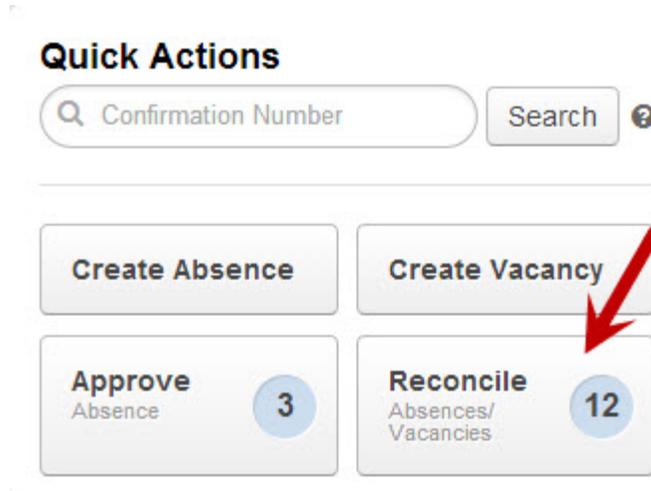# Reconciling Absences

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		0/0	0	<
Week of January 4 - January 10, 2015		0/0	0	<
Week of January 11 - January 17, 2015		0/0	0	<
Week of January 18 - January 24, 2015		4/4	0	<
Week of January 25 - January 29, 2015		1/6	5	v
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.

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.

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.

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:	
				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:	
				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:	
				Paycode:	Regular Sub Rate ▾

✔ Save

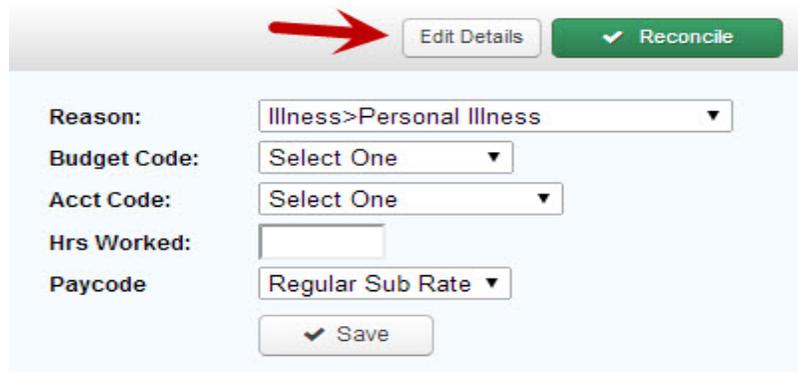At the top of the page you can filter the absences shown by Reason, Codes, Fill Status, Type, and State.

View: Coal Hill School	Change ▾	View: Budget Code	Change ▾	**Fill Status:**	**Type:**	**State:**
				☑ Unfilled	☑ Absences	⦿ Not Reconciled
View: Reasons	Change ▾	View: Accounting Code	Change ▾	☑ Filled	☑ Vacancies	◯ Reconciled
				☑ No Sub Needed		

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:	
				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.
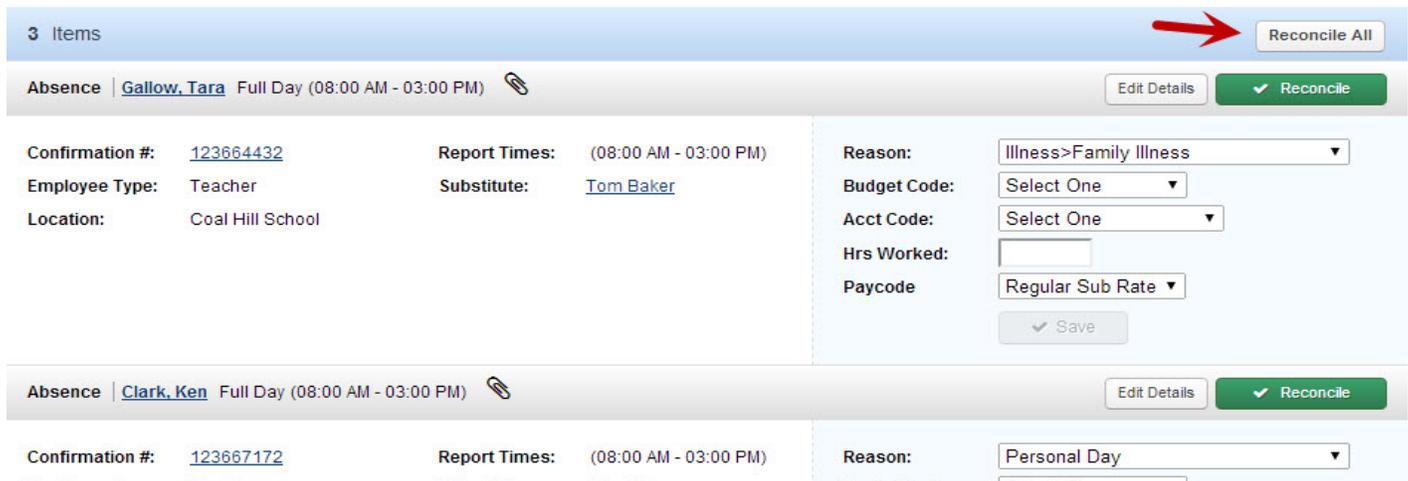

When you are sure the details of the absence are correct, click the green **Reconcile** button. This will hide the absence and you can move on to the next absence that needs to be reconciled. You will be given the option to unreconcile the absence as well.

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.

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.

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!