



Paraprofessional Instructions

Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab.

- 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; for example: 8:15AM - 8:45AM)
- Click the **GREEN** button at the bottom to Create the Absence.

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

Questions on Leave Balances, contact:
Tammy Lutz | FWSU
tlutz@fwsu.org | (802) 370-3133 x114