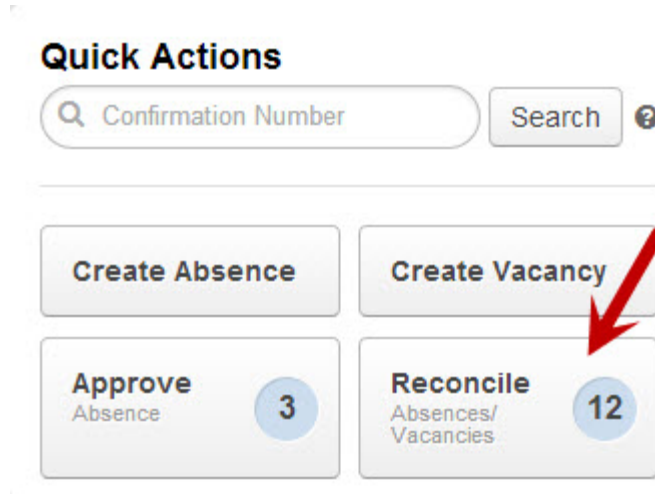


Reconciling Absences

The "Reconcile" feature in Aesop allows you to verify or double-check that the absences recorded at your school are accurate and mark them as reconciled. This is especially important if you are sharing your absence data with a payroll system. Reconciled absences are then paid to the substitutes through your payroll system.

On your home page in the "Quick Actions" area, you will see a button that says **Reconcile**. The number displayed on this button indicates the number of absences at your location that have yet to be reconciled.



Click this button to be taken to the "Reconciliation Summary".

On this page, you can view a history of the absences you have reconciled and absences that still need to be reconciled. The initial view will show the last month's total absences.

Date	Reconciled Summary	Not reconciled	
Week of December 30, 2014 - January 3, 2015	<input type="text"/>	0/0	0 <
Week of January 4 - January 10, 2015	<input type="text"/>	0/0	0 <
Week of January 11 - January 17, 2015	<input type="text"/>	0/0	0 <
Week of January 18 - January 24, 2015	<div style="background-color: #4CAF50; width: 100%; height: 10px;"></div>	4/4	0 <
Week of January 25 - January 29, 2015	<div style="background-color: #FFC107; width: 10%; height: 10px;"></div> <input type="text"/>	1/6	5 ▾
Sunday, January 25, 2015		0/0	0
Monday, January 26, 2015		0/2	Reconcile 2
Tuesday, January 27, 2015		1/1	0
Wednesday, January 28, 2015		0/2	Reconcile 2
Thursday, January 29, 2015		0/1	Reconcile 1
Total Events		5/10	5

At the top of the page you will have the option to change the date range and filter the results of the summary. When you make changes here make sure to click the "Search" button to apply the filters to the results.


Date range: 12/30/2014 1/29/2015

Coal Hill School Schools

Filled status: Filled Unfilled No Sub Needed



Q Search

In the summary, each week is represented by a single row showing a progress bar and the number of absences reconciled and not reconciled. The week can be expanded to show the individual days by clicking the arrow at the end of the row.

Week of January 25 - January 29, 2015		1/6	5	<
---------------------------------------	---	-----	---	---

When you first come to the summary, the most recent week will already be expanded for you.

When a row of the summary is expanded, you will see buttons for each day showing how many absences are left to be reconciled.

Week of January 18 - January 24, 2015		4/4	0	<
Week of January 25 - January 29, 2015		1/6	5	▼
Sunday, January 25, 2015		0/0	0	
Monday, January 26, 2015		0/2	Reconcile 2	
Tuesday, January 27, 2015		1/1	0	
Wednesday, January 28, 2015		0/2	Reconcile 2	
Thursday, January 29, 2015		0/1	Reconcile 1	

Click on the button to be taken to the "Reconciliation Details" page where you will see a list of absences for that day that need to be reconciled.

When reconciling absences on the Reconciliation Details page, keep in mind that you are reconciling one day at a time. If an absence goes across multiple days, you will need to reconcile each day of that absence individually. However, you can reconcile an entire multiple day absence all at once elsewhere in the site. We will get to that a little further down.

