

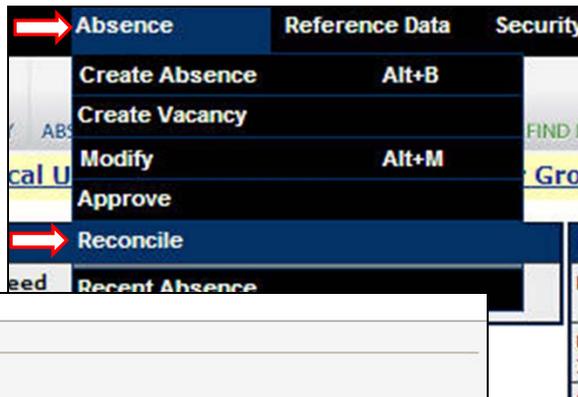
## Web Navigator Topical Guide: Reconciling Absences

### Overview

Reconciling absences at the school level is an important aspect of ensuring accurate payroll integration between Aesop and whatever payroll/HR system you are using. The act of “reconciling” is defined as the school level contact putting a “stamp of approval” on the absence, indicating that “person A” was indeed absent and “person B” did in fact substitute for this person. In essence, it is viewed as the “OK to pay” stemming from the school location. Most districts that tie their payroll system to Aesop will check for this “reconciled” flag before processing payment for the substitute.

To reconcile absences from the Web Navigator follow this path from the black menu bar

### Absence>Reconcile



Reconcile Absences

Select a date range:

From:    To:

Absences/Vacancies from 11/1/2008 - 12/1/2008

Date	Total Absences/Vacancies	Reconciled	Not Reconciled
11/5/2008	1	0	1
11/11/2008	1	0	1
11/12/2008	1	0	1
11/13/2008	1	0	1
11/14/2008	1	0	1
11/19/2008	2	0	2
11/20/2008	1	1	0
11/27/2008	1	0	1
12/1/2008	1	0	1

Reconcile Absences Page

# Reconciling Absences

Enter a date range      Then Click Submit

Reconcile Absences

Select a date range:

From: November 1 2008 To: December 1 2008

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**Absences/Vacancies from 11/1/2008 - 12/1/2008**

Date	Total Absences/Vacancies	Reconciled	Not Reconciled
11/5/2008	1	0	1
11/11/2008	1	0	1
11/12/2008	1	0	1
11/13/2008	1	0	1
11/14/2008	1	0	1
11/19/2008	2	0	2
11/20/2008	1	1	0
11/27/2008	1	0	1
12/1/2008	1	0	1

Total Absences on the given date      The number of Reconciled Absences      The number of Absences not Reconciled

Clicking on the individual number link will open a page that will show more details of the absences and allow you to edit and/or reconcile the absences. If the absence has already been reconciled you will have the option to unreconcile it.

Reconciled	Not Reconciled
0	1
0	1
0	1
0	1
0	1
0	2
1	0
0	1
0	1

**Not Reconciled Absences/Vacancies**

**Absence/Vacancy Day: 11/19/2008**

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

Employee	Substitute	Details	Status	Rec	No Action	Edit
<a href="#">Adkerson, Angela</a> Type: Teacher Conf: <a href="#">29132169</a>	<a href="#">Parker, Peter</a> Duration: 1 Full Day (s)	Absence Reason: <span>Personal Day</span> Budget Code: <span>-- none selected --</span> Pay Code: <span>-- none selected --</span>	Not Recon	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>
<a href="#">Shepherd, Jack</a> Type: Teacher Conf: <a href="#">29990703</a>	<a href="#">Conrad, Tashia</a> Duration: 1 Full Day (s)	Absence Reason: <span>Personal Day</span> Budget Code: <span>-- none selected --</span> Pay Code: <span>-- none selected --</span>	Not Recon	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>

# Reconciling Absences

**Not Reconciled Absences/Vacancies**  
Absence/Vacancy Day: 11/19/2008

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

Employee	Substitute	Details	Status	Rec	No Action	Edit
<a href="#">Adkerson, Angela</a> Type: Teacher Conf: <a href="#">29132169</a>	<a href="#">Parker, Peter</a> Duration: 1 Full Day (s)	Absence Reason: Personal Day Budget Code: -- none selected -- Pay Code: -- none selected --	Not Recon	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>
<a href="#">Shepherd, Jack</a> Type: Teacher Conf: <a href="#">29990703</a>	<a href="#">Conrad, Tashia</a> Duration: 1 Full Day (s)	Absence Reason: Personal Day Budget Code: -- none selected -- Pay Code: -- none selected --	Not Recon	<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">Edit</a>

Here absence details such as Absence Reason and Budget and Pay codes can be edited

To Reconcile an Absence mark the Reconcile circle and click **Apply Changes**

If you would like to keep changes made to the details of an absence but **not** reconcile the absence then mark the "No Action" circle before you click **Apply Changes**

