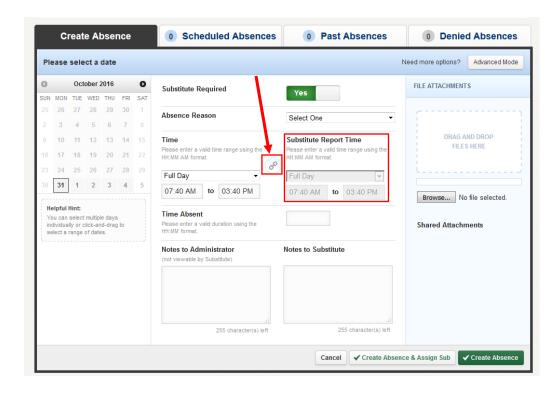
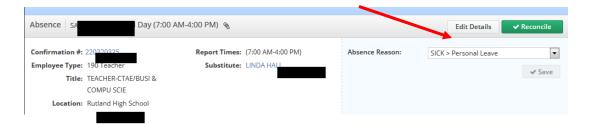
1. Time Absent

a. Sub Time does not have to be the same as Time Absent. Employees or Campus Users (Secretaries, Principals, Directors are AESOP Campus Users) may edit the Sub Report Time by clicking the link icon.



b. To reconcile past absences, always click Edit Details to verify Time Absent values.



2. Campus User's Past Absences Entry/Edit Cutoff Time:

- a. Payroll will continue to send notifications about absence entry deadline. After pay period cutoff time, campus users will notify Payroll about absence errors and adjustments.
- b. Campus Users can edit past absences in Aesop before the Payroll deadline.
- c. Employees can create absences within 15 hours from the absence start time. Please remind employees that AESOP absence time entry should not replace the school absence reporting protocol; e.g. Teachers should always notify Principals of their absences.
- d. School Staff can delete/update absences 2 hours before the absence start time; Central Office Staff can delete/update absences 15 hours after the absence start time.