



Bellefonte Area School District Absence Guide

BALANCES: Balances are tracked in SAMS and Employee Portal. Absences are scheduled in SAMS. After the absence, it is exported to Portal (every Monday afternoon for the previous week). Balances in SAMS are updated from Portal 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-11:20am 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.



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Entering an Absence via Internet

1. Go to www.aesonline.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 Phone

1. Call Kelly Services at 866-535-5998 to speak to a representative.
2. Inform the representative of the following:
 - *Name (if leaving a message provide spelling of name)
 - *Bellefonte, PA
3. Provide the representative of the following:
 - *Absence Reason
 - *Date of Absence
 - *Time of Absence
 - Professional Staff-full day or half day
 - Support Staff-quarter hour increments
4. You should receive an email with your absence information as well as a confirmation number.

Adjusting an absence by phone:

1. Call Kelly Services at 866-535-5998 to speak to a representative.
2. Inform the representative of the following:
 - *Name (if leaving a message provide spelling of name)
 - *Bellefonte, PA
3. Provide the representative with your 9-digit confirmation number to expedite the process.
4. Inform them of the changes that need to be made.

Questions regarding Kelly Educational staffing please contact:

Jeffrey Baker

BASD Account Manager

Located: Central Office

Email: JEFB776@kellyservices.com

Phone: 814-355-4814 Ext. 3054

Office Hours: Monday - Thursday

7:00 a.m. - 4:00 p.m.