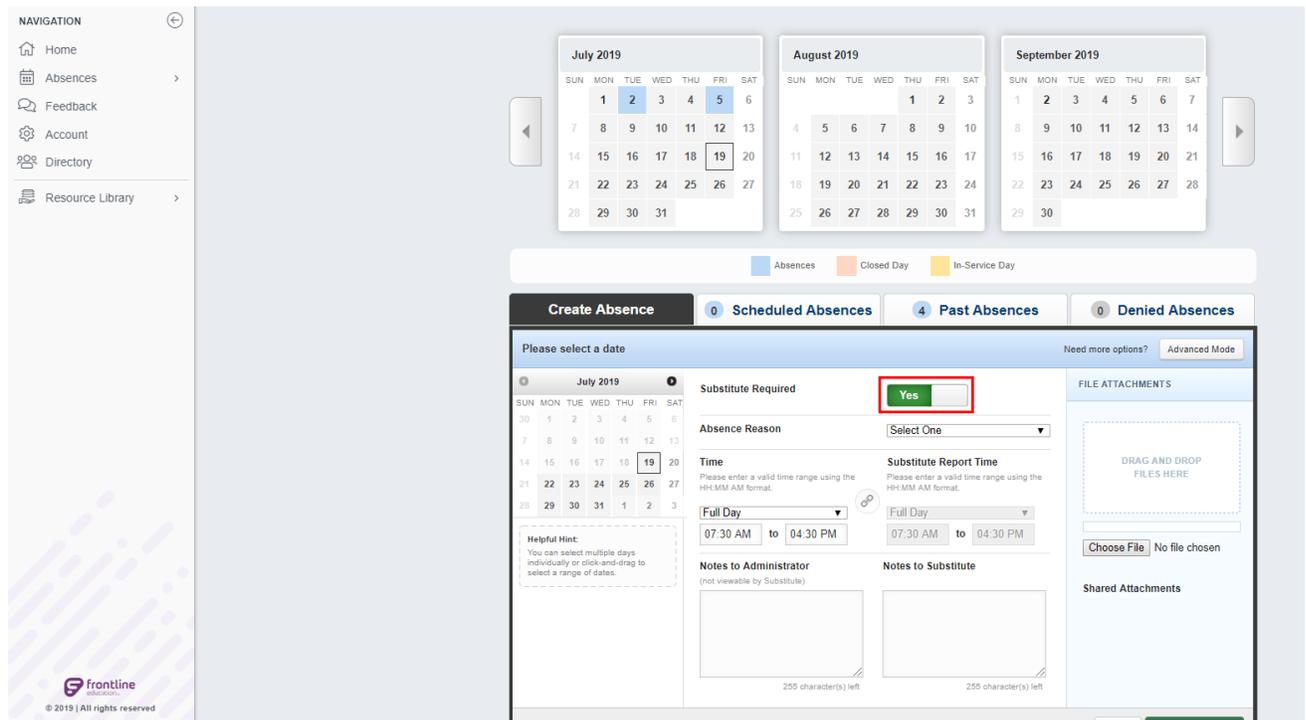


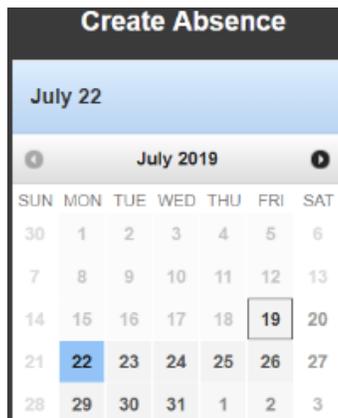
How to Enter an Absence - Frontline

Once you have logged into your Frontline/Aesop account, your home page should look similar to the screen below. Your screen will always highlight **Create Absence** and be ready for a quick absence input.

Step 1: Depending on your position you may be automatically determined to require or not require a substitute. There are some positions that may decide whether a substitute is required for their absence. Make sure to select yes or no by clicking on the button. If you are unsure whether you will need a substitute for your time off please discuss this with your supervisor.

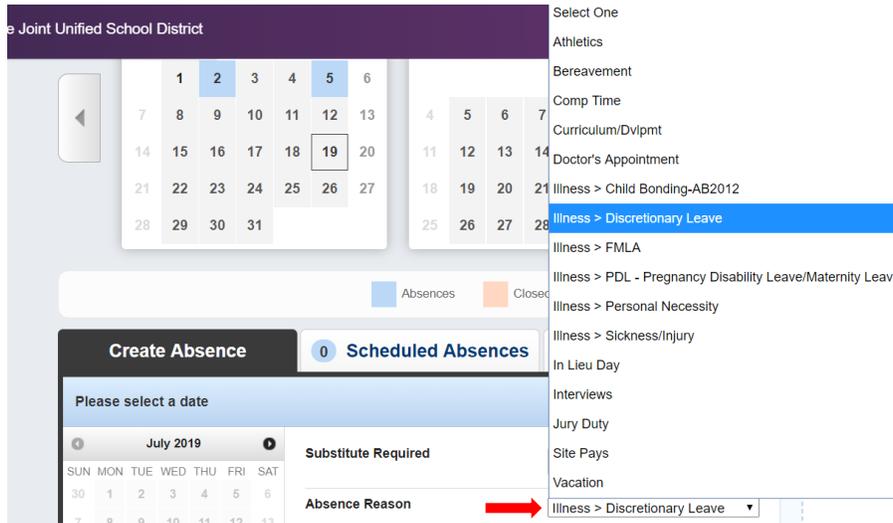


Step 2: You will then select which date your absence will take place. On the calendar to the left you will click on the date(s) you need off. They will highlight a light blue once selected.



