

AESOP – Attendance System



Starting with the 16/17 year, we are using an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via the internet or telephone. We will no longer be using absent from duty forms nor will we be manually requesting substitutes.

www.aesoponline.com

1-800-942-3767

User name and password

Your user name is your phone number see below

If this number is not a phone number you use on a regular basis please let HR know so it can be changed in the system.

ID/User Name: 10-digit Phone Number

PIN/Password: 4-digit employee ID

Below are videos with pertinent information.

<https://help.frontlineeducation.com/hc/en-us/articles/115009549707-Employee-Basic-Training-Video>

Dashboard

This is the employee's homepage. It includes employee info and alert, summary of absences and whether a substitute has been obtained or not, plus other information.

Absences

Managers can create, approve, deny, control, and reconcile absences.

Reports

Managers can create various reports.

Settings

Managers can change various settings.