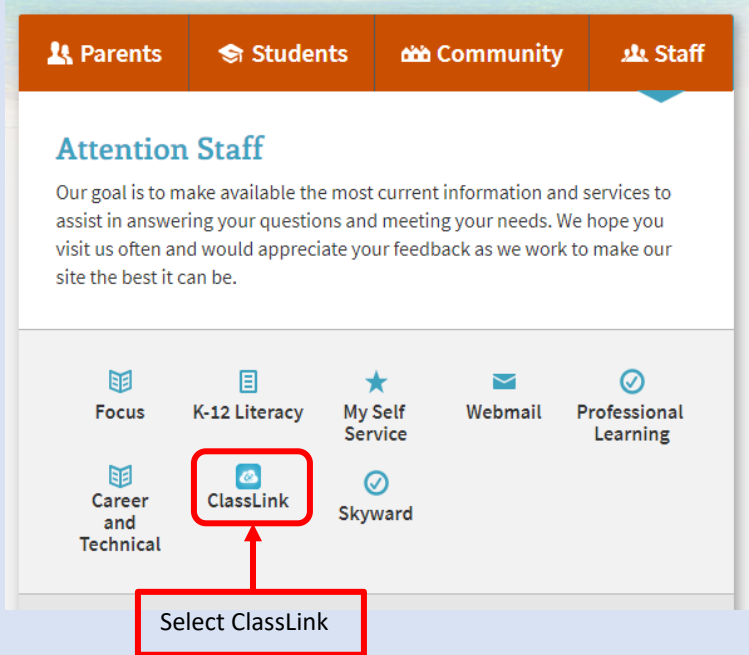
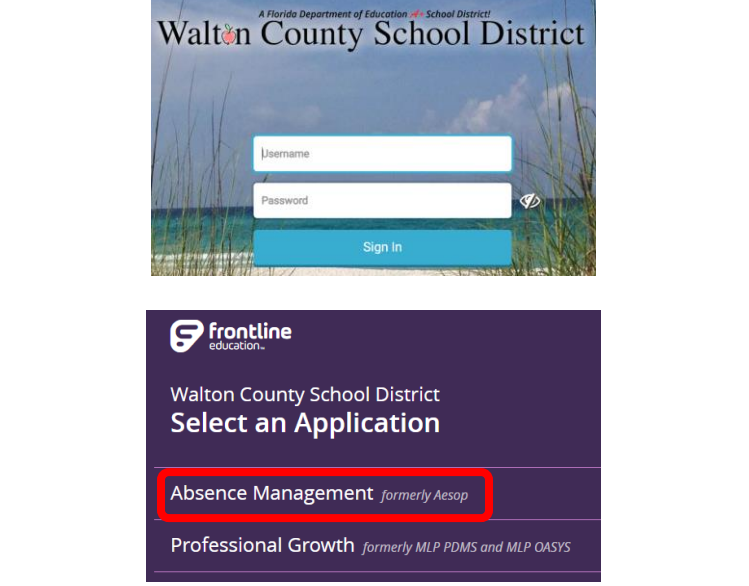


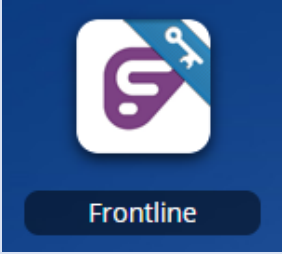


# Employee Quick Start Guide

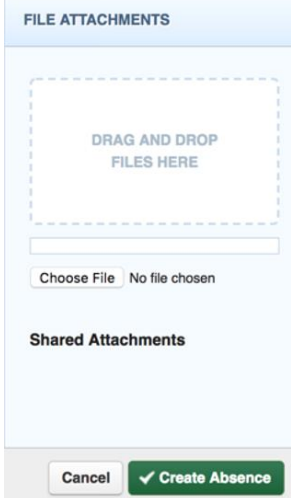
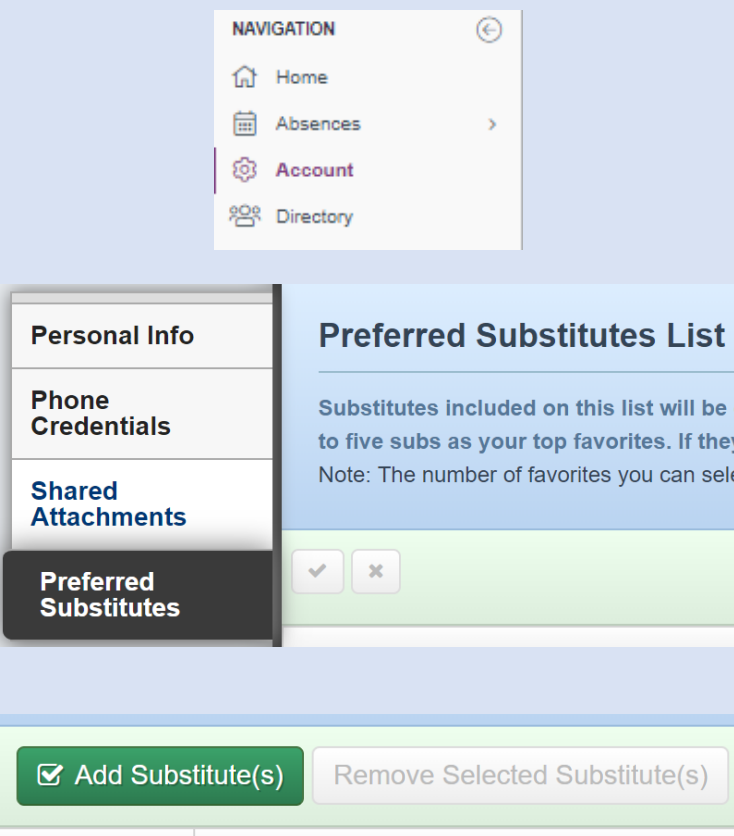
## Walton County School District

