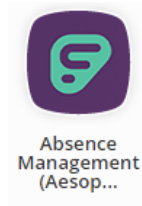# Directions for Viewing Leave Balances in Absence Management
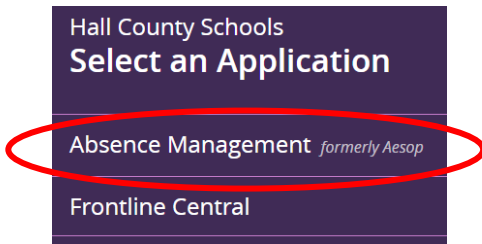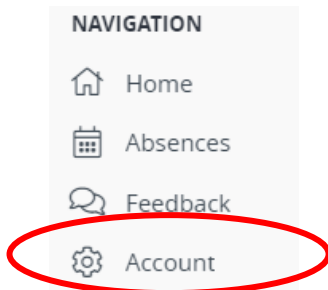
1. Log in to Launchpoint.

2. Click on the Absence Management Icon

Absence
Management
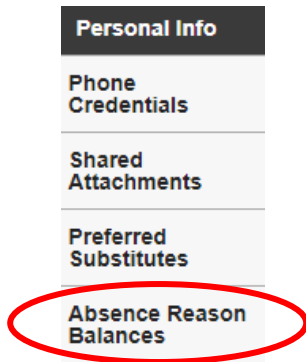(Aesop...

3. Log in to Launchpoint again

4. From the Frontline Landing page click Absence Management

Hall County Schools
Select an Application

Absence Management *formerly Aesop*

Frontline Central

5. From the Index (located on left side of screen) click on Account

NAVIGATION

Home

Absences

Feedback

Account

6. Then from the Account Screen click the Absence Reason Balances Tab

Personal Info

Phone
Credentials

Shared
Attachments

Preferred
Substitutes

Absence Reason
Balances

7. The Absence Reason Balances Screen will Display your most up to date Leave Information. The screen will display the Initial balances with the as of date, the number of days used, number of pending days and total balance.

FOR EXAMPLE:

Personal Info	**Absence Reason Balances**				Last Calculated: Wednesday, August 4, 2021
Phone Credentials	**Absence Reason**	**Initial**	**Used**	**Pending**	**Balance**
Shared Attachments	Sick	10.50 Days as of Wednesday, June 30, 2021	0.00 Days	0.00 Days	10.50 Days
Preferred Substitutes	Sick > Personal	4.00 Days as of Wednesday, June 30, 2021	0.00 Days	0.00 Days	4.00 Days
Absence Reason Balances					