# Frontline Education Temporary Employee Training (no sub required)

Welcome to Frontline

Enclosed you will find training material for our new Absence Management System, Frontline Education (formerly Aesop) for Employees that do not require a substitute. The "go live" date for our new system is set for April 1, 2019. With the implementation of the new system comes changes; we have listed the major changes below. Overall, the system is much more user friendly, although the changes are significant. It is very important you review the information provided and view the training video at this link https://bit.ly/2w9CPv6 . The link is also located on the SJCOE website (www.sjcoe.org) under the Quick Links, Absence Management/Substitute Services. This link will take you to a webpage to access the video and this handout.
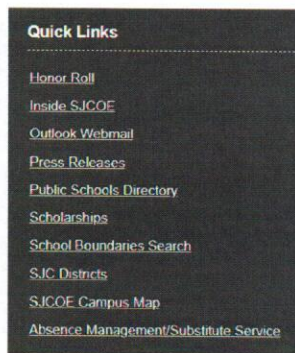
Employee Announcements!

We will be changing our Sub System from SmartFind to Frontline in early 2019.
Watch for welcome Emails with information on how to access the system in April 2019.
A link to an overview video can be found here: Frontline Absence & Time Overview
Once there click on the Play button.

Recommended Frontline Training Videos:

- Frontline Employee Basic Training Video .... Watch Now
- Frontline Employee Advanced Training Video .... Watch Now
- Substitute Basic Training Video .... Watch Now

Logging in to Frontline

Log into the system at https://app.frontlineeducation.com or from the SJCOE Website www.sjcoe.org using the link under Quick Links. Log in by using the username and password you created after receiving your welcome letter and invitation email. This login will be used to access the system to view your Employee profile and to enter and review absences online or by using the Frontline APP.

You can also access the system by phone at 1-800-942-3767, enter your 10-digit phone number as your ID and your numeric PIN. Your log in information for the phone was provide in your

employee welcome letter. If you do not have that letter available to you, you can locate your PIN, after logging in online click on the Account tab from the drop down on the left hand side of the website, click on phone credentials this screen will appear with the ID information and the PIN number. You have the option to change this PIN to a number easily remember.
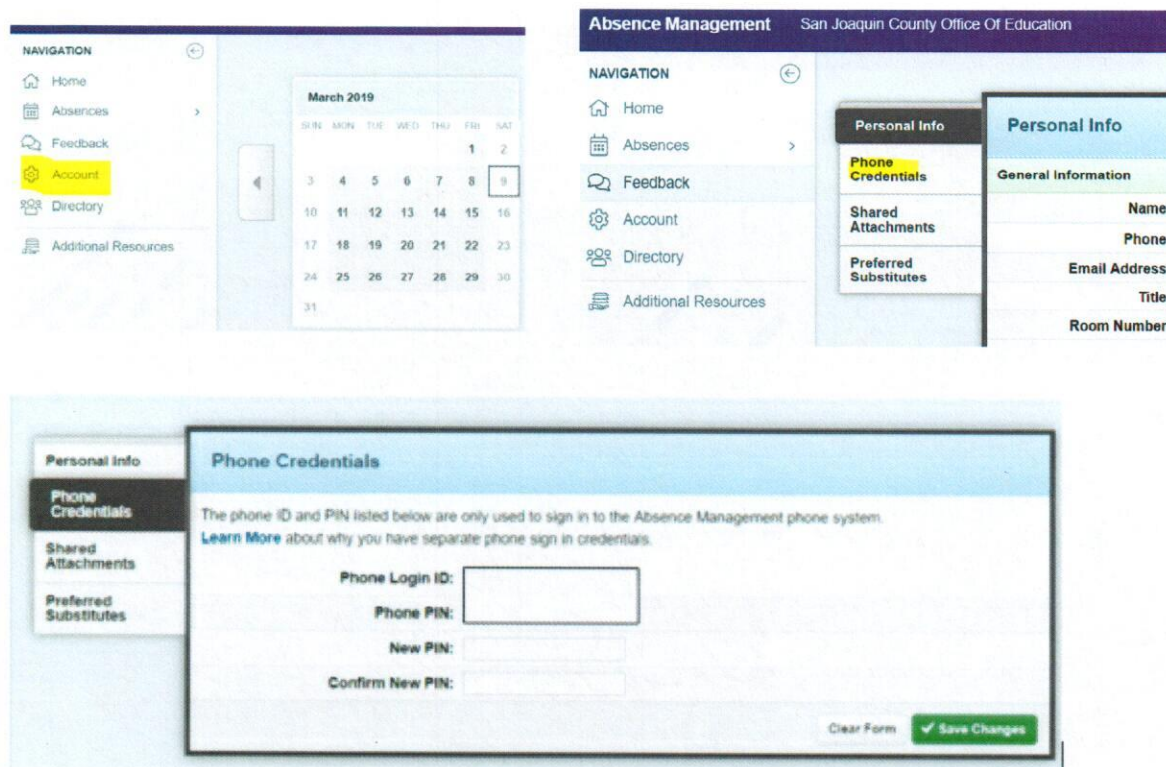
What's the cutoff time for calling in absent?