3 Items Reconcile All

Absence | [Gallow, Tara](#) Full Day (08:00 AM - 03:00 PM)

Edit Details ✓ Reconcile

Confirmation #: 123664432	Report Times: (08:00 AM - 03:00 PM)	Reason: Illness>Family Illness
Employee Type: Teacher	Substitute: Tom Baker	Budget Code: Select One
Location: Coal Hill School		Acct Code: Select One
		Hrs Worked: <input type="text"/>
		Paycode: Regular Sub Rate
✓ Save		

Absence | [Clark, Ken](#) Full Day (08:00 AM - 03:00 PM)

Edit Details ✓ Reconcile

Confirmation #: 123667172	Report Times: (08:00 AM - 03:00 PM)	Reason: Personal Day
Employee Type: Teacher	Substitute: Alice Chan	Budget Code: Select One
Title: 4th Grade Teacher		Acct Code: Select One
Location: Coal Hill School		Hrs Worked: <input type="text"/>
		Paycode: Select One
✓ Save		

Absence | [Robinson, Owen](#) Full Day (08:00 AM - 03:00 PM)

Edit Details ✓ Reconcile

Confirmation #: 123667173	Report Times: (08:00 AM - 03:00 PM)	Reason: Military Leave
Employee Type: Teacher	Substitute: Bob Barker	Budget Code: Select One
Title: 1st Grade Teacher		Acct Code: Select One
Location: Coal Hill School		Hrs Worked: <input type="text"/>
		Paycode: Regular Sub Rate
✓ Save		

At the top of the page you can filter the absences shown by Reason, Codes, Fill Status, Type, and State.

View: Coal Hill School Change	View: Budget Code Change	Fill Status:	Type:	State:
View: Reasons Change	View: Accounting Code Change	<input checked="" type="checkbox"/> Unfilled <input checked="" type="checkbox"/> Filled <input checked="" type="checkbox"/> No Sub Needed	<input checked="" type="checkbox"/> Absences <input checked="" type="checkbox"/> Vacancies	<input checked="" type="radio"/> Not Reconciled <input type="radio"/> Reconciled

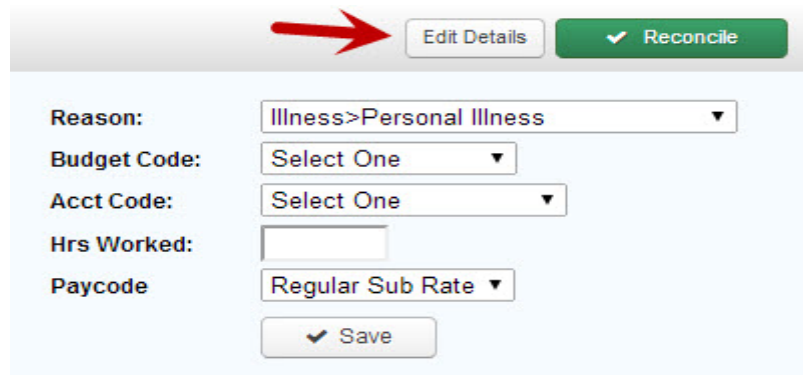
Each absence is listed individually showing the details of the absence. This is where you will want to make sure all the details are correct and make any necessary changes. Changes to things like the "Absence Reason" and codes can be made right on this page. If you make any changes, be sure to click **Save** to apply the changes.

Absence | [Gallow, Tara](#) Full Day (08:00 AM - 03:00 PM)

Edit Details ✓ Reconcile

Confirmation #: 123664432	Report Times: (08:00 AM - 03:00 PM)	Reason: Illness>Personal Illness
Employee Type: Teacher	Substitute: Tom Baker	Budget Code: Select One
Location: Coal Hill School		Acct Code: Select One
		Hrs Worked: <input type="text"/>
		Paycode: Regular Sub Rate
✓ Save		

If you need to make other changes to things like times or the substitute who filled in, you can do that by clicking **Edit Details**. This will take you to the "Modify Absence" page where you can change absence details.



