



Bellefonte Area School District Absence Guide

BALANCES: Balances are tracked in Frontline and your Employee Portal. Absences are scheduled in Frontline. After the absence, it is exported to your Employee Portal (every Monday afternoon for the previous week). Balances in Frontline are updated from your Employee Portal at the beginning of each month due to accruals occurring throughout the month.

SCHEDULING: Hourly employees must enter absence in 15 minute increments only. Example, 8:00am-11:30am is correct; 8:00am-11:20 am is not correct. Only include regular hours assigned, not additional assignments (bus, door, etc). Personal time allotted each year is based on regular hours. Including additional hours on an absence will take away more time than you earned.

ABSENCE REASONS: Summarized for more efficient absence entries.

Please use the following table to assist in selecting absence reasons:

Assoc/PSEA	When attending a union meeting.
Bereavement	For the death of a family member . Please enter relation in notes.
Coaching	For paid coaches to attend events.
Comp Time - Support	For support staff using Comp Time earned during overtime hours.
Coverage	When covering for another position.
District Mtg	For Assessments, Child Study Team, Curriculum Writing, Grade Level Mtgs, Non-IEP Special Ed Mtgs, Student Scheduling.
Field Trip/StudAct	When required to attend Field Trips or Student Activities such as Day of Caring.
Health Screenings	When conducting student health screenings such as hearing.
IEP	For attending IEP meetings as a district employee.
Jury Duty	To attend Jury Duty; summons must be sent to HR.
Kndg Registration	For those required to work Kindergarten Registration.
Mentor/Protégé Day	When assigned as a Mentor/Protégé.
Personal	For personal time.
Professional Dev	When attending approved trainings on or off-site.
Sick – Family Illness	For a family member’s medical appointment or illness.
Sick	For an employee’s medical appointment or illness.
Dock Time Uncomp Leave-HR Use Only	For use when out of paid time (personal, sick or vacation). Must contact Human Resources to enter absence.
Vacation	For employees that earn vacation time.

How Do I Enter an Absence?

Entering an Absence via Internet

1. Go to www.aesoponline.com
2. Enter your **Username** and **Password**.
3. Click **Sign In** and your home page will display.

Recording an Absence:

1. Scroll down to **Create Absence** tab on your home page.
2. Enter the absence information.
3. You will receive a confirmation number and email once complete.

Modifying an Absence:

1. Click **Scheduled Absences** on your home page.
2. Click **Confirmation Number** of future absence you want to modify.
3. Click **Edit Absence** and edit the information as necessary.
4. Click **Save Absence**.

**Please note:* Changes can only be modified if absence has NOT been approved in the system or a substitute hasn't been assigned.

Entering an Absence via Frontline App

1. Download the Frontline App on your phone/device.



2. Sign in using your username & password.
3. Follow the prompts to enter an absence by clicking on *Create Absence*.

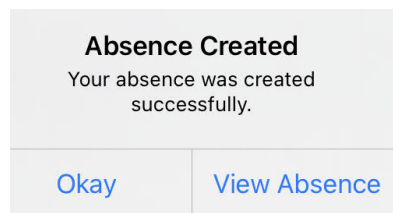
Create Absence

Once you click on Create Absence, you will be prompted to click on the following:

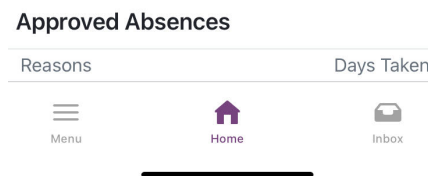
- Step 2 is Why? This is where you will choose your reason.
*You will then click the > at the bottom of the screen for the next step.
- Step 3 is When? This is where you click on the absence date/dates.
*You will then click the > at the bottom of the screen for the next step.
- Step 4 is How Long? This is where you click on the duration.
*You will then click the > at the bottom of the screen for the next step.
- Review your absence summary to verify it is correct.
If correct, click *Submit Absence*.

Submit Absence

- You will then you will get the following screen:



5. If you would like to view your absence, click on *Home* at the bottom of the screen.



Entering an Absence via Phone

1. Call Jeffrey Baker, Substitute Coordinator at:
814-355-4814 Ext. 3054
2. Provide Jeffrey with the following:
 - *Absence Reason
 - *Date of Absence
 - *Time of Absence
 - Professional Staff-full day or half day
 - Support Staff-quarter hour increments

*If the absence is the morning of, be sure to email/call your building administrator & secretary.
3. You should receive an email with your absence information as well as a confirmation number.

Adjusting an absence by phone:

1. Call Jeffrey Baker, Substitute Coordinator at:
814-355-4814 Ext. 3054
2. Inform Jeffrey with the following:
 - *Name (if leaving a message provide spelling of name)
 - *Date of absence
3. Provide Jeffrey with your 9-digit confirmation number to expedite the process.
4. Inform Jeffrey of the changes that need to be made.

Any additional questions regarding entering an absence, contact:

Jeffrey Baker

Substitute Coordinator

Located: Central Office

Email: jbaker@basd.net

Phone: 814-355-4814 Ext. 3054

Office Hours: Monday - Friday

7:00 a.m. - 3:30 p.m.