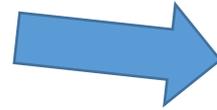


# School/Department Monthly Absence Management Reconciliation Process

- Log into Frontline Education Absence Management (Formerly AESOP)
- Click on Reports



Frontline Education Absence Management (Formerly AESOP) interface showing the reconciliation process for 12/01/2017. The interface displays a summary for the date 12/01/2017, showing 2 Total absences, 0 Unfilled (0%), 2 Filled (100.0%), and 0 No Sub Required. The interface also shows a 'Reconcile' button and a 'Quick Actions' section with 'Create Absence' and 'Create V' buttons. The main content area displays '0 Unfilled' and a message: 'There are no unfilled absences or vacancies for this date'.

Conf #	Name	School	Reason	Shift	Created
There are no unfilled absences or vacancies for this date					

- Click on Report Writer

The screenshot displays the 'Absence Management' software interface, formerly Aesop. The top header is purple with the text 'Absence Management' and a dropdown arrow, with 'Formerly Aesop' below it. On the left is a 'NAVIGATION' sidebar with icons and labels for 'Dashboard', 'Absences', 'Reports', and 'Settings'. The main content area on the right is a list of menu items organized into sections: 'Absence' (Substitute Sign In, Absentee Report, Daily Report, Absence Feedback, Absence Monthly Summary, Day of Week Absence Analysis, Absence Call History, Absence Interactive), 'Employee' (Staff List), 'Substitute' (Substitute Call History, Substitute Availability, Substitute History By Date, Existing Substitutes), 'School' (School History), and 'Other' (Report Writer). A large blue arrow points to the 'Report Writer' item. At the bottom left, the 'frontline education' logo is visible, along with the copyright notice '© 2017 | All rights reserved'.

- Go to “Show reports last run or created” and change to anytime.
- Click Search

The screenshot displays the 'Absence Management' interface. The top navigation bar includes 'Absence Management' (Formerly Aesop), a search bar, 'Alerts', and 'Help'. The left sidebar contains navigation options: Dashboard, Absences, Reports, and Settings. The main content area is titled 'Report Writer' and features a filter for 'Show reports last run or created' set to 'any time', a 'Name' search field, and an 'Access' dropdown set to 'All'. A 'Search' button is located below these filters. The 'Absence Data' table lists reports with columns for Name, Access, Created, Last Run, Runs, and Actions.

Name	Access	Created	Last Run	Runs	Actions
Payroll Absence by Acct Code	Public	9/9/2013 12:04 PM by: Super user	11/13/2017 8:07 AM	1	Run with New Run with Saved
Total Days and Hours Worked per Sub	Published	11/3/2017 5:20 PM by: Juli Martin		0	Run with New Run with Saved

frontline  
education  
© 2017 | All rights reserved

- Find “Payroll Absence by Acct Code”
- Click “Run with New Filters”

Absence Management ▼  
 Formerly Aesop

Search here, then press enter. × 🔔 Alerts 🔗 Help

NAVIGATION ⊕  
 Dashboard  
 Absences >  
 Reports >  
 Settings >

Employee Absences from Greatest to Least	Published	9/24/2012 10:13 AM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Employee Absences from Greatest to Least	Published	9/24/2012 10:13 AM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Employees absences Friday	Public	4/19/2012 12:15 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Employees absences Monday	Public	4/19/2012 12:18 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
employees absent more than 10 days CORRECT	Published	1/6/2014 12:34 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Filled absence school with pay rate	Published	6/5/2015 4:57 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Nutrition Program Jimmy Horger	Public	10/18/2012 9:59 AM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Payroll Absence by Acct Code	Public	9/9/2013 12:04 PM by: Super user	11/13/2017 8:07 AM	1	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Payroll Absence Select Budget	Public	6/12/2013 1:11 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Payroll Report - ALS	Public	3/20/2014 12:17 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Payroll Report - ALS	Public	3/8/2013 2:12 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Payroll Report - Title	Public	3/20/2014 12:21 PM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Prevention Dimension - Payroll	Public	1/3/2012 11:20 AM by: Super user		0	<a href="#">Run with New Filters</a> <a href="#">Run with Saved Filters</a>
Sub Days Worked	Public	10/24/2013 4:25 PM by: Super user		0	<a href="#">Run with New Filters</a>




frontline  
 education  
 © 2017 | All rights reserved

- Enter start and end dates
- Click Run

This can be completed weekly as well as monthly.

