

# AESOP QuickStart Guide for Employees

This guide will show you how to:

- Log on to the AESOP system
- Enter your absence
- Change your absence
- Remove your absence \*
- Assign a substitute to your absence \*
- View your schedule
- Manage your preference list \*
- Change your PIN/Profile
- Instructions for Itinerant Employees\*



LOGIN

# Log on to AESOP

To Log on to AESOP:

- Point your browser to [www.aesoponline.com](http://www.aesoponline.com)
- Enter your ID and PIN number and click on the "Go" button...

**NOTE:** Your ID and PIN number should be on a Welcome letter provided to you by your school district. Contact your school district for more information.

**Hint:** In order to use the [PIN Reminder](#) function, you need to have your e-mail address defined; see [Change Personal Information](#) functions.

The screenshot shows the AESOP website interface. At the top, there's a navigation bar with links like 'Home', 'How It Works', 'Benefits to You', etc. The 'Customer Login' section is highlighted with a red circle, containing input fields for 'ID' and 'PIN', and a 'Go' button. Below this are sections for 'Absence Statistics Report', 'AESOP Presentation', and 'Contact Me'. A large banner on the right features a photo of a teacher and students, with the headline 'Revolutionizing Substitute Placement #1 Online Substitute Placement System'. Below the banner is a quote from Dr. Andrea Matthews and a link to an 'Education World' article.

- The AESOP "Interactive Calendar" will show your absence days for the month
  - You can view the details for any specific day by clicking into the calendar.
  - You can scroll to another month by clicking on the or buttons.
- All the functions available to you are listed to the left on your Home Page

This screenshot shows the 'Interactive Calendar' for July 2002. The calendar grid shows days 1 through 31, with some days highlighted in blue to indicate absences. To the right of the calendar is a 'Messages' section titled 'Good morning, Joe Paschall'. Below the messages is a table of 'Currently Scheduled Absences for the next 14 days'. The table has columns for Date, Enrollment, Start Time, End Time, and Duration. Two absences are listed: one for 7/6/2002 (Personal, 9:00 AM - 2:30 PM) and another for 7/15/2002 (Vacation Day, 8:00 AM - 2:30 PM). Below the table is a 'Questions' section with contact information for Sean Douglass.

Date	Enrollment	Start Time	End Time	Duration
7/6/2002	Personal	9:00 AM	2:30 PM	Full Day
7/15/2002	Vacation Day	8:00 AM	2:30 PM	Full Day

# Enter your Absence

- Entering an absence
  - Click on the “Create an Absence” link from the function menu to the left side of your Homepage
  - AESOP will present a screen on which you can now enter your absence information
  - You can now select
    - 1 – The number of days for the absence
    - 2 – The start date for the absence
    - 3 – the reason or entitlement type of the absence
    - 4 – whether or not a substitute is needed for the absence\*
    - 5 – the start and end-time for the absence
  - Click on the “Next >” button

**AESOP**  
Automated Educational Substitute Operator

Navigation > Home > Create Absence | Logout Tuesday, July 29 2003

Creating an Absence: Chambers, Oswald

# of days	Start Date	Entitlement Type	Substitute Required	Absence Type
1	7/30/2003	Select an Entitlement	Yes	Full Day
1	2	3	4	Starting at: 8 AM : 00
				Ending at: 3 PM : 30 5

→ See the remaining steps on the next page on how to complete the absence entry...

# Enter your Absence

- 5 – Now, if you choose, you can add more information on the absence in the “Notes:” box.
- Once you are satisfied all the information is correct, you have two options:
  - 6 - You can save the Absence and AESOP will find a substitute, or
  - 7 - If this option is available to your school district, you can assign a substitute to this absence.\*  
See the “Assign a Substitute to your Absence” section for more information.
  - 8 – If this option is available to you, you can hold the absence from processing for a period of time to enable you to assign a substitute before AESOP searches for a substitute.\*

