

ABSENCE MANAGEMENT

Common Questions and Answers

As ZED is implementing the new Absence Management concept, we will be putting a “question and answer” document on the website at <https://www.zumbroed.org/domain/133> This will be updated weekly to hopefully address some of the questions during this implementation period. As we are all learning, this will be a changing document. All questions can be directed towards Heidi Kass, ZED Business Manager, at hkass@zumbroed.org

1) What is the login address to input an absence for Absence Management

The login address to Absence Management is aesonline.com You should have activated your account and created a password

2) What is the cutoff time for staff to enter an absence prior to work?

A half hour before the absence is to begin is the latest that an employee is able to enter the absence into Absence Management. After that cut off, the employee’s supervisor would need to enter the absence. A scheduled absence can be cancelled by the employee up to a half hour prior to its start.

3) What if during the workday I need to leave immediately (I get sick, family member is sick, etc.)?

You would need to first contact your immediate supervisor for approval and to organize your departure. After communicating with your immediate supervisor, either you or them can input into Absence Management the time you will be gone---it will be dependent on the situation. If you are too sick to input, the immediate supervisor could do it for you as an example for that day.

4) Can we just contact our supervisor or building secretary when we are absent and have them enter our absences into Absence Management for us?

A: NO. NO. NO. (did we say “no”). It is up to the employee themselves to enter in absences into the Absence Management system. The entire process takes less than a minute and is a more efficient process for the employees to be handling this otherwise we are defeating the purpose of having this system.

5) Will the SMART system reflect the same absence data on Absence Management?

A: Information sharing between the Absence Management system and SMARTer is not automatic. Uploads will be done on a regular basis (potentially twice a month) to sync the two systems, but discrepancies will not be uncommon. You can easily see what absences you have entered into Absence Management from your employee home screen and it is important that this be accurate and up-to-date. That information will be downloaded to SMARTer during the next scheduled sync.

6) What absence areas will be reflected into the Absence Management system?

Employees should be able to see leave reasons that they are eligible for. All employees should be able to select sick leave, personal leave, bereavement leave, jury duty, and unpaid leave. Some employees will also have the option for vacation leave. Please note that ZED no longer requires staff to identify sick leave as either for the employee or a family member. In either case, the employee simply chooses sick leave.

7) Do staff enter Personal Leave requests in Absence Management? Do staff still need to complete a paper form for Personal Leave?

The paper form is no longer in use. All Personal Leave requests should be submitted through Absence Management.

8) Can an employee choose an “unpaid” absence before their sick/vacation leave has been exhausted?

Unpaid leave is not available unless the employee has used up all of their available sick, personal, or vacation leave (whichever applies). In addition to entering unpaid leaves into the Absence Management system, employees need to also complete a form for unpaid leaves that is routed to the Business Office for payroll processing. The District Office is working on developing a new form for this purpose.

9) Do I need to adjust the start and end times to reflect MY personal work schedule if it's different than what defaults in when setting up a full day or a half day absence?

No. If you are scheduling a full day (8 hours) or a half day (4 hours) absence, you do not need to change the defaulted times shown. Changing the times is usually only necessary when entering a “Custom” absence.

10) Who can I contact for additional Absence Management questions at ZED?

Heidi Kass at hkass@zumbroed.org or at 507-775-2037

11) Should we put additional notes in the “Notes to Administrator” box when inputting an absence?

Yes. Any detail that you can provide (can be just a sentence) will help in case there is some questions regarding the absence. These notes can only be viewed by the administrator themselves.

12) How will I know if my absence was approved or denied?

After your supervisor approves your absence, you should receive an email stating if it was approved or denied.

13) Do I have to call my site or area supervisor to let them know I will be absent in addition to inputting it into the Absence Management system?

No. The supervisors will be reviewing the Absence Management system on a daily basis and get instant notification when an absence has been inputted. While there are certain employees that will need to notify someone of their absence, the goal is that the each area/site supervisor will know you will be gone because of the system itself.

14) How far in advance can we request approval for a personal leave absence on the Absence Management system?

As far as you would like in that given school year.