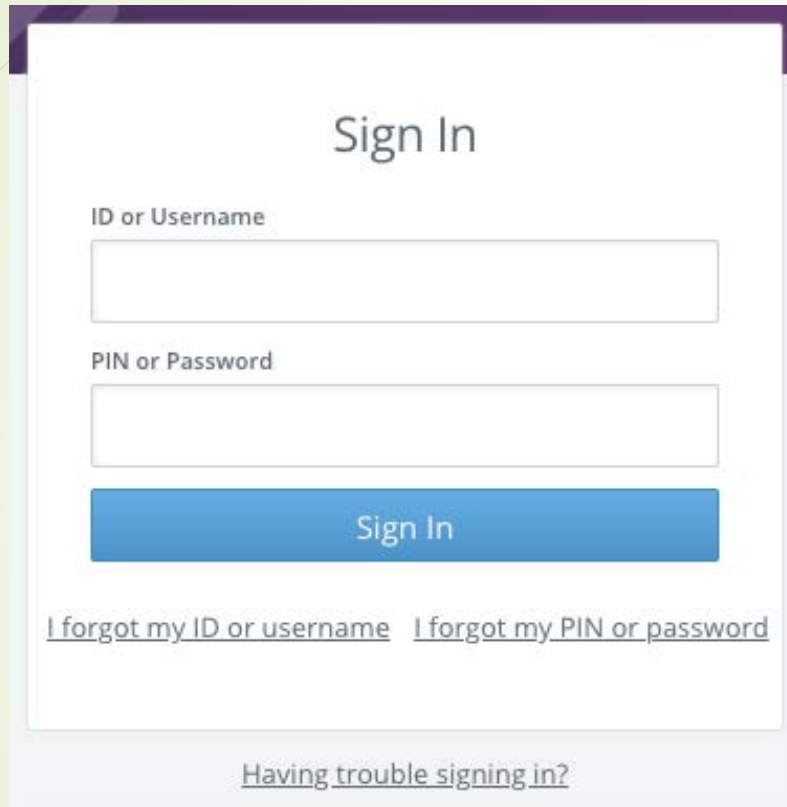

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003262367>

There are three different ways to create an absence:

On the web - <http://www.aesonline.com>

On mobile - <http://m.aesonline.com>

On the phone - 1 (800) 942-3767



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

## SIGNING IN

To log in to the absence management application, type

[aesoponline.com](https://aesoponline.com) in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and

PIN/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.



# MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the "Account" option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
<b>Change Phone Pin</b>	<b>General Information</b>
<b>Shared Attachments</b>	<b>Name:</b> Amy Pond
<b>Preferred Substitutes</b>	<b>Phone:</b> <input type="text" value="6105553747"/>
<b>Excluded Substitutes</b>	<b>Email Address:</b> <input type="text" value="Apond@education.com"/>
<b>Absence Reason Balances</b>	<b>Title:</b>
	<b>Room Number:</b> Main Office
	<b>Language:</b> English    Your language preference can be changed in your <a href="#">Account Settings</a> .
	<b>Address</b>



If you need Help or Additional Resources, click the ? and Frontline Support.

Search

NAVIGATION

- Web Navigator
- Master Data
- Absences
- Reference Data
- Security
- Reports
- Extract / Import
- Settings
- Institute Report

CREATE ABSENCE CREATE VACANCY ABSENCE MODIFY DAILY REPORT SCHOOL FIND EMPLOYEE FIND SUBSTITUTE DASHBOARD

Weekly Absence/Vacancy Chart				
Date	# Absences/Vacancies	# Need Fulfillment	# Fulfilled	Fill Rate

Profile [My profile]

Name	Jessica Darnell (Christian County School District)
Email	jessica.darnell@christian.kyschools.us
Level	Organization User

Aesop Information Alerts

Subject	Message
System Information Notice	<p>Posted: 6/8/2018</p> <p><b>Scheduled Maintenance</b></p> <p>Due to scheduled maintenance, Absence Management will be unavailable on Saturday, June 23, between 6:00am-8:00am EDT. We apologize for any inconvenience this may cause.</p> <p>***This message will remain posted until June 23, 2018.***</p>
Substitute Preference Lists	<p>The Substitute(s) listed below are not on any preference lists. Click <a href="#">here</a> to see why this is important.</p> <p>ACREE, LENA BABB, TERRY BACON, CAROLYN BARNES, SHELIA BELL, TREVIN BOYD, ROSALAND BRANDON, KAVIN BRYAN, WILLIAM BUCKNER, GARY BURD, PATRICIA BURNS, JOSIE BUSH, FRANCES BYRUM, DAWN CAIN, EUNICE CAIN, GRACE CASTILE, WILLIAM CHEATHAM, DAISY CLEVESY, JESSICA COMPTON, EARL CORLEY, PATRICIA</p>

frontline education.

https://www.aesoponline.com/redirectToZendesk.asp

HELP RESOURCES

CONTACT YOUR ORGANIZATION

Christian County School District

Laura Morris  
Phone: (270) 887-7000

Frontline Support

Create Absence

3 Scheduled Absences

1 Past Absences

0 Denied Absences

Please select a date

Need more options? [Advanced Mode](#)

April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
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	2	3	4	5

Substitute Required Yes

Absence Reason

Time   
Please enter a valid time range using the HH:MM AM format.  
 to

Notes to Administrator  
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

## CREATING AN ABSENCE

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

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.



## Details in an Absence:

- ▶ Do you need a sub?
- ▶ What time period is the absence for? All day? Morning? Evening?
- ▶ What is the reason for the absence?
- ▶ Any additional notes?
- ▶ Any files to attach?
- ▶ Timeframe for Cancellation:
  - ▶ Employees cannot cancel an absence within 12 hours of the start of the absence
  - ▶ Substitutes are allowed to cancel up to 1 hour before the start time of their day



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

### Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

**If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.**

## Training videos:

- <https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265807>
- <https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265767-Employee-Web-Advanced-Training-Video->





# CONFERENCE LEAVE FORMS

- ▶ Conference Leave Forms have been broken down into two different forms within the Professional Learning Management side of Frontline.
  - ▶ **LEAVE REQUEST:** If attending a training that requires you to be away from your work location, please complete a Leave Request.
    - ▶ The following tutorial walks you through the process: <http://youtu.be/zdUvkpBKwH0?hd=1>
  - ▶ **SUPERVISION OF STUDENT TRAVEL:** If attending an activity with students (competition, conference, field trip, etc.) please complete a Supervision of Student Travel Form.
    - ▶ The following tutorial walks you through the process: <http://youtu.be/r0JZOfQQfao?hd=1>

