

ESS – Absence Management System

Cumberland Regional High School District utilizes ESS's Absence Management System (AMS) developed by Frontline to track staff attendance. You will receive an email from ESS/Frontline containing a Welcome Letter that includes your initial login information. You should record that information here for your convenience:

Your ID is: _____
Write your ID here

Your PIN is: _____
Write your PIN here

To access the AMS, open your internet browser by clicking on the Chrome shortcut that looks like this:



The CRHS website should automatically load if you are on a work computer. Either way, type the following website address into the browser as shown below: www.aesoponline.com.



Enter the Login ID # and Pin # provided by ESS here then click "Sign In":

frontline
education..

Absence Management

Formerly Aesop

Sign In

ID or Username

Your username is required.

PIN or Password

Your password is required.

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

Your screen should now look similar to the illustration shown below. It will look a little different depending upon your Employee Type. Follow instructions in the red boxes to create an absence:

Absence Management
Formerly Aesop

Home Absences Account Directory Frontline Support

January 2019 February 2019

1. Click on the date or multiple dates you are requesting (dates need not be consecutive).

2. Click here to toggle between Yes or No for substitute requirement (if you have this option).

3. Click on the arrow to see your options then select the appropriate Absence Type.

4. Click on this arrow to select Full or Half Day (the times listed in grey boxes do not always represent actual work times, depending upon your Department).

5. Click on this box when you need to add additional information. This box must be completed if you request a Bereavement Day (type in relationship and date of death) or Family Illness Day (type in relationship and reason), if eligible.

6. Click on this box to add special instructions for the Substitute.

7. Click here to create absence.

Create Absence 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date

Need more options? Advanced Mode

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Substitute Required Yes

Absence Reason

Time to

Notes to Administrator (not viewable by Substitute)

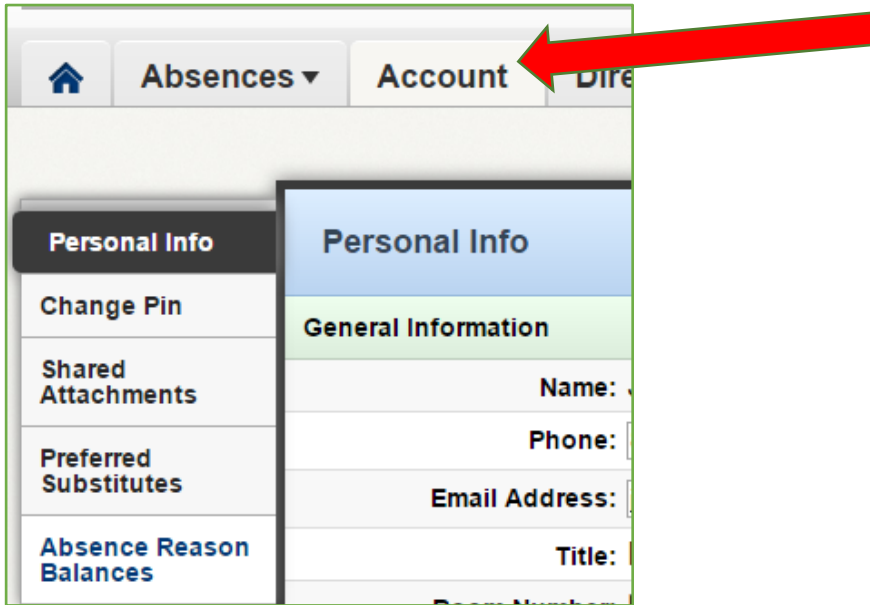
Notes to Substitute

Helpful Hint: You can select multiple days individually or click-and-drag to select a range of dates.

Cancel

You will then receive a confirmation #. For absences that require approval, you will receive an email each time your absence is approved by the appropriate person at each level.

To perform other functions, click on the “Account” tab, and you will see the following drop-down:



The main items you may want to utilize are “Change Pin” and “Absence Reason Balances.” If you click on “Absence Reason Balances,” you will see your initial balance, days used to date, days pending (the days you have entered for the future) and your balance. Here is a sample:

Absence Reason Balances				Last Calculated: Monday, October 17, 2016
Absence Reason	Initial	Used	Pending	Balance
Family Illness	3.00 Days as of Thursday, June 30, 2016	None	None	3.00 Days
Personal	2.00 Days as of Thursday, June 30, 2016	1.00 Days	None	1.00 Days
Sick	53.00 Days as of Thursday, June 30, 2016	None	None	53.00 Days

Please note Family Illness days are not automatically granted; but if requested, this balance will be sure you do not request more than 3 days in one school year. Also, Family Illness days require proper documentation as per your union contract as do some of the other absence types. Family Illness days are not available to all Employee Types. If not listed on your screen, you are not eligible.

If you do not have a computer at home and need to be out sick, call ESS Absence Management at 1-800-942-3767 to schedule your absence. You will need to enter your ESS Login ID # and Pin # (provided in Welcome Letter) and then follow the prompts. You will need to have a copy of your Login ID # and Pin # at your home to utilize this method.

For questions, please contact your Supervisor or Jackie Jackson at the Board Office.