

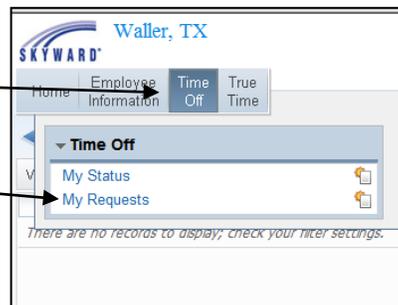
# Entering Time Off Request – Employee Access

## Sub Needed

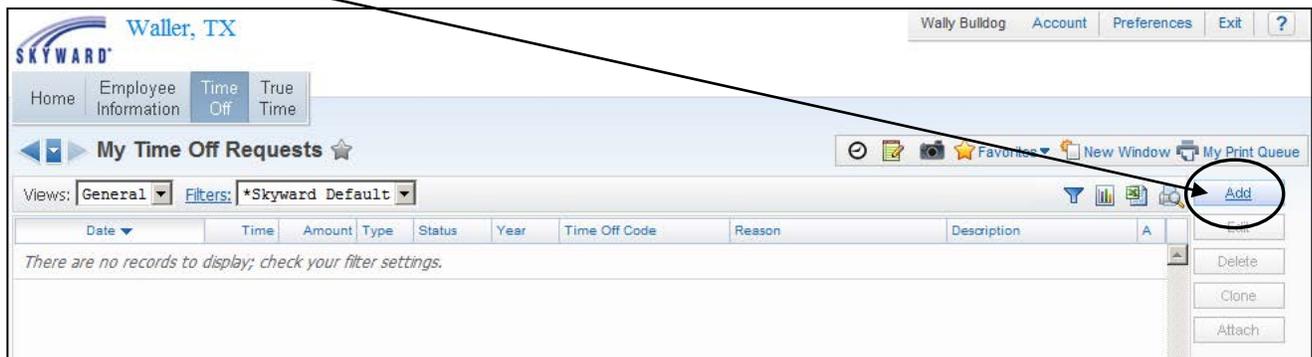
Sign on to Employee Access



Click on 'Time Off' and then  
'My Requests'



Now click on 'Add' to request an absence



**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future
COMPENSATION TIME OFF	0 Days			0 Days	
LOCAL PERSONAL LEAVE	5 Days			5 Days	
PROFESSIONAL LEAVE	0 Days			0 Days	
STATE PERSONAL LEAVE	5 Days			5 Days	
VACATION	6 Days			6 Days	

**Time Off Request**

\* Time Off Code: STATE PERSONAL LEAVE - Days Hours per Day: 7h 30m

\* Reason: FAMILY ILLNESS Detail..

Description:

Maximum characters: 200, Remaining characters: 200

\* Start Date: 11/03/2011 Thursday

Days: 0.0000

Start Time: 08:00 am

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Asterisk (\*) denotes a required field

Save  
Back

Once you have entered all information regarding the absence request, click 'Save' and you will then be forwarded to the Aesop (automated substitute finder system) login page

Enter the Time Off Request Information

Check 'Sub Needed'

Select Employees other than Supervisor that you want to alert about your absence via email



If you clicked on 'Sub Needed' in Employee Access and then clicked 'Save', you will be forwarded to the Aesop login page

Enter AESOP ID and PIN

Contact the HR department if unsure of your AESOP ID and PIN

**Aesop** Automated Substitute Placement & Absence Management **FRONTLINE** TECHNOLOGIES

Navigation > Home > Create an Absence | Logout Wednesday, August 10, 2011  
[Return To Homepage](#)

Creating an Absence: Lillagore, Brandy

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time
08/11/2011 Thursday	08/11/2011 Thursday	Select One	Yes	Full Day	7:30 AM	3:30 PM

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Create Absences on these days of the week within the date range specified above

Enter the **Absence Reason** type (the same Absence Reason as entered in the Time Off request for Employee Access) and then click **'Next'**

[Back To Top](#) ▲

**Aesop** Automated Substitute Placement & Absence Management **FRONTLINE** TECHNOLOGIES

Navigation > Home > Modify Absence | Logout Wednesday, August 10, 2011  
[Return To Homepage](#)

**Modify Absence**

Creating an Absence: Lillagore, Brandy

Date	Absence Reason	Absence Type	Start Time	End Time
08/11/2011 Thursday	Family Illness	Full Day	7:30 AM	3:30 PM

**Notes To Substitute:**  
(Maximum length is 255 characters.)  
255 characters left.

**Notes to Administrator (not viewable by Substitute):**  
(Maximum length is 255 characters.)  
255 characters left.

Add notes, if needed, and click **Save** or **Save & Assign** as applicable

Continue with Aesop process

[Back To Top](#) ▲