



Pleasantville Public Schools



Creating an Absence

The District is requiring **All Staff** to use the management system to report an absence. Staff members must do so at least two (2) hours before start of shift, preferably the night before.

A welcome email from SAMS@Source4Teachers.Com with your login ID and pin# should be arriving shortly.

- **SAMS WEBSITE:** <https://www.aesoponline.com/login2.asp>
- **PHONE:** 1-800-942-3767
you will be prompted to enter your ID number (followed by the # sign) then your PIN number (followed by the #sign)

All staff members must use SAMS absence management system to report the following absence(s):

- Sick day
- Personal day
- Bereavement (Death in the family)
- Jury Duty
- Professional day
- Vacation day
- FMLA Leave
- Field Trip
- Workers Compensation

When entering an absence, please wait until you receive a confirmation number before ending the call or closing the internet browser window. Your transaction is not complete until you receive a confirmation number.