

## ABSENCE MANAGEMENT (formerly "Aesop") EMPLOYEES ONLY

To log into ABSENCE MANAGEMENT (formerly "AESOP") you can –

- A. Visit the district website at [www.fcusd.org](http://www.fcusd.org)
  - o Select "FOR STAFF" tab
  - o Select "AESOP"
  - o Select "SUBMIT ABSENCE"

-Or-

- B. Type in your web browser - <https://login.frontlineeducation.com/sso/fcusd>

### Instructions:

**1.** Once your email has been authenticated, you will be automatically logged in to enter your profile and create an absence.

### **2. Create Absence**

### **3. Absence Reason**

Click on the drop down box and chose the reason of your absence.

-please review your contract for allowable absence reasons (*Certificated or Classified*)

### **4. Time - Customize time if needed**

### **4. Time Absent -** Enter duration time (example: 03:09 if a 3.9 hour employee)

- ### **5. Once you have completed your absence**
- Select – "**Create Absence**"
  - Wait until you receive a "Confirmation Number". ***Your absence is not complete until you receive a "Confirmation Number".***

frontline education

Sign in with your organizational account

ezenobia@fcusd.org

.....

Sign in

**Create Absence** 0 Scheduled Absences 0 Past Absences

Please select a date

February 2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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	1	2	3	4

Substitute Required No

Absence Reason Select One

Time Full Day  
Please enter a valid time range using the HH:MM AM format.  
08:30 AM to 05:00 PM

Time Absent  
Please enter a valid duration using the HH:MM format.

Notes to Administrator  
(not viewable by Substitute)

255 character(s) left

Cancel Create Absence

If you are having difficulties entering an absence please **FIRST see your site ADMIN ASST.** Only then, if you are still having issues please contact

- ♦ Amy Garcia - ([agarcia@fcusd.org](mailto:agarcia@fcusd.org) / 294-9000 ext. 104406) Morning
- ♦ Ellen Zenobia – ([ezenobia@fcusd.org](mailto:ezenobia@fcusd.org) / 294-9000 ext. 104413) Afternoon