**REPORTwriter** Filter Report Return to Jordan SD

**Payroll Absence by Acct Code** Run Cancel

**Available Fields**

**Common Fields**

- CONF#
- Date
- Employee Full Name
- School Name
- Substitute Full Name
- Start Time (Substitute)
- End Time (Substitute)
- Filled
- Start Time (Absence)
- End Time (Absence)
- Absence Reason
- Vacancy (Yes/No)

**Other Fields**

- Absence Instance ID
- Absence Last Update
- Absence Reason DBKEY
- Absence Reason External ID
- Absence Reason External ID 2
- Absence Type (Full Day | Half Day)

**Filters**

**Date** Start: 11/1/2017 End: 11/30/2017  
 Relative  Fixed  Relative  Fixed

**Vacancy (Yes/No)**  Yes  No

**Accounting Code** Does not contain 8001

**School Name** Fox Hollow Elementary 801-282-1818;  All  
 Include Dependents

- Under Schedule, be sure to select “I want the report to run right away”.
- Click Run

**REPORTwriter** Execute Report [Return To Jordan SD](#)

**Payroll Absence by Acct Code**  
Template ID: 0

**Output Types**

HTML  Include Page Breaks  
 Excel Compatible (csv)  
 Delimited Text Delimiter: Tab   
 Fixed Length Text

**Delivery Options**

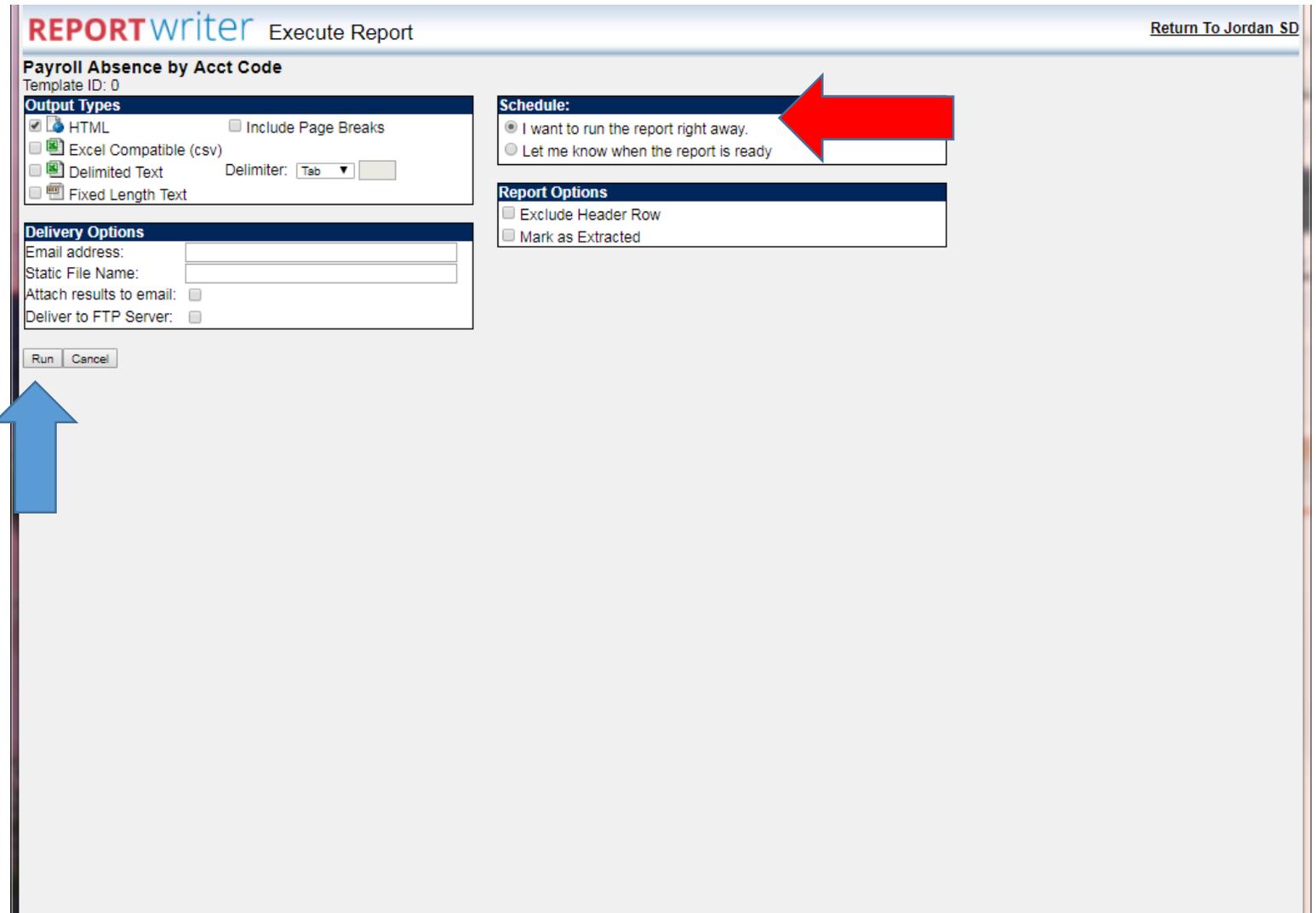
Email address:   
Static File Name:   
Attach results to email:   
Deliver to FTP Server:

**Schedule:**

I want to run the report right away.  
 Let me know when the report is ready

**Report Options**

Exclude Header Row  
 Mark as Extracted



- Click on “Web Page” to print this report

The screenshot shows the 'Absence Management' software interface. The main content area displays a report titled 'Payroll Absence by Acct Code'. The report details include 'Type: Absence Data' and 'Created 9/9/2013 12:04 PM by Super user'. There are two buttons for 'Actions': 'Run with New Filters' and 'Run with Saved Filters'. Below this, a 'Details' section lists 'Display Fields', 'Group By Fields', and 'Sort Fields'. A 'Report Executions' section shows a table with columns for 'Entered', 'Finished', and 'Output'. A 'Date Range' is set to '11/24/2017'. A 'Report Run' dialog box is open, showing 'Status: 12/1/2017 3:28:51 PM' and 'File: 12/1/2017 3:28:52 PM'. Under 'Download Results', there is a 'Web Page' option with a download icon. A blue arrow points to this option. The 'frontline education' logo and '© 2017 | All rights reserved' are visible at the bottom left.

The report will categorize absences by account codes. Make sure to review all absences at your location for accuracy.

District Excused Absences under “0050” need to have an activity form completed by the teacher. The form can be found on Secretary Connections:  
<http://hr.jordandistrict.org/secretaryconnections/>

Please be sure this form has been approved at the school level, then submitted to Human Resources. All District Excused/Third Party Reimbursement forms should be submitted prior to the absence, but must be submitted to HR by the **second business day** of the month following the absence.

Payroll Absence by Acct Code						12/1/2017
CONF#	Date	Employee Full Name	Absence Reason	Substitute Full Name	Notes to Administrator	
<b>Accounting Code Description: *School Approved Professional Day 406; School Name: Joel P Jensen Middle 412-2850</b>						
266780236	11/10/2017	Post, Alexandra	Professional Day	Rasband, Edith	UCTE Conference	
266785029	11/10/2017	Crossley, Malori	Professional Day	Steenek, Elizabeth	UCTE	
266785647	11/10/2017	Dayley, [redacted]	Professional Day	Cryer, Martin	UCTE conference	
266812482	11/10/2017	Kershaw, [redacted]	Professional Day	Sanford, Mercedes	UTEC Conference	
270444092	11/6/2017	Morris, [redacted]	Professional Day	Weisman, Mollie	Association of Middle Level Educators (AMLE) conference in Philadelphia, PA. Sub plans will be prepared and work/items set up.	
270444092	11/7/2017	Morris, [redacted]	Professional Day	Weisman, Mollie	Association of Middle Level Educators (AMLE) conference in Philadelphia, PA. Sub plans will be prepared and work/items set up.	
270444092	11/8/2017	Morris, [redacted]	Professional Day	Weisman, Mollie	Association of Middle Level Educators (AMLE) conference in Philadelphia, PA. Sub plans will be prepared and work/items set up.	
<b>Accounting Code Description: 0050 - Gen Fund Sub Teachers - 406; School Name: Joel P Jensen Middle 412-2850</b>						
266776622	11/10/2017	Moe, Kylie	Dist/School Excused	LeBeau, Kira	UCTE Conference at Jordan Commons	
266778690	11/10/2017	Beesley, Courtney	Dist/School Excused	Hanks, Kathleen	UCTE conference	
276532913	11/8/2017	Peterson, Linda	Dist/School Excused	Lancaster, Jared	Honor Choir	
276533232	11/15/2017	Peterson, Linda	Dist/School Excused	Cain, Melanie	Honor Choir	
276839252	11/8/2017	Clay, David	Dist/School Excused	Currier, Gary (Richard)	This is for Honors Orchestra and Band. I am in charge, so I will need just about the whole day.	
276839252	11/15/2017	Clay, David	Dist/School Excused	Currier, Gary (Richard)	This is for Honors Orchestra and Band. I am in charge, so I will need just about the whole day.	
279532013	11/29/2017	Clay, David	Dist/School Excused	Brinkerhoff, Randy	JYS at Festival of Trees. Use code 10 E xxx 9660 1073 132	
275942848	11/20/2017	Moe, Kylie	Family Sick	Perry, Brenda	Sister has surgery and wants me there	
276450696	11/7/2017	Luman, Alisha	Family Sick	Hall, Gregory	Taking Corey to dentist to replace 4 teeth. It will take several hours, and he shouldn't	