### Absence Management

#### Log in to Absence Management

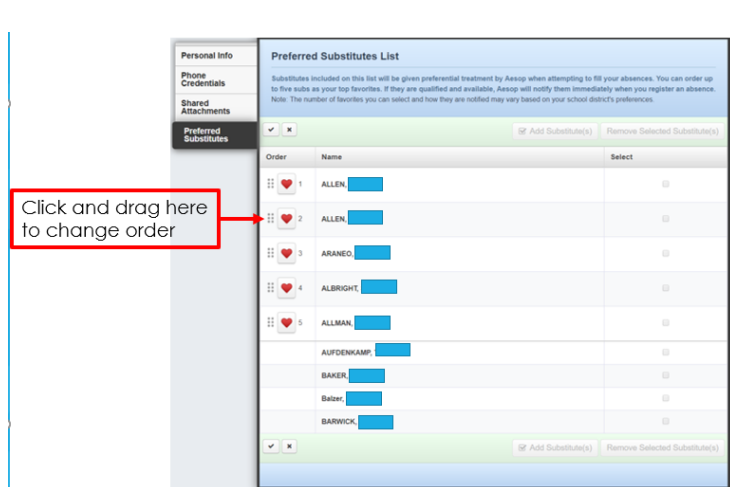
Steps	Description	
<p><b>Open ClassLink</b></p>	<p>Go to the Walton County School District homepage <a href="http://www.walton.k12.fl.us">www.walton.k12.fl.us</a>. Select "Staff" and click "ClassLink".</p>	
<p><b>Login</b></p>	<p>Enter your WCSD network username and password to log in to ClassLink.</p> <p>To create absences, you must always enter Skyward, submit your leave request indicating "Sub Needed". You will then be linked to Frontline, where you will select "Absence Management formerly Aesop".</p>	

<p><b>Login (Continued)</b></p>	<p>When you need to go directly to Frontline Absence Management for such things as setting your preferences or attaching documents to an existing absence, click the “Frontline” icon in ClassLink.</p> <p>You will then select “Absence Management formerly Aesop”</p>	  <p>Walton County School District <b>Select an Application</b></p> <p><b>Absence Management</b> <i>formerly Aesop</i></p> <p>Professional Growth <i>formerly MLP PDMS and MLP OASYS</i></p>
<p><b>Creating an Absence</b></p>	<p>After submitting a leave request in Skyward, you will be directed to the “Create Absence” page to enter a new absence in Absence Management.</p> <p>Enter the absence details including the date of the absence, the absence reason, notes to the administrator, notes to the substitute, and attach any files, if needed.</p> <p><b>RECOMMENDED:</b> Providing notes to the substitutes and attaching lesson plans is a great way to provide the substitute information in advance of the absence to help prepare for a smooth and productive day for your students and the substitutes in your absence.</p>	 <p><b>Substitute Required</b> Yes</p> <p><b>Absence Reason</b> Select One</p> <p><b>Time</b> Please enter a valid time range using the HH:MM AM format. Full Day 07:00 AM to 03:00 PM</p> <p><b>Notes to Administrator</b> (not viewable by Substitute) 255 character(s) left</p> <p><b>Notes to Substitute</b> 255 character(s) left</p>

	<p>Once finished, you will then then click “Create Absence”.</p>	
<p><b>Preferred Substitutes</b></p>	<p>The system gives you the ability to create a list of substitutes that you prefer to work in your absence.</p> <p>You can create and manage your preferred substitutes list by clicking on Account &gt; Preferred Substitutes.</p> <p>Substitutes included on this list will be given preferential treatment by Absence Management when attempting to fill your absences.</p>	

## The Favorite Five

You can select, in order of preference, up to five subs as your Favorite Five. If they are qualified and available, Absence Management will notify them immediately when you register an absence.



## Email Notification

When a substitute has been found for an absence, the employee will receive an email notification.

From: [netpost@aesoponline.com](mailto:netpost@aesoponline.com) <[netpost@aesoponline.com](mailto:netpost@aesoponline.com)>  
Sent: Monday, August 19, 2019 11:12 AM  
To: [REDACTED]  
Subject: Aesop Substitute Found - Notification For Confirmation # [REDACTED]

The absence that starts on 9/3/2019 has been fulfilled.  
The following are the details of the job:

\*\*\*\*\*

### Job Summary

\*\*\*\*\*

Starting On : 9/3/2019  
School : [REDACTED] School  
Title : INSTRUCTOR  
Substitute : [REDACTED]  
Confirmation # : [REDACTED]

## Help & Training Resources

Training resources for Frontline Absence Management specific to Walton County School District are available at <https://www.walton.k12.fl.us/leave>.

The Learning Center is also a great place to access additional training resources, get answers to specific questions, and more!

Click on Help Resources in the top right corner of the page and select Frontline Support.



### HELP RESOURCES

#### CONTACT YOUR ORGANIZATION

Walton County School District

Candy Bodie  
Phone: (850) 892-1100  
[BodieC@Walton.K12.FL.Us](mailto:BodieC@Walton.K12.FL.Us)

 **Frontline Support**