The Absence reporting process remains the same, you are required to call in absences as soon as you are aware you are going to be out. **The report time for all employees is ½ hour before your start time, you may cancel an absence up to 2 hours before your start time.** If you miss these timelines the absence will have to be entered for you by your HR Tech, or the department designee for Attendance.

Notable changes made to processes or to the system or the Absence process are listed below.
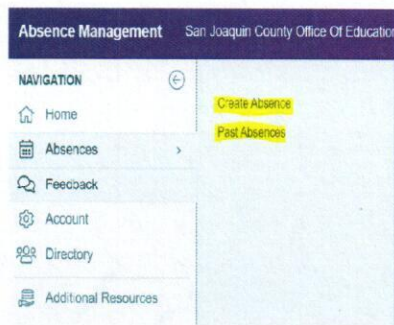
Absence Reasons

Temporary employees can report an absence to Frontline to use their available sick leave, using the reason of Temp – use Sick Lv or using option #29 on the phone. This in the only reason available to you.

To create an absence

Log into the system at www.aesop.com or from the SJCOE Website www.sjcoe.org click on the Quick link at the bottom of the page to access a link to Frontline and training materials. Once you are on the website the sign in screen will appear. Enter your username and password.
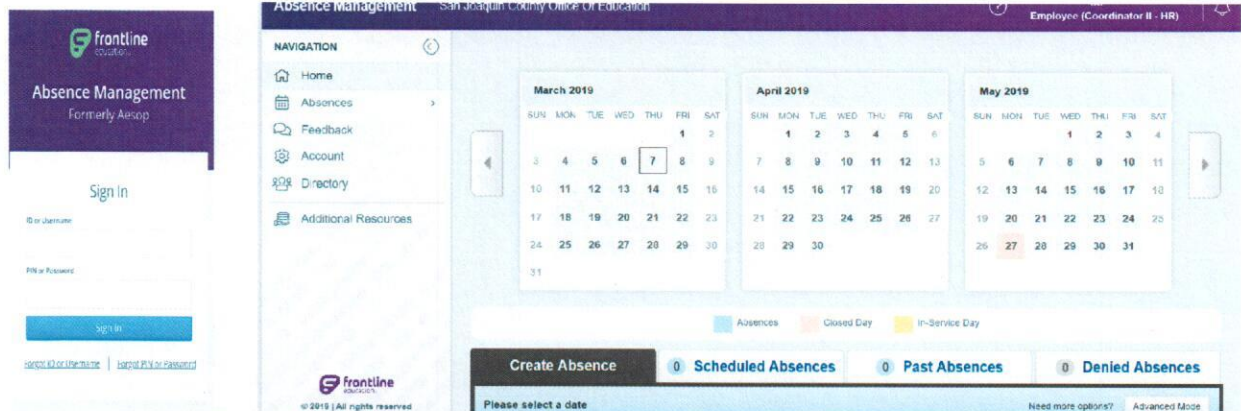
The menu on the left side of the web page lists the features available to you. Click on absences to create or review absences.
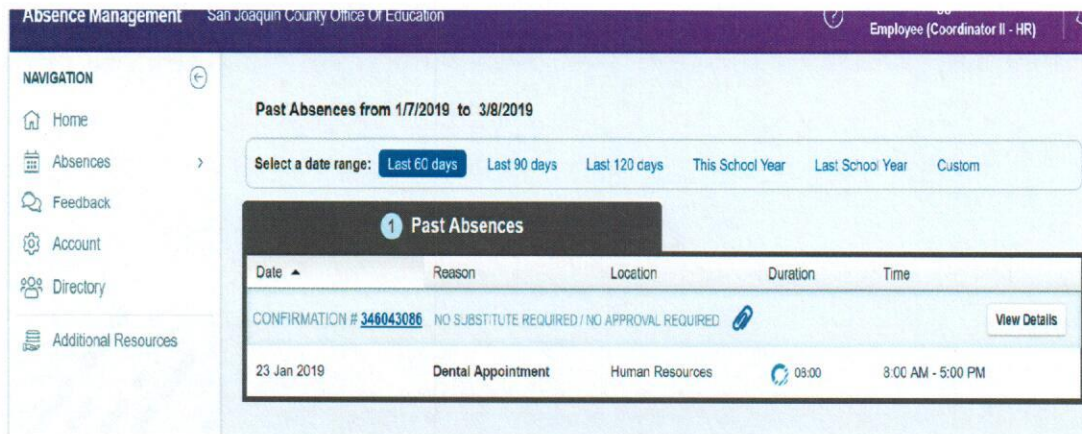