Edit Details **Reconcile**

Reason: Illness>Personal Illness

Budget Code: Select One

Acct Code: Select One

Hrs Worked:

Paycode: Regular Sub Rate

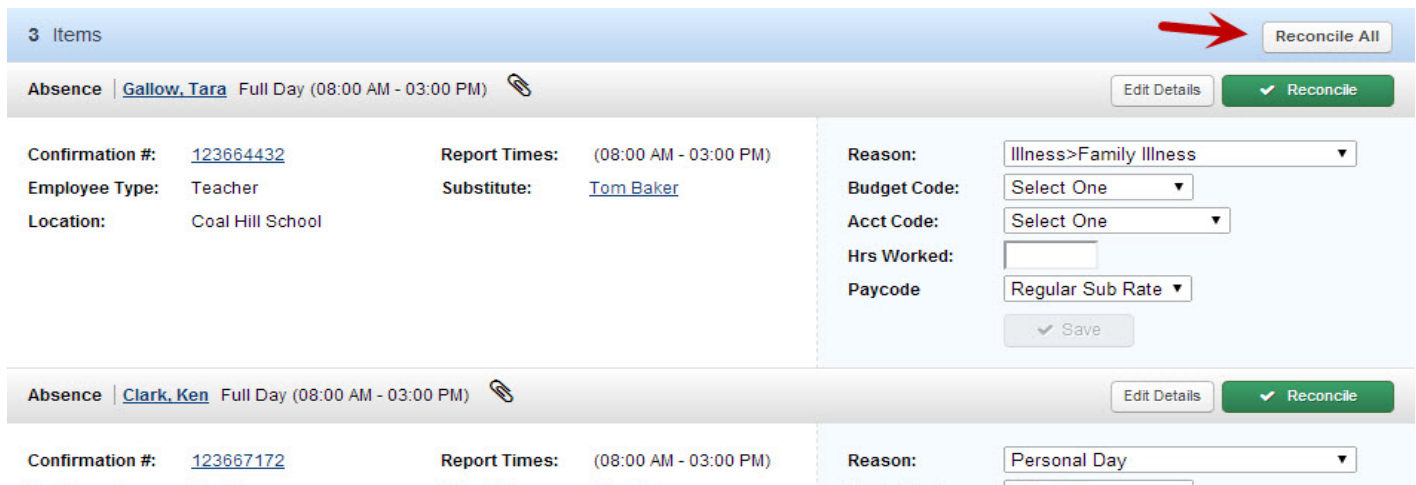
Save

When you are sure the details of the absence are correct, click the green **Reconcile** button. This will hide the absence and you can move on to the next absence that needs to be reconciled. You will be given the option to unreconcile the absence as well.

[123664432](#) for [Gallow, Tara](#) has been reconciled. [Unreconcile](#) | [Dismiss](#)

How to Reconcile All

If there is more than one absence to reconcile on the Reconciliation Details page, the **Reconcile All** button will appear near the top-right corner of the page.



3 Items **Reconcile All**

Absence | [Gallow, Tara](#) Full Day (08:00 AM - 03:00 PM) **Edit Details** **Reconcile**

Confirmation #: [123664432](#) **Report Times:** (08:00 AM - 03:00 PM) **Reason:** Illness>Family Illness

Employee Type: Teacher **Substitute:** [Tom Baker **Budget Code:** Select One](#)

Location: Coal Hill School **Acct Code:** Select One

Hrs Worked: **Paycode:** Regular Sub Rate

Save

Absence | [Clark, Ken](#) Full Day (08:00 AM - 03:00 PM) **Edit Details** **Reconcile**

Confirmation #: [123667172](#) **Report Times:** (08:00 AM - 03:00 PM) **Reason:** Personal Day

This allows you to reconcile all absences on this page at one time. First, you will want to make any changes necessary to all absences on the page. Once you have done that, or if no changes are needed, click the Reconcile All button.

You may see a progress bar appear showing you the system is working.

Process completed
Reconciling 3 records

100%

Once the process is complete, the absences will be hidden from the list. You will have the option to unreconcile if needed.

3 Items	
123664432 for Gallow, Tara has been reconciled. Unreconcile Dismiss	
123667172 for Clark, Ken has been reconciled. Unreconcile Dismiss	
123667173 for Robinson, Owen has been reconciled. Unreconcile Dismiss	

Please call our Rachel Wixey & Associates office at 419.725.9499 with any reconciling questions!