

Frontline Absence and Time Management

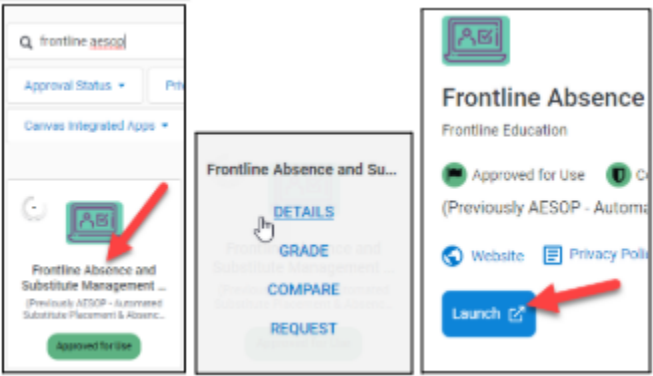
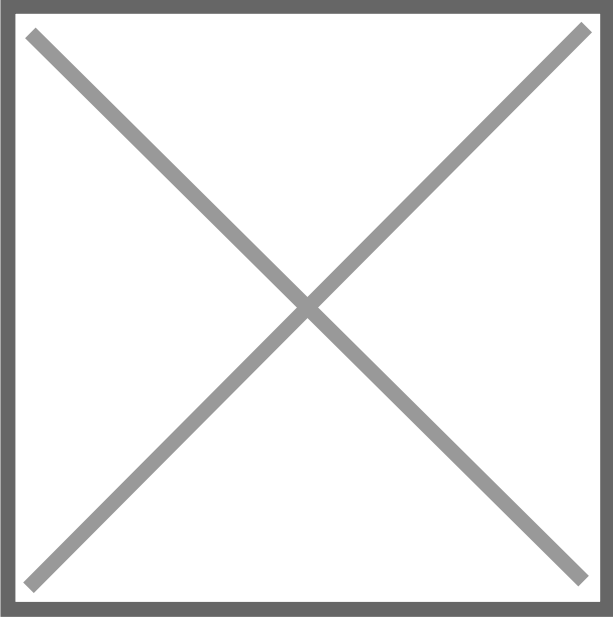
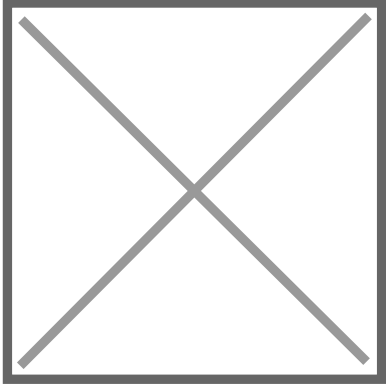
Frontline Absence and Time Management allows employees and administrators to create absences, check absence reason balances, and review classified timesheets.

[Click here to log in](#)

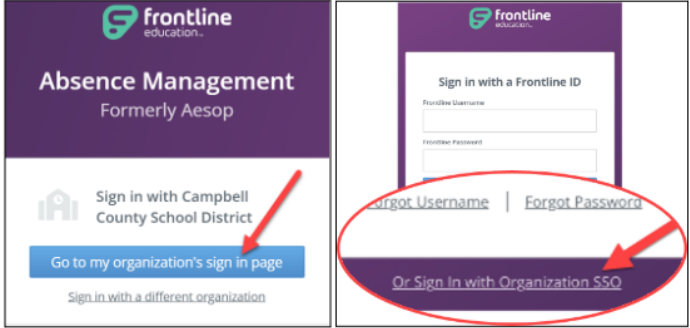
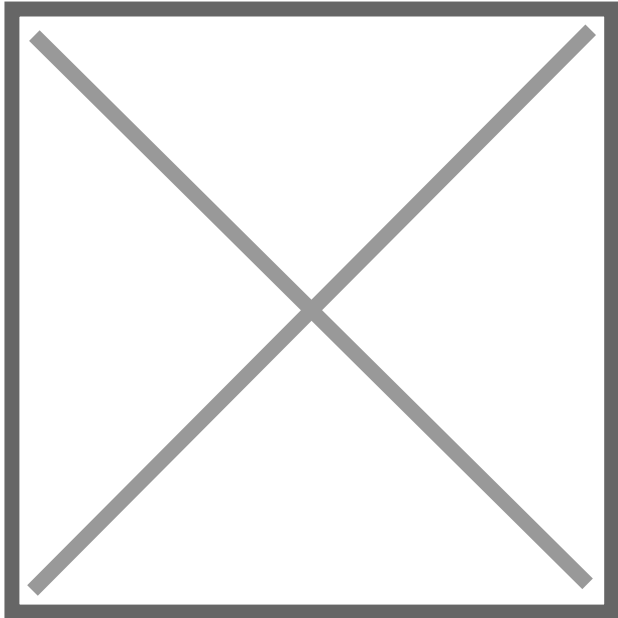
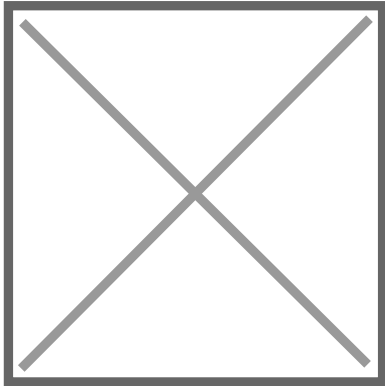
- [Frontline Access \(Employee SSO Login\)](#)
- [How to Create an Absence](#)
- [Updating Account Information in Frontline \(Employees\)](#)

