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

>Enter in your absence by adding an **ABSENCE REASON** and **TIME** choosing from the drop down menu. Time Options Include:
- **FULL DAY**
- **HALF DAY AM or PM**

Lastly, click the **GREEN** button at the bottom right to complete the Absence.

For assistance with website issues in creating and absence, contact:
Kelly Absence and Scheduling Team
(866) KEL-LY98 | kesschedule@kellyservices.com

Questions on Leave Balances, contact
Candace Truso | FWSU
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