**Modify an Absence**

8

**Hold Until:** Hold for 10 minutes

Date	Entitlement	Start Time	End Time
1/7/2003	Sick	8 AM : 00	2 PM : 00

**Notes:** (Maximum length is 256 characters.)

**School Default Information**

Default Start Time: 8:00 AM  
 Default End Time: 4:00 PM  
 Hours in a full day: 7.5 hours  
 Minimum Absence length: 3.75 hours  
 Maximum Absence length: 7.5 hours

5
6
7

Save
Save & Assign
Cancel

**Confirmation#:** 9 **892713**

**Employee:** Joe Paschall

**School:** Main Street Elementary School

**Created on:** 7/1/2002 12:08:27 PM

**Last Update:** 7/1/2002 12:08:27 PM

**Status:** UnFilled

**Substitute Required:** Yes

[Assign a Substitute to this Absence](#)

[Edit/Delete](#)

- 9 - Once the absence is saved, AESOP will assign a CONFIRMATION NUMBER.
- **SUCCESS!**
- You can immediately assign a substitute to your absence by clicking on the “[Assign a Substitute to this Absence](#)” link \*
  - See the “Assign a Substitute to your Absence” section for more information.

# Remove your Absence \*

- Depending on your district, you may be able to cancel an absence.\*
- To do so, select your absence by clicking on the Confirmation number "link" from any of the Absence Lists on the AESOP Web site

Currently Scheduled Absences for the next 14 days				
Date	Entitlement	Start Time	End Time	Duration
<b>STATUS: UnFilled/Held</b> CONF# 1383612 , Starting: 1/7/2003				
1/7/2003	Golf Day	8:00 AM	3:00 PM	07:00
<b>STATUS: Filled</b> CONF# 1383613 , Starting: 1/9/2003, Substitute: Hinshaw, Jason				
1/9/2003	Shopping Day	8:00 AM	3:00 PM	07:00
<b>STATUS: UnFilled</b> CONF# 1383614 , Starting: 1/13/2003				
1/13/2003	Vacation Day	8:00 AM	3:00 PM	07:00

- Once you have clicked into the details for a specific absence, you click on the [Edit/Delete](#) link.

Modify an Absence		Create a new Absence	
<b>Confirmation#:</b> 1383615		<b>Employee:</b> Ken Davies	
<b>School:</b> Lincoln Middle School		<b>Created on:</b> 1/6/2003 1:51AM	
<b>Last Update:</b> 1/6/2003 1:51AM		<b>Status:</b> UnFilled/Held	
<b>Held Until:</b> 1/6/2003 5:51PM		<b>Substitute Required:</b> Yes	
<a href="#">Assign a Substitute to this Absence</a>		<a href="#">Edit/Delete this Absence</a>	
Date	Entitlement	Start Time	End Time
01/07/2003	Golf Day	8:00 AM	3:00 PM
<b>Notes:</b>			

- Click on the "Delete Absence Request" button.\*

<b>Confirmation#:</b>	1383615
<b>Employee:</b>	Ken Davies
<b>School:</b>	Lincoln Middle School
<b>Created on:</b>	1/6/2003 1:51AM
<b>Last Update:</b>	1/6/2003 1:51AM
<b>Status:</b>	UnFilled/Held
<b>Held Until:</b>	1/6/2003 5:51PM
<b>Hold Until:</b>	Maintain Current Hold
<b>Substitute Required:</b>	Yes
<b>Delete Absence Request</b>	

- Once you confirm that you wish to cancel this absence



- AESOP will send back a confirmation of your cancel action.

Modify an Absence
You have successfully deleted this absence request.

# Assign a substitute to your Absence \*

- You can assign a substitute to an absence at various points in time\*
  - Immediately upon entering the absence (see Enter your Absence), OR
  - On a subsequent occasion which is described on this page

- Select your absence by clicking on the Confirmation number "link" from any of the Absence Lists on the AESOP Web site

Currently Scheduled Absences for the next 14 days				
Date	Entitlement	Start Time	End Time	Duration
<b>STATUS: UnFilled/Held CONF# 1383612</b> , Starting: 1/7/2003				
1/7/2003	Golf Day	8:00 AM	3:00 PM	07:00
<b>STATUS: Filled CONF# 1383613</b> , Starting: 1/9/2003, Substitute: Hinshaw, Jason				
1/9/2003	Shopping Day	8:00 AM	3:00 PM	07:00
<b>STATUS: UnFilled CONF# 1383614</b> , Starting: 1/13/2003				
1/13/2003	Vacation Day	8:00 AM	3:00 PM	07:00

- Click on the [Assign a Substitute to this Absence](#) link.