Frontline Access (Employee SSO Login)

Access from LearnPlatform:

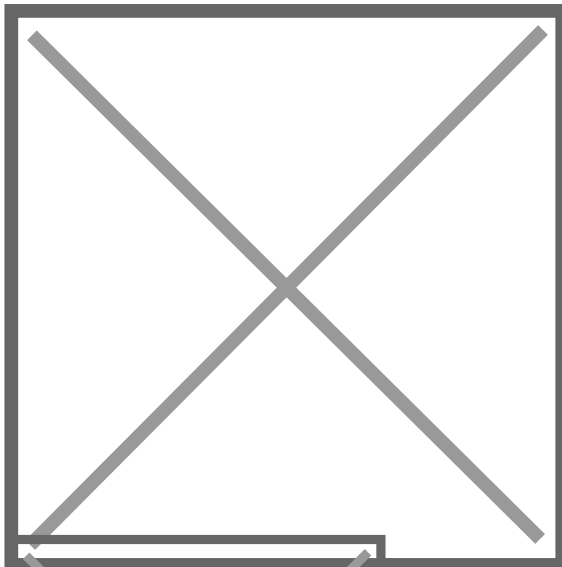
<p>1. From your computer, open Chrome and navigate to LearnPlatform. home.campbell.k12.va.us</p> <p>2. Search for Frontline Aesop to locate the correct tile and click on it. Click Details. Click Launch.</p> <p>3. Log into Microsoft with your work email and password if prompted.</p>	
<p>4. Click on Absence Management (formerly Aesop) from the landing page.</p>	
<p>5. If you have multiple roles in Frontline, click on the drop-down menu beside your name to switch roles.</p>	

Access from Website: <https://bit.ly/3EBZrpQ>

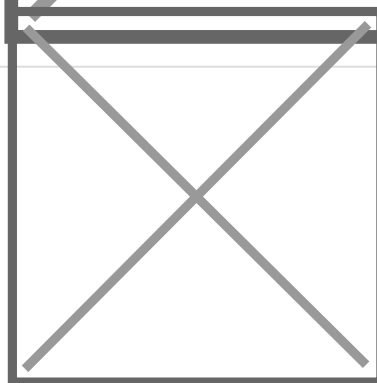
<ul style="list-style-type: none"> Click “Go to my organization’s sign in page.” OR Click on the link “Or Sign in with Organization SSO.” 	
<ul style="list-style-type: none"> Click on Absence Management (formerly Aesop) from the landing page. 	
<ul style="list-style-type: none"> If you have multiple roles in Frontline, click on the drop-down menu beside your name to switch roles. 	

From Frontline app:

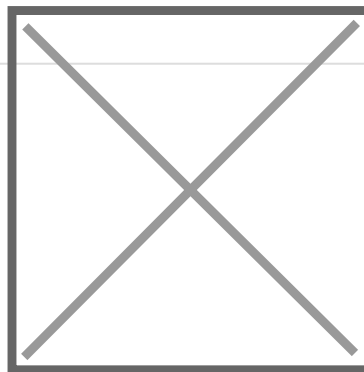
- Install the Frontline Education app.



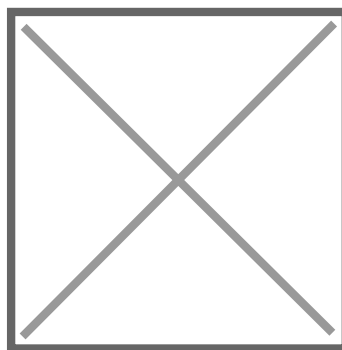
- Sign in using CCPS single sign-on (SSO).
- Click Sign In with Organization SSO



