

Aesop Absence Approvals

Summary of the Absence Approval Process

Absence Approval allows employees to request an absence online instead of submitting paper forms. The system can be set up to send an email to the approver once the absence has been created. The absence will stay on the approver's website until it has been approved or denied. The employees can view the status of their request online or by calling the IVR. The system also can be set up to send an email notification once the absence has been approved and/or denied.

Approver's View:

Once an absence is created by the employee for an absence reason which requires approval, the individual who is responsible for approving the absence will receive an email notification.

An absence that needs approval has been created for Marcus Welby. (5th Grade).

Starting: 01/28/2016

Number Of vacancies: 1

Requires substitute: Yes

Reasons: Personal,

Click here to view this absence:

http://kelly.aesoonline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr_id=194333749

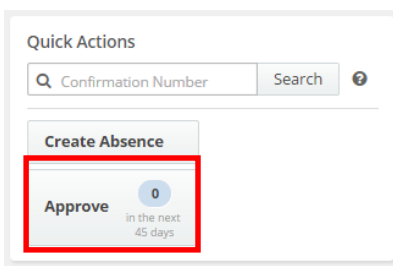
Click here to view a list of absences needing approval:

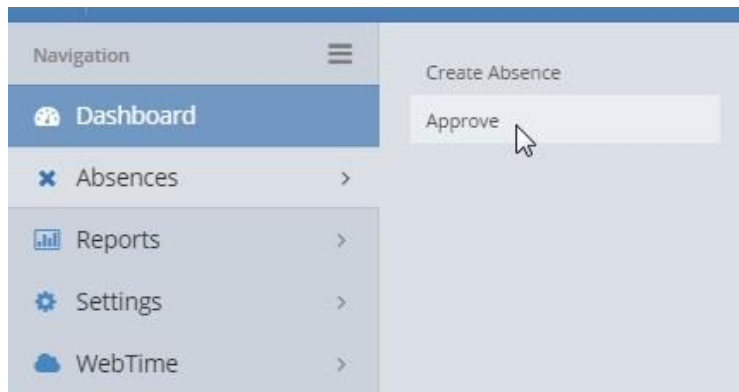
http://kelly.aesoonline.com/login.asp?location=abs_ApproveList.asp?%26startdate=01/28/2016%26enddate=%26status=0,%202

Please do not reply to this system generated message.

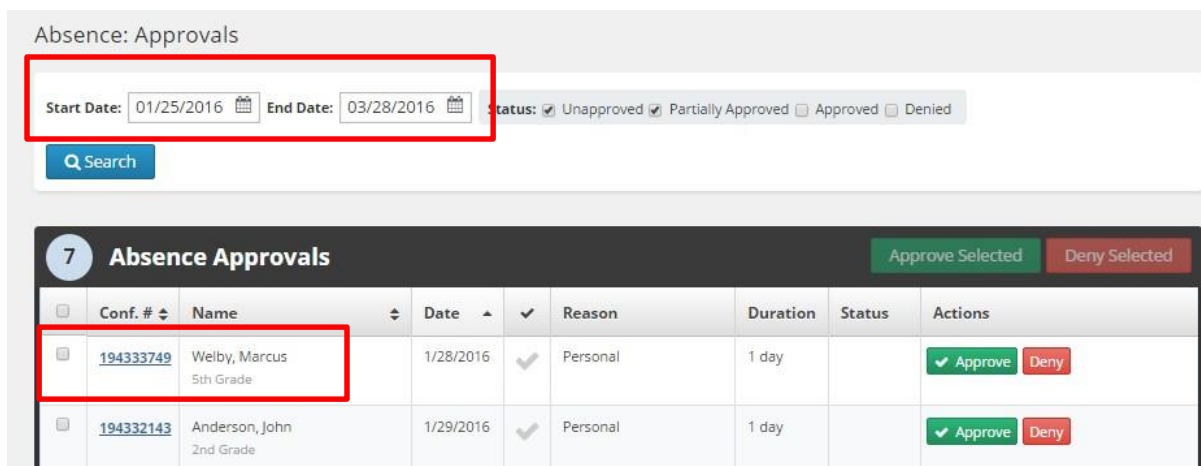
Thank you for using the Substitute assignment system. Powered by Kelly Educational Staffing.

The approver can access the absence by either clicking on one of the links provided in the email, or by logging directly into Aesop and clicking on the **Absence** side navigation tab and click on **Approve**. There is also an **Approve** button you can click on in the **Quick Actions box**.

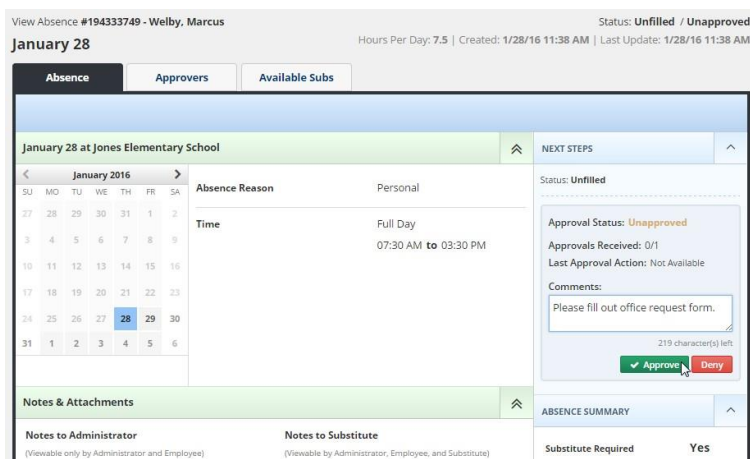




On the approval page, the approver can enter a date range to see all absences that need to be approved in that range. Check the box on the left and click **Approve Selected** or **Deny Selected**. Multiple absences can be approved or denied at the same time by checking off the boxes next to the absences shown.