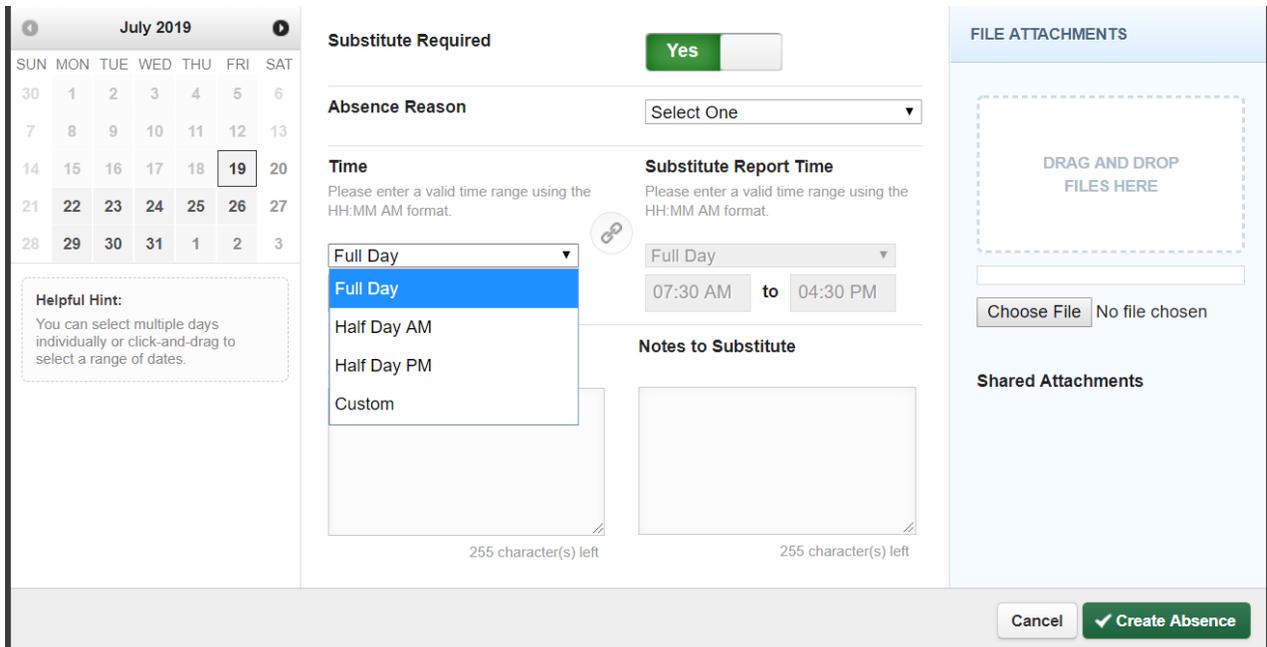
Step 3: On your create absence screen you will need to select your **Absence Reason**. From the drop down select what applies to your reason for absence.

Reminder - Be careful of what you select. Example: **Illness > FMLA** is much different than **Illness > Illness/Injury**. If you have any questions or concerns about types of leave refer to your leave chart or speak with your Site Secretary or Human Resources.



Step 4: You will select your **Time** option from the drop down for either **Full Day** or **Custom**. Select **Custom** if you plan to take less than a full day.

****For those who have split shifts, you will always select Custom and enter each shift individually. ****



Step 5: Once you select your time, if full day you do not need to do anything for this step. If you are selecting **Custom** you must select the specific times you plan to be out. For those who require a substitute you will be able to see the **Substitute Report Time** to the right. You should not adjust this. It will automatically copy your entered time.

Be sure that your **AM and PM** are correct or you may have an issue later when you submit.

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

Custom

07:30 AM to 11:00 AM

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

Custom

07:30 AM to 11:00 AM

Step 6: Once your time is complete, depending on which type of absence you selected, your absence may require notes. Please refer to your Type of Absence chart for this. If you do not have it available you may hit submit and an error will state that the absence requires notes as displayed below to the right.

Notes to Administrator
(not viewable by Substitute)

DL Day!

248 character(s) left

Notes to Administrator
(not viewable by Substitute)

The Absence Reason "Illness > Discretionary Leave" requires the Notes to Administrator field to be filled in.

255 character(s) left

***** If the absence requires notes please put your reasoning in the notes. Absences with no information will not be approved. *****

Step 7: Once you have complete all the steps you may hit the green **Create Absence** button in the right bottom corner. If an approval is required a notification will automatically be sent to your supervisor for approval. Once approved you will be notified via email.

If your site requires anything else for your absence you must follow your site protocol. If you are not sure, make sure to speak with your site administrator and/or supervisor.

You may also call 1-800-942-3767, for an automated system to enter your absence.