If you are in a position that requires a substitute, logging an absence is a two-step process. The purpose of the first step (Aesop) is to secure a substitute. The purpose of the second step (iSolved) is to ensure that you are paid for the day(s). Instructions for both are listed below:

**Aesop**

**In order to secure a substitute in a timely fashion, please complete this step as soon as possible**

- Go to [www.dasd.org/frontline](http://www.dasd.org/frontline) and log in (your username will be your full DASD e-mail address and your password will be your district password)
- Choose *Absence Management (formerly Aesop)* from the menu
- Choose the date(s) of your absence(s)
- Make sure “Sub Required” is set to **YES**
- Choose the *Absence Reason* [NOTE: There will only be one option available to you]
  
- You will then choose the length of your absence (i.e. Half Day or Full Day) and add any *Notes to Substitute* that the sub might find useful (optional).
• To finalize your request, please click on the Create button. **NOTE: When the process is complete, you will receive a confirmation number. If you do not receive a confirmation number, your absence was not finalized.**

iSolved

• Go to https://time.myisolved.com
• Your username will most likely be your first initial and last name (all lower case) **if first initial + last name doesn’t work, please e-mail me**
• Your password will be your personal password (case sensitive) **if you forgot your password, please e-mail me and I’ll reset it for you**
• The Company Code is dasd (all lower case)
• Once you’ve logged in, click on My Screen (on the left hand sidebar), then Time Off Requests, then Request Time Off (see screenshot below)

![Screenshot of isolved time management system](image)

• Once you’ve done that, you will specify the absence date (or date range) in the Dates field, and check off the correlating Weekdays **[NOTE: If your absence crosses over a weekend, please uncheck the two “S” boxes (Saturday and Sunday).]** You will then specify your daily paid hours (not including your lunch break) in the Decimal Hours Per Day field. Even if you are requesting more than one day off, please only enter one day’s worth of hours (the system will multiply the figure for you). In the next column over, please choose the appropriate Absence Policy (i.e. Sick, Personal, etc.) from the drop-down menu. In the Send To field, please choose your principal’s name from the drop-down menu. The Notes field is only required for Family Sick days and Bereavement days. In both cases, please specify your relationship to the individual (i.e. Spouse, Child, Grandparent, etc.). To finalize your request, simply click on the Create button in the upper right hand corner. **All of the required fields discussed in this section are marked in the screenshot below:**