If the approver wishes to leave comments to the employee regarding a specific absence, clicking on the Confirmation Number will link to the absence modify screen.



If multiple levels of approvals are being used, the approval email will initially only be sent to the Level 1 absence approver. Upon approval by the Level 1 approver, the absence will be marked as Partially Approved and an approval email will be sent to the Level 2 approver.

View Absence #196778052 - Welby, Marcus Status: Filled by Al Alberts / Partially Approved

February 12 Hours Per Day: 7.5 | Created: 2/12/16 9:34 AM | Last Update: 2/12/16 9:34 AM

Absence | **Approvers** | **Available Subs**

[Edit Absence](#)

February 12 at Jones Elementary School

February 2016

SU	MO	TU	WE	TH	FR	SA
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	29	1	2	3	4	5

Absence Reason Personal

Time Full Day
07:30 AM to 03:30 PM

NEXT STEPS

Status: Filled by Al Alberts

Approval Status: **Partially Approved**

Approvals Received: 1/2

Last Approval Action: 2/12/2016 9:34 AM

ABSENCE SUMMARY

Substitute Required Yes

Friday, February 12, 2016
Jones Elementary School

Notes & Attachments

The Level 2 approver will then follow the same steps above to approve or deny the absence. If additional levels of approval exist, the absence will be forwarded to the subsequent approvers for their approval. Once final approval is achieved, the Approval Status will change from Partially Approved to Approved.

Absence: Approvals

Start Date: 02/05/2016 End Date: 03/28/2016 Status: Unapproved Partially Approved Approved Denied

1 Absence Approvals

<input type="checkbox"/>	Conf. #	Name	Date	<input checked="" type="checkbox"/>	Reason	Duration	Status	Actions
<input type="checkbox"/>	196778052	Welby, Marcus 5th Grade	2/12/2016	<input checked="" type="checkbox"/>	Personal	1 day	1	Last Approved on 2/12/2016 9:34 AM <input checked="" type="button" value="Approve"/> <input type="button" value="Deny"/>

View Absence #196778052 - Welby, Marcus Status: Filled by AI Alberts / Approved

February 12 Hours Per Day: 7.5 | Created: 2/12/16 9:34 AM | Last Update: 2/12/16 9:38 AM

Absence | Approvers | Available Subs

Edit Absence

February 12 at Jones Elementary School

February 2016						
SU	MO	TU	WE	TH	FR	SA
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	29	1	2	3	4	5

Absence Reason Personal

Time Full Day
07:30 AM to 03:30 PM

NEXT STEPS

Status: Filled by AI Alberts

Approval Status: Approved

Approvals Received: 2/2

Last Approval Action: 2/12/2016 9:38 AM

Previous Comments:
-Jones Elem-Approver Administrator-
2/12/2016 9:38 AM
Approved

ABSENCE SUMMARY

Substitute Required Yes

Important Note: If your position requires a substitute when an absence is created that requires approval, the system will look for a substitute immediately. The reason the system does not delay the search for a substitute until the absence is approved is simply for the sake of efficiency. Since we realize many absences will be approved, we believe that looking for the sub immediately makes sense! If the absence request is denied, the substitute will be notified (IF notification methods are activated) about the change in their schedule.

Absence Approval Status Report:

One of the reports linked on the left-hand side of the approver’s home page is the Absence Approval Status report.

The image shows a navigation sidebar with the following items: Dashboard, Absences (highlighted), Reports, Settings, and WebTime. A secondary menu is open next to 'Absences', listing: Absence, Substitute Sign In, Absentee Report, Daily Report, Absence Approval Status (highlighted with a mouse cursor), Absence Monthly Summary, Day of Week Absence Analysis, and Absence Interactive.

In this report approvers can view absences that require approval for a specific date range and their status. The report can be filtered by fill status, location, employee name, employee type, substitute, absence reason, and status.

Absence Approval Status

Date Range:
 Filled Unfilled Sub Not Needed

Unapproved Approved Denied Partially Approved

8 Absence Approval Status						
Date	Conf. #	Name	Reason	Substitute	Status	Approvals
1/28/2016	194333749	Welby, Marcus 5th Grade Certified	Personal Number Of Days: 1		Unapproved	
1/29/2016	194332143	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/1/2016	194597007	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/1/2016 - 2/2/2016	194180513	Mouse, Mickey Custodial	Personal Number Of Days: 2	Al Alberts	Unapproved	
2/2/2016	194913491	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/3/2016	194180704	Boike, Eli 3rd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/3/2016	195148976	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/12/2016	196778052	Welby, Marcus 5th Grade Certified	Personal Number Of Days: 1	Al Alberts	Approved	Jones Elem-Approver Administrator 2/12/2016 09:38 AM

Absence Approval Process Flow:

