Absence Management

LOGGING IN ON THE WEB
Type aesoponline.com in your web browser’s address bar or go to app.frontlineeducation.com

Enter your ID/username and PIN/password and click Sign In. If you cannot recall your credentials, use the recovery options or click the “Having trouble signing in?” link for more details.

CREATING AN ABSENCE
The system is designed to allow employees to enter their own absences.
To create an absence, click the Create Absence button on the Quick Actions panel. Alternatively, choose Absences

- Select the DATE you will be absent
  (A substitute is NOT required unless instructed by your supervisor.)
- Select an Absence Reason from the Drop-down Menu
- Enter the TIME in HOURS you will be Absent based on your contracted hours.
  *Time must be added in quarter increments: example: 8:15 AM to 8:45 AM

Lastly: Click the GREEN button at the bottom to create the Absence.

For assistance with website issues in creating an absence, contact:

Kelly Absence and Scheduling Team
(866) KEL-LY98 | kesschedule@kellysvoice

Questions on LEAVE BALANCES: contact:

Candace Truso | ctruso@fwus.org | (802) 370-3113 x 114