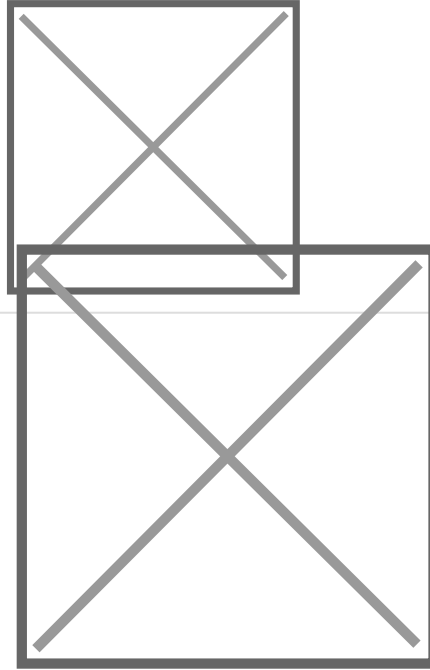
- Type your CCPS email address.
- Click “Look up organization sign in page.”
- Log into Microsoft with your work email and password if prompted.



- Click on your role and then click Continue.



- Setting up your biometrics login is optional. You can click “No, Thanks.”



- This is your home screen.
- You can create Absences.
- You can view Leave Balances.

How to Create an Absence

1. Select the Create Absence tab.

2. Absences must be created at least 1 hour before school or work arrival time. After the cutoff time, employees must contact their administrator for assistance.

3. Absences can be created 24/7 and up to 1 year ahead online.

The screenshot shows the 'Create Absence' tab selected. A blue information box contains the following text:

- Absences can be created 24/7 online.
- Absences can be created up to 1 year ahead online.
- Absences cannot be created 1 hour before school or work arrival time. Employees must contact his/her administrator for assistance.

Below the information box is a calendar for March 2021. To the right, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and a 'Shared Attachments' section.

4. Select your absence's date(s) by clicking on the calendar.

5. Select if a substitute is needed for your absence.

6. Select the Absence Reason by clicking the drop-down menu to view your options.

7. Select the Time of your absence. Certified employees can choose half-day AM, half-day PM, or Full day. Classified employees can click in the time box to enter the exact time of their absence. *Note: Personal day time must be a full day for an employee.*

8. Employees may leave notes to their administrators by clicking in the text box. Only the employee and administrator will be able to view the notes.

9. Employees can attach files for administrators or substitutes.

10. Click Create Absence.

The screenshot shows the 'Create Absence' form with numbered callouts (4-10) indicating the steps:

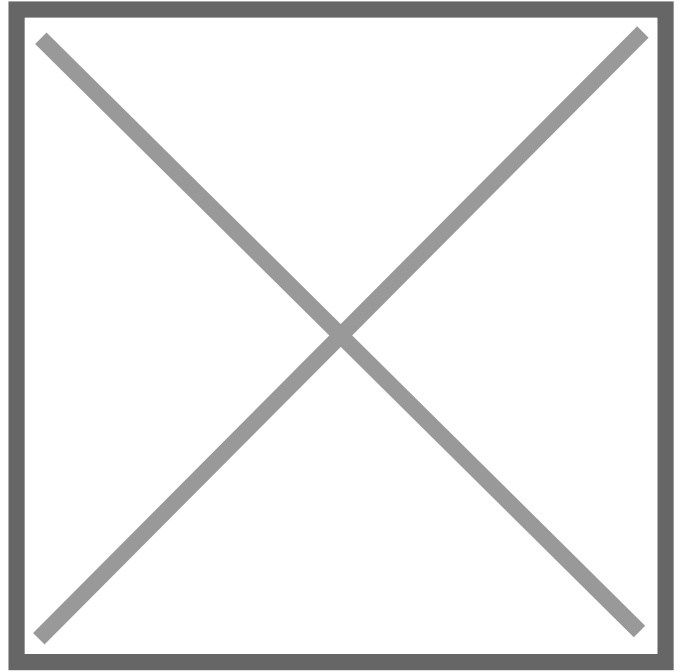
- 4: Calendar for April 2021.
- 5: 'Substitute Required' checkbox.
- 6: 'Absence Reason' drop-down menu.
- 7: 'Time' selection (Full Day, AM, PM).
- 8: 'Notes to Administrator' text box.
- 9: 'FILE ATTACHMENTS' section.
- 10: 'Create Absence' button.

11. A pop-up window will appear with the absence confirmation number. Click Ok.

The confirmation pop-up window has a dark blue header with the text 'Confirmation'. Below the header, it says 'Your Confirmation Number is' followed by a blurred number. At the bottom right, there is a green 'Ok' button.

Updating Account Information in Frontline (Employees)

1. Click on Account in the left navigation menu.
2. You can update information in the text boxes:
 1. Phone number
 2. Title
 3. Language
3. Click Save Changes.



This information is for the staff, students, and parents/guardians at Campbell County Public Schools. Do not share this information with anyone not included in these groups.

You can view more help articles at kb.campbell.k12.va.us.