

Employee Entering Time Absence

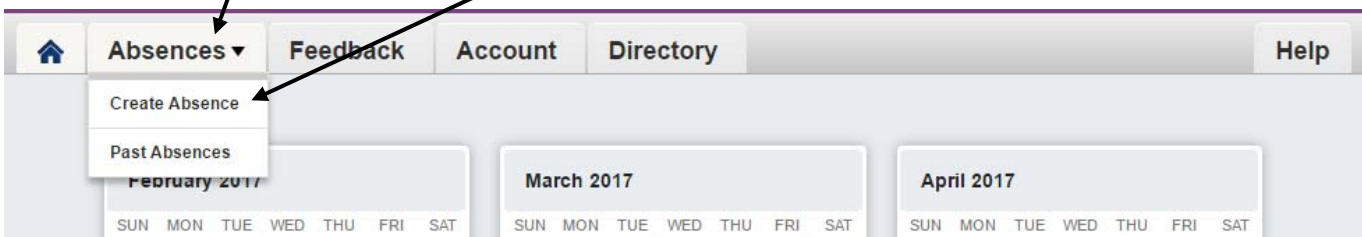
THIS IS FOR ALL REGULAR EMPLOYEES WHO MUST HAVE THEIR ABSENCES KEYED IN AESOP

Employees have **15 hours** from the start time to enter in absences. If your start time is 7:30am, you have until 10:30pm that same day to enter in your absence.

It is the employee's responsibility to get in their absence on time.

Step 1 – Login with your Phone number and pin

Step 2 – Click “Absences” then “Create Absence”



Step 3 – Complete the following → Select Date; Absence Reason; Time*; Time Absent**

*Time – this should be the exact time of day from beginning to end of the absence.

Example: If employee is gone from 11:07am to 2:39pm, then that is what should be entered. Change “Full Day” to “Custom Time” to enter this time.

**Time Absent – time absent should be entered in 15 minute increments (see page 3)

Example: 11:07 would round down to 11:00am and 2:39pm would round up to 2:45pm so time absent would be 3hours and 45minutes. This would be keyed as 3.75 or 3:45.

Time Absent should equal the total number of hours PER DAY. For example, if you are out for 2 days, you still need to enter Time Absent as 8:00, not 16:00.

Here are some examples of errors:

Hours cannot be:

	<u>Date</u>	<u>Absence Type</u>	<u>Time Absent</u>	<u>Time (hh:mm)</u>
More than 8 hours	2/8/17	PL > 17 Gear Up PL	16	16:00
	2/9/17	PL > 17 Gear Up PL	16	16:00
Equal 0 hours	2/8/17	PL > 17 Gear Up PL	0	00:00
	2/9/17	PL > 17 Gear Up PL	0	00:00
Blank	2/8/17	PL > 17 Gear Up PL		
	2/9/17	PL > 17 Gear Up PL		

Hours must be:

	<u>Date</u>	<u>Absence Type</u>	<u>Time Absent</u>	<u>Time (hh:mm)</u>
In 15 minute increments	2/9/17	SICK>Family Illness	7.83	7:50

Step 4 – Click “Create Absence”

The screenshot shows a web-based form for creating an absence. At the top left is a calendar grid. Below it are two input fields: 'Time' (with a dropdown set to 'Full Day' and a range of 07:30 AM to 04:30 PM) and 'Time Absent' (set to 08:00). Below these is a section for 'Notes & Attachments' with a text area for 'Notes to Administrator' and a 'File Attachments' section. On the right side, there is an 'ABSENCE SUMMARY' panel showing 'Substitute Required: No' and 'No Dates Selected'. At the bottom left, there is a green 'Create Absence' button and a 'Cancel' button. A black arrow points from the text 'Step 4 – Click “Create Absence”' to the 'Create Absence' button.

Absence Time Cheat Sheet

Time absent can be keyed one of two ways, time (using " : ") - format hh:mm (hours:minutes) or numerical using the decimal. Here is a cheat sheet for your reference

Rule of thumb, use the 7 minute marker to determine if time is keyed to the next quarter

Time Absent	Keyed as Time	Keyed as Numerical
1-7 minutes	0	0
8 - 22 minutes	0:15	0.25
23 - 37 minutes	0:30	0.5
38 - 52 minutes	0:45	0.75
53 - 59 minutes	1:00	1
1 hr - 1 hr 7 minutes	1:00	1
1hr 8 - 22 mintues	1:15	1.25
1 hr 23 - 37 minutes	1:30	1.5
1 hr 38 - 52 minutes	1:45	1.75
1 hr 53 - 59 minutes	2:00	2
2 hr - 2 hr 7 minutes	2:00	2
2hr 8 - 22 mintues	2:15	2.25
2 hr 23 - 37 minutes	2:30	2.5
2 hr 38 - 52 minutes	2:45	2.75
2 hr 53 - 59 minutes	3	3
3 hr - 3 hr 7 minutes	3	3
3 hr 8 - 22 mintues	3:15	3.25
3 hr 23 - 37 minutes	3:30	3.5
3 hr 38 - 52 minutes	3:45	3.75
3 hr 53 - 59 minutes	4	4
4 hr - 4 hr 7 minutes	4	4
4 hr 8 - 22 mintues	4:15	4.25
4 hr 23 - 37 minutes	4:30	4.5
4 hr 38 - 52 minutes	4:45	4.75
4 hr 53 - 59 minutes	5	5
5 hr - 5 hr 7 minutes	5	5
5 hr 8 - 22 mintues	5:15	5.25
5 hr 23 - 37 minutes	5:30	5.5
5 hr 38 - 52 minutes	5:45	5.75
5 hr 53 - 59 minutes	6	6
6 hr - 6 hr 7 minutes	6	6
6 hr 8 - 22 mintues	6:15	6.25
6 hr 23 - 37 minutes	6:30	6.5
6 hr 38 - 52 minutes	6:45	6.75
6 hr 53 - 59 minutes	7	7
7 hr - 7 hr 7 minutes	7	7
7 hr 8 - 22 mintues	7:15	7.25
7 hr 23 - 37 minutes	7:30	7.5
7 hr 38 - 52 minutes	7:45	7.75
7 hr 53 - 59 minutes	8	8
8 hours	8	8

Time entered CANNOT exceed 8 hours