To create an absence, click on the create an absence, enter the date from the calendar, then enter an absence reason. The absence summary is on the right side of the webpage. After reviewing the summary click on create absence. A confirmation number will be issued to you.
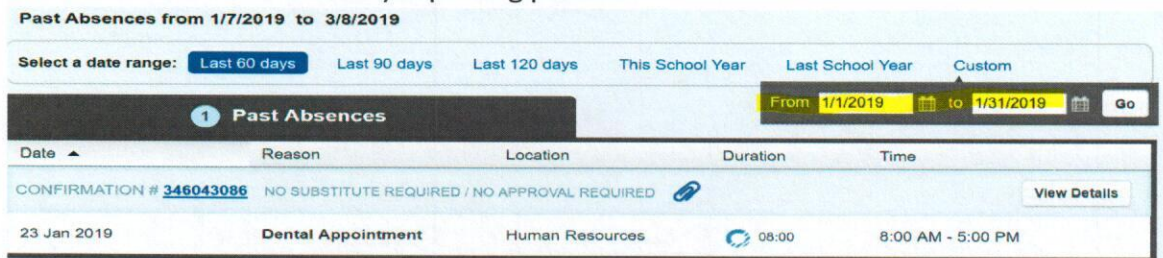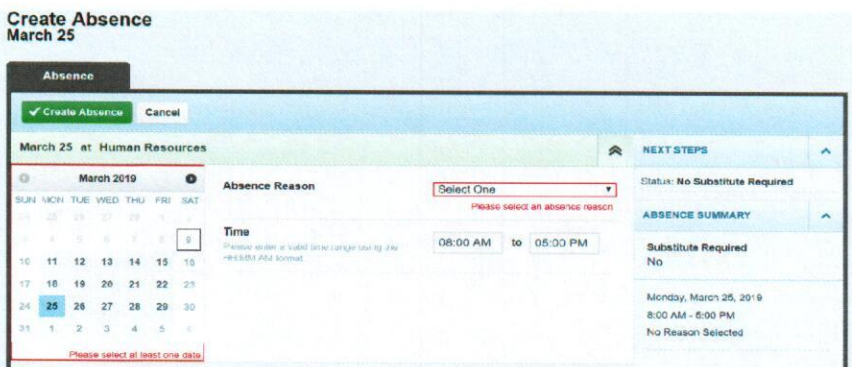
To review and verify absences

For **absence verification**, click on **Past absences** to review the absences reported to the system.

Choose the options for the date range from those listed, including entering a custom date range which can match the monthly reporting period.

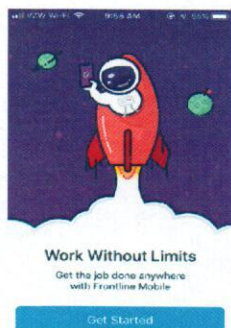Note the date of your absence on the timesheet in order to be paid.

Mobile APP

With our new system comes the ability to use the Mobile APP to report and review absences. Information on the Mobile APP is also provided in your training materials. The APP is available for both Android and IOS systems, from the APP Store. The invitation code to download the APP is 7354.

Training Materials

A link to the training video and a "How to" Handout on how to create an absence as an employee is included in this handout, please take the time to review all information included, and view the video in advance of having to use the system. Once logged into the Frontline, you may access the resources available in the system by using the Learning Center. The Learning Center is available to you by clicking on the ? at the top of the page. Click on Frontline support to access the training tools. Use the search tool to look for topics or the dropdown menu on the left side of the screen to find the information you need.
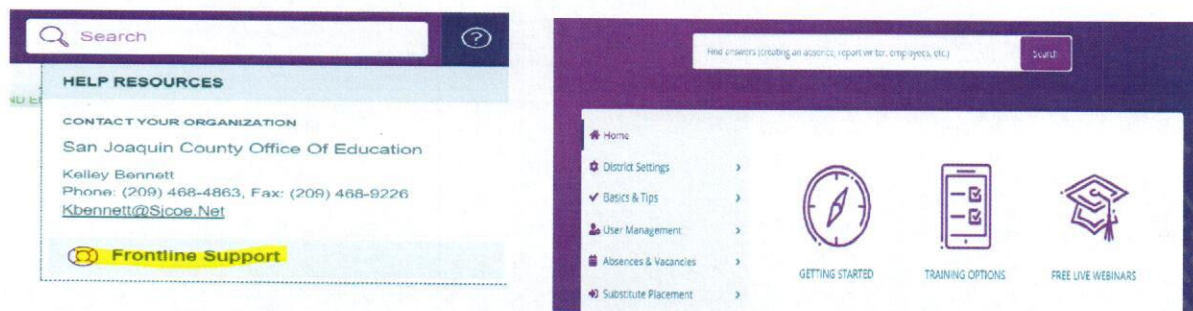
If you have questions regarding the use of Frontline, please contact Kelley Bennett at 209-468-4863 or Aggie Christensen at 209-469-9039.

Absence Reasons in Frontline Education System for Temporary Employees

frontline
education

Absence Management
Formerly Aesop

As a temp employee you will us this reason to report an absence in Frontline. Payroll will use this reason to verify you have leave to cover your absence. The absence will be added to your timesheet prior to submitting.

Reason for Temporary employees absences

29 Temp- use Sick Lv