

# Binghamton City School District

Christopher Columbus School  
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## Time and Attendance

District employees accrue time off according to their bargaining units. In order to request time off, an employee must know how to access our Absence Management System to track and record their attendance.

It is the employees responsibility to track and record their time and attendance. ***Failure to properly enter absences can negatively impact your accruals and can result in unpaid time and overpayments.***

Please be sure to read the following directions on how to access the district time and attendance system, Absence Management:

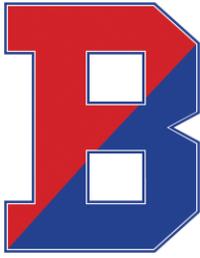
## Absence Management

*Absence Management is an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes.*

## How do I interact with Absence Management?

1. You can interact with Absence Management by logging in through “Google: Apps for Education Accounts” on the district website.
2. To access the “Google: Apps for Education Accounts”, visit the school district website and click the tab “For Staff”. Scroll down until you see the icon for “Google: Apps for Education Accounts”.
3. Click the icon and you will be directed to the School District “My Apps” page. Here, you will have an icon for “Frontline Education”. Click the icon and select the Absence Management option.
4. Once you are in Absence Management, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
5. You can also call Absence Management toll free at **1-800-942-3767**. Simply follow the voice menu to enter and manage absences and access other features. The prompts will ask first for your ID Number and then your Pin Number before entering your time off.





**Important notes:**

Your ID and Pin numbers for accessing Aesop are as follows:

- ID Number: Your recorded phone number with the district
- PIN Number: Assigned Pin number from when you were hired. If you do not know your pin number, contact personnel.

\*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or lose your internet browser window. Your transaction is not complete until you receive a confirmation number.

**If you have any questions, please contact Glenda Green, Personnel Secretary/Substitute Coordinator by phone (607) 762-8100 ext: 208 or email [GreenG2@binghamtonschools.org](mailto:GreenG2@binghamtonschools.org).**