You can also click the [Edit](#) link to bring up the absence in an edit mode if you would like to change details such as date or times in the absence

**Modify Absence**      Create a new absence      Create another absence for this employee

Confirmation#: 29990703

Employee: [Jack Shepherd](#)

School: [Jaspers Elementary School](#)

Created on: Dec 11 2008 10:54:02 AM

Last Update: Dec 11 2008 10:57:12 AM

Status: Filled

Reconciled: No

Substitute Required: Yes

Fulfilled by: [Tashia Conrad](#)

Employee Hours Per Day: 8

   Allow Substitute to see Assignment after removal

Navigator user: [requesting sub removal](#)

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Approval Status: Unapproved

Approvals Received: 0

Last Approval Action:

Approvers: [View List](#)

Approval Comments: [Show/Hide Comments](#)

1 (1 - 89)           

Attachments:  
[hello.doc](#)  
[hello](#)

Date	Absence Reason	Absence Type	Delete
11/19/2008	Personal Day	Full Day	<input type="checkbox"/>

See page 4 for details on reconciling **parts** of a multi-absence

**Note:** If you are reconciling a multi day absence that has days in the future Aesop will only reconcile up to the current date. You cannot reconcile absence days that have not occurred yet

## Reconciling Absences – One Day at a Time

Aesop also allows you to reconcile a multi day absence at the Modify Absence page one day at a time rather than reconciling the whole confirmation number at once.

This brings the absence reconciliation down to the absence day level and not the absence request level. As you can see in the screen shot below, by clicking the “U” or “R” on the absence day record, you can mark certain days as reconciled while other days remain un-reconciled.

**Note: You cannot reconcile an absence day that is in the future.**

The screenshot displays the 'Modify Absence' page for confirmation number 26037554. The 'Reconciled' status is set to 'Partially'. Below the form is a table of absence days with columns for Date, Absence Reason, Absence Type, and Delete. The table shows four days from 12/10/2008 to 12/15/2008, all marked as 'Personal Day' and 'Full Day'. The first day (12/10/2008) has a green circle with an 'R' in the 'Delete' column, indicating it is reconciled. The other three days have a gray circle with a white 'U' in the 'Delete' column, indicating they are not reconciled. A 'Save' button is located above the table.

Date	Absence Reason	Absence Type	Delete
12/10/2008 Wednesday	Personal Day	Full Day	<input type="checkbox"/> R
12/11/2008 Thursday	Personal Day	Full Day	<input type="checkbox"/> U
12/12/2008 Friday	Personal Day	Full Day	<input type="checkbox"/> U
12/15/2008 Monday	Personal Day	Full Day	<input type="checkbox"/> U

Annotations:

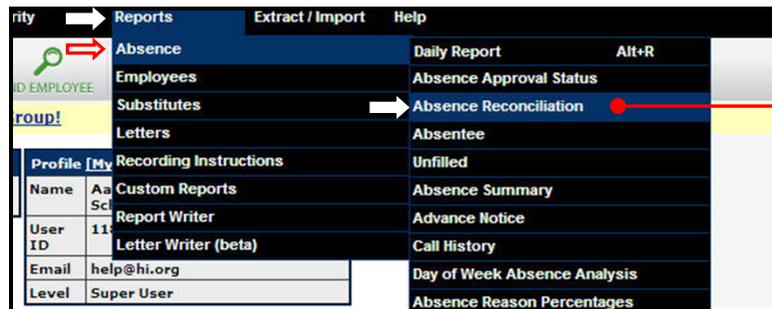
- The status of 'Partially' reconciled indicates one or more of the days in this absence are reconciled
- The letter 'R' in the green circle Reflects this day of the absence Has been reconciled by simply Clicking on the 'U' inside the gray circle
- Once you click the letter 'U' in the circle, the circle will turn green with a 'R' inside. This day has then been reconciled
- After you finish in EDIT mode and reconcile the days you desire, make sure to click on the **SAVE** button

# Reconciling Absences

## Absence Reconciliation Report

There is also a report you can access from the Web Navigator that will give you details on the reconciliation status of absences in your system. Follow these steps to get to the **Absence Reconciliation Report**.

From the Black Menu Bar go to **Reports>Absence>Absence Reconciliation**



Report Filters

Absence Details

Start Date: 12/1/2008 End Date: 1/21/2009 School: View All

Type: Absences/Vacancies Employee: [View All Adkerson, Angela Assaad, Tamer Barnes, Matt] Vacancy Profile: [View All Maternity Leave] Substitute(s): [View All Anderson, Christopher Aylestock, Aaron Barker, Bob]

[Click here to be taken to the absence reconciliation page](#)

Conf#	Date	Absence Reason	Start Time	End Time	Duration	Budget Code	Pay Code
<b>Sawyer Elementary School</b>							
UNRECONCILED							
CONF# 29990858	12/22/2008	Vacation	08:00	15:00	Full Day	none	none
<b>Uber High School</b>							
UNRECONCILED							
CONF# 29991327	12/30/2008	Personal Day	08:00	15:00	Full Day	none	none
CONF# 29991268	12/26/2008	Vacation	08:00	15:00	Full Day	none	none
<b>Vanderbilt High School</b>							
UNRECONCILED							
CONF# 29991475	12/1/2008	Sick	08:00	15:00	Full Day	none	none
CONF# 29991550	12/3/2008	Vacation	08:00	15:00	Full Day	none	none
<b>Walker Middle School</b>							
RECONCILED							
CONF# 31099868	12/10/2008	Personal Day	08:00	15:00	Full Day	General Teacher Fund	none

Reconcile Absences

Select a date range:

From: December 1 2009 To: January 21 2009

Submit

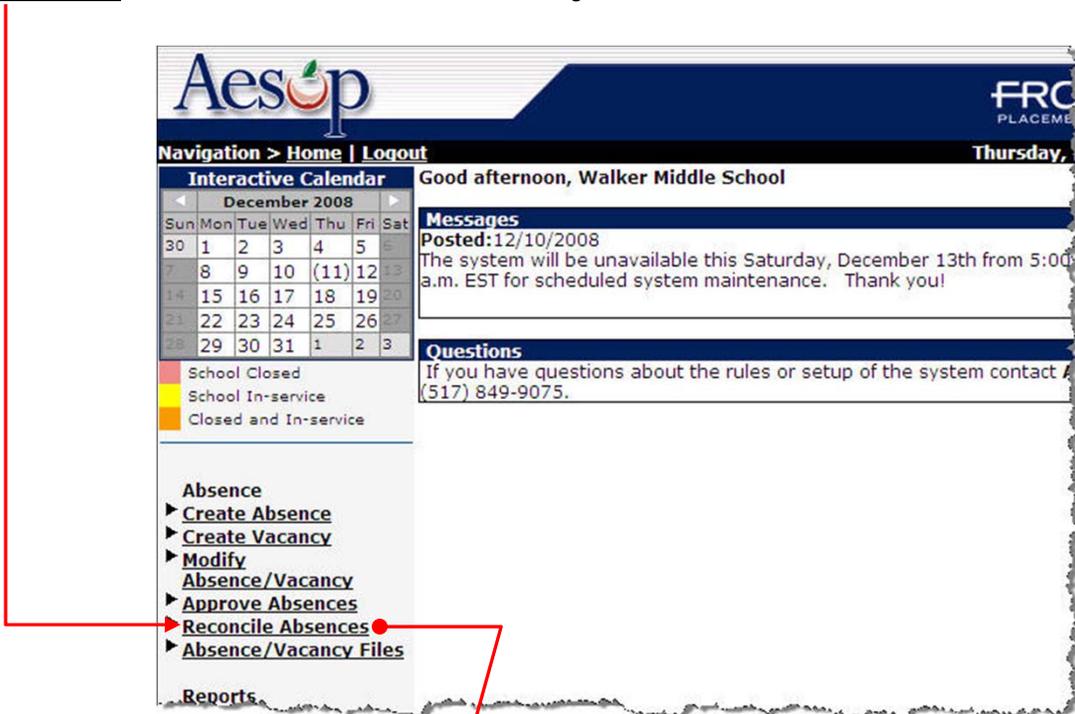
Absences/Vacancies from 12/1/2008 - 1/21/2009

Date	Total Absences/Vacancies	Reconciled	Not Reconciled
12/1/2008	1	0	1
12/3/2008	1	0	1
12/10/2008	1	1	0
12/22/2008	1	0	1
12/26/2008	1	0	1
12/30/2008	1	0	1

# Reconciling Absences

## Reconciling absences from the School or Campus User login

Most likely the individual schools or campus users will be doing the bulk of the reconciling. They can find the link to **Reconcile Absences** in the left side menu list on their Home Page



By clicking the link they will be brought to the page to reconcile absences. The process for the school or campus user to reconcile is the same as for the Web Navigator.

[Return to Homepage](#)

**Reconcile Absences/Vacancies**

Select a date range:

From:    To:

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Absences/Vacancies from 12/10/2008 - 12/10/2008

Date	Total Absences/Vacancies	Reconciled	Not Reconciled
12/10/2008	1	0	1

[Return to Homepage](#)

[Return to Homepage](#)

**Not Reconciled Absences/Vacancies**

Absence/Vacancy Day: 12/10/2008

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

Employee	Substitute	Details	Status	Rec	No Action	Edit
Massoud, Paul Type: Teacher Conf: <a href="#">31099868</a>	Conrad, Tashia Duration: 1 Full Day(s)	Absence Reason: <input type="text" value="Personal Day"/> Budget Code: <input type="text" value="General Teacher Fund"/> Accounting Code: Pay Code: <input type="text" value="-- none selected --"/>	Not Recon	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>