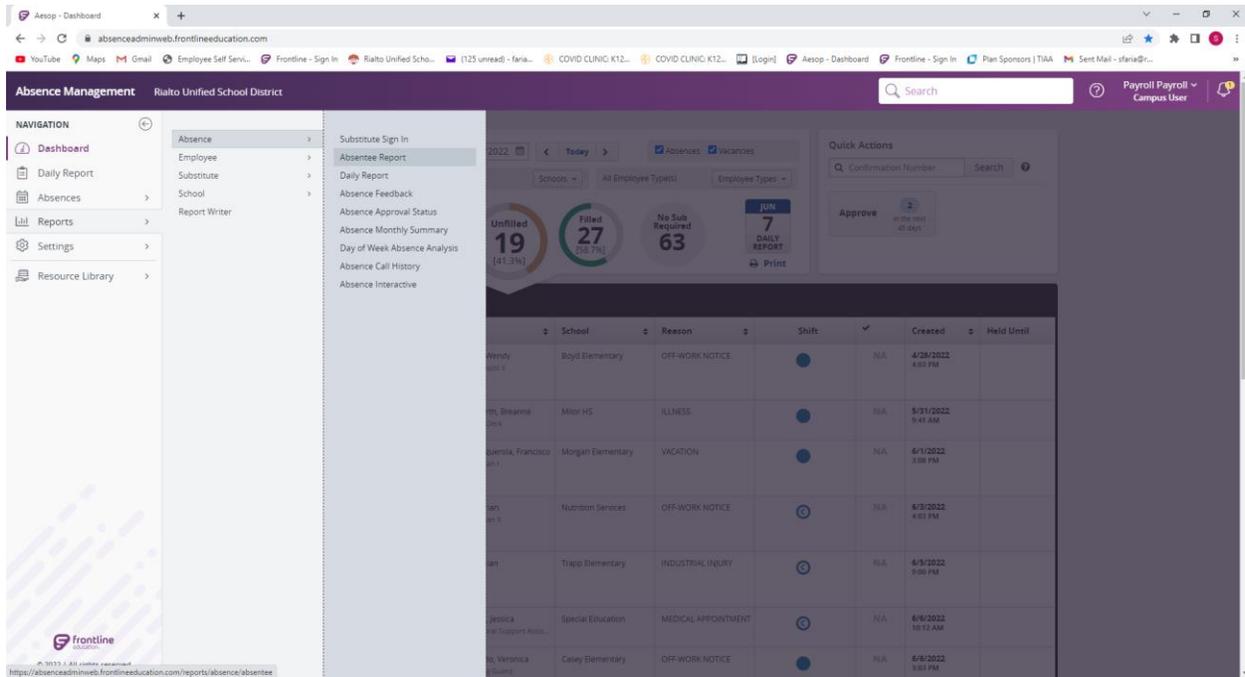
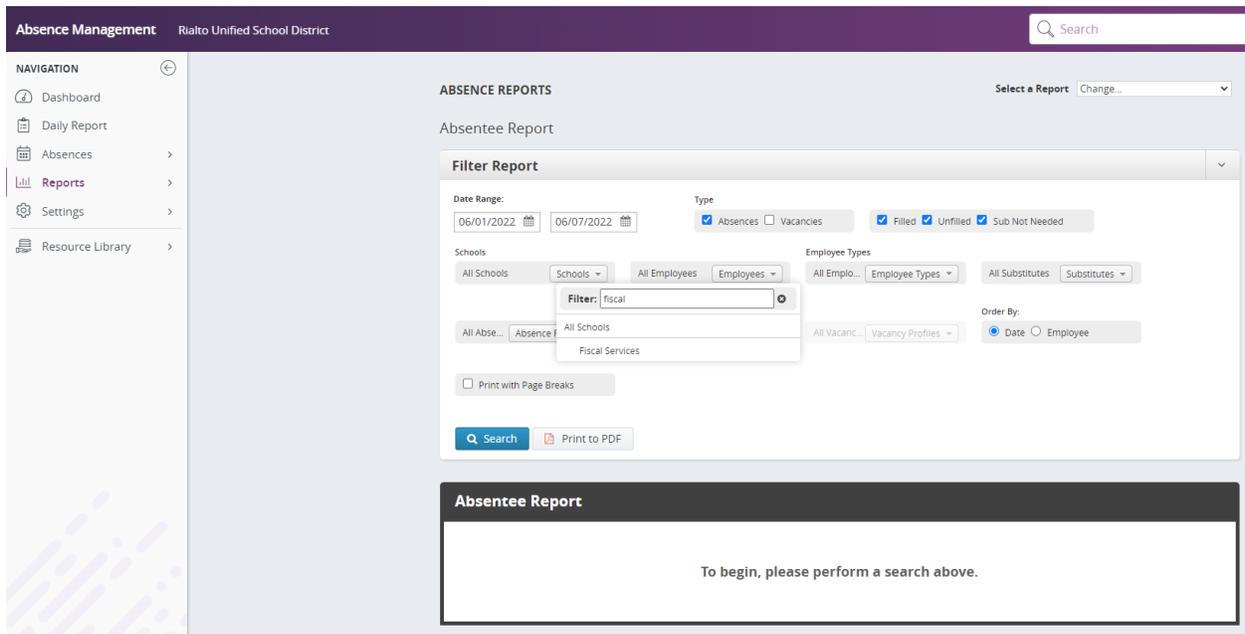


Aesop Absentee Report / Reconcile to ELTS Absences

Go to reports, Absence, Absentee Report.



Select the date range and your school site and uncheck vacancies. You can sort by Date or Employee then select Search.



The report will show all employees absences for the site selected and the date range selected. You should then run a report from ELTS for the same date range to verify all absences are in both systems. If you find an absence in Aesop that is not in ELTS, you must manually input the absence into ELTS to balance to the Aesop reports.

The screenshot shows the 'Absence Management' interface for Rialto Unified School District. The main section is titled 'ABSENTEE REPORTS' and includes a 'Filter Report' section. The date range is set to 06/01/2022 to 06/07/2022. The filter includes checkboxes for 'Absences', 'Vacancies', 'Filled', 'Unfilled', and 'Sub Not Needed'. The 'Schools' dropdown is set to 'Fiscal Services' and 'Employee Types' is set to 'All Employees'. The 'Order By' is set to 'Date'. A 'Print with Page Breaks' checkbox is present. Below the filters is a 'Summary' section with a bar chart showing 10 'No Fill Needed' absences. The summary text indicates: 'Totals: Total: 10, Need Sub: 0, No Sub Needed: 10'. A legend for 'Reading the Report' shows 'Filled' (green), 'Unfilled' (orange), and 'No Fill Needed' (grey).

This screenshot shows the same interface as above, but with the 'Summary' section expanded to show a table of absences. The table has columns for Date, Conf. #, Name, School, Reason, Duration, and Substitute. One absence is listed for 6/1/2022.

Date	Conf. #	Name	School	Reason	Duration	Substitute
6/1/2022	513698414	Faria, Sharon Fiscal Services Supervisor Finance	Fiscal Services	VACATION	Emp: 07:30 AM - 04:30 PM Sub: 07:30 AM - 04:30 PM	Substitute Not Ne...