Modify an Absence		Create a new Absence	
		<b>Confirmation#:</b>	1383615
		<b>Employee:</b>	Ken Davies
		<b>School:</b>	Lincoln Middle School
		<b>Created on:</b>	1/6/2003 1:51AM
		<b>Last Update:</b>	1/6/2003 1:51AM
		<b>Status:</b>	UnFilled/Held
		<b>Held Until:</b>	1/6/2003 5:51PM
		<b>Substitute Required:</b>	Yes
		<a href="#">Assign a Substitute to this Absence</a>	
		<a href="#">Edit/Delete this Absence</a>	
Date	Entitlement	Start Time	End Time
01/07/2003	Golf Day	8:00 AM	3:00 PM

Notes:

- Click on the letter corresponding to the last name of the substitute you wish to assign to your absence.

Please choose the letter corresponding with the last name of the Substitute:

[B,C,E,F,G,H,I,L,M,N,P,R,S,T,W,Z](#)

- Choose from the list of **qualified** and **available** substitutes and click [Assign](#).

Please choose one of the following substitute(s) to assign to this absence:

[Return to Substitute list](#)

Name	Contact Info	Assign
Boomer, Baby	(800) 555-1296	<a href="#">Assign</a>
Bumbalough, Steve	(610) 555-1212	<a href="#">Assign</a>
Carver, George	(616) 168-7646	<a href="#">Assign</a>
Cone, P	(610) 286-2946 philco14@aesoponline.co	<a href="#">Assign</a>
Cunningham, Alan	(620) 227-1787	<a href="#">Assign</a>

- AESOP will confirm the assignment by placing your selected substitute's name into the "Fulfilled by:" field.

- IMPORTANT: It is YOUR responsibility to make sure that the sub knows about the assignment when you assign a substitute this way. AESOP will NOT call the substitute to inform them about the assignment.**

<b>Confirmation#:</b>	892713
<b>Employee:</b>	Joe Paschall
<b>School:</b>	Main Street Elementary School
<b>Created on:</b>	7/1/2002 12:08:27 PM
<b>Last Update:</b>	7/2/2002 7:16:10 AM
<b>Status:</b>	Filled
<b>Substitute Required:</b>	Yes
<b>Fulfilled by:</b>	Boomer, Baby
	<a href="#">Edit</a>

# View your Schedule

- Click on **View My Schedule** on your home page
- From this schedule you can...
  - Cancel an absence
  - See when you are working,
  - See where you are working,
  - See when you are absent,
  - See when your school will be closed
- You can easily navigate through your schedule..
  - from week to week,
  - month to month for 3 months at a time
    - (Click into any specific week from monthly calendars by clicking on any one of the days.)
- You can easily view details of an absence by clicking on the confirmation number for the desired absence

- ▶ **Create An Absence**
- ▶ **Entitlement Balances**
- ▶ **View My Schedule**
- ▶ **Change PIN**
- ▶ **Change Personal Information**
- ▶ **Absence History**
- ▶ **Preferred Substitutes**
- ▶ **Quick Start User Guide**

Go to Current Week

Week View from 7/1/2002 - 7/5/2002

Create an Absence

	Monday, Jul 1	Tuesday, Jul 2	Wednesday, Jul 3	Thursday, Jul 4	Friday, Jul 5
8 <sup>00</sup>		CONF#: 892670 Cancellation: Past Cancellation Time of: 6:50 AM	CONF#: 892713		
9 <sup>00</sup>					
10 <sup>00</sup>					
11 <sup>00</sup>					
12 <sup>PM</sup>					
1 <sup>00</sup>					
2 <sup>00</sup>					

Change Date: July 2002 Go

July 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

August 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Change Earliest Start and Latest End Times Printable Version

Currently Scheduled Absences for