Approving F20 Absences in Aesop
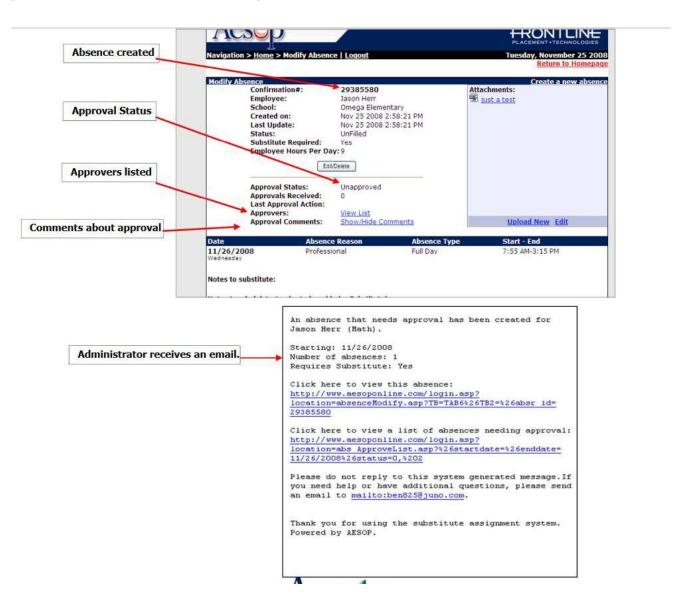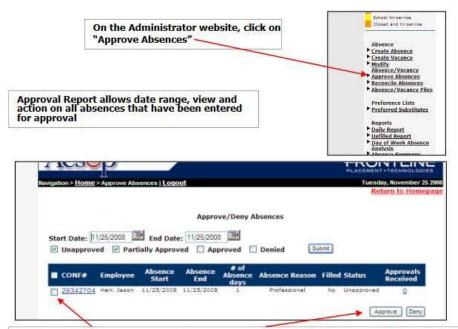
1. Absence is created by the employee for an F20- School District Business absence reason, which requires approval
2. The Administrator who is responsible for approving the absence will get an email
3. Administrator logs into Aesop – can click to approve one or more absences
4. Employee can receive an email when the absence has been approved
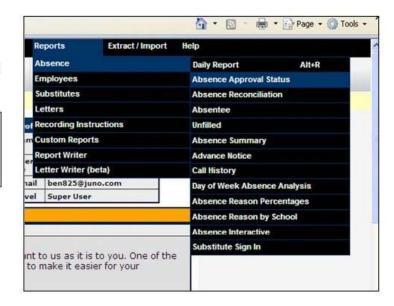
[See screenshots below for visuals]

On the Administrator website, click on "Approve Absences"

Absence
▸ Create Absence
▸ Create Vacancy
▸ Modify Absence/Vacancy
▸ Approve Absences
▸ Reconcile Absences
▸ Absence/Vacancy Files

Preference Lists
▸ Preferred Substitutes

Reports
▸ Daily Report
▸ Unfilled Report
▸ Day of Week Absence Analysis
▸ Absence Summary

Approval Report allows date range, view and action on all absences that have been entered for approval

Navigation > Home > Approve Absences | Logout — Tuesday, November 25 2008 — Return to Homepage

Approve/Deny Absences

Start Date: 11/25/2008   End Date: 11/25/2008
☑ Unapproved ☑ Partially Approved ☐ Approved ☐ Denied   Submit

	CONF#	Employee	Absence Start	Absence End	# of Absence days	Absence Reason	Filled	Status	Approvals Received
☐	29342704	Herr, Jason	11/25/2008	11/25/2008	1	Professional	No	Unapproved	0

Approve   Deny

Check the box on the left and click "Approve" or "Deny" - when an absence is Denied – the absence is deleted but is still visible for review.

Navigation > Home > Approve Absences | Logout — Tuesday, November 25 2008 — Return to Homepage

Approve/Deny Absences

Start Date: 11/25/2008   End Date: 11/30/2008
☑ Unapproved ☑ Partially Approved ☑ Approved ☑ Denied   Submit

Multiple absences can be approved or denied in this report as well.

	CONF#	Employee	Absence Start	Absence End	# of Absence days	Absence Reason	Filled	Status	Approvals Received
☑	29342704	Herr, Jason	11/25/2008	11/25/2008	1	Professional	No	Unapproved	0
☐	29385580	Herr, Jason	11/26/2008	11/26/2008	1	Professional	No	Unapproved	0

Approve   Deny

The Web Navigator can check the status of Approvals.
They can also approve the absences if they have the permission.

Click Reports

Absence

Absence Approval Status

Reports	Extract / Import	Help
Absence		Daily Report	Alt+R
Employees		Absence Approval Status
Substitutes		Absence Reconciliation
Letters		Absentee
Recording Instructions		Unfilled
Custom Reports		Absence Summary
Report Writer		Advance Notice
Letter Writer (beta)		Call History

ben825@juno.com
Super User

Day of Week Absence Analysis
Absence Reason Percentages
Absence Reason by School
Absence Interactive
Substitute Sign In

nt to us as it is to you. One of the to make it easier for your

The Web Navigator is able to view the status on all of the Approvals.

Absence Approval Status   Return to Report Menu

Start Date: 11/24/2008   End Date: 11/26/2008   School(s):

View All
BENs School District
BENs District Elementary Schools
Bear Allston Elementary

Employee:

View All
Abbott, Michael
Andel, Bethany
Anderson, Melissa

Absence Reason(s):

View All
Bereavement
Family Sick
Personal
Professional
Sick

Statuses: ☑ Unapproved ☑ Approved ☑ Denied
[Submit]

CONF#	Employee	Absence Start	Absence End	# of Absence days	Absence Reasons	Substitute	Status	Last Approver	Last Approval Action
29342515	Gons, Jordan	11/25/2008	11/25/2008	1	Professional	--	Unapproved		
29342704	Herr, Jason	11/25/2008	11/25/2008	1	Professional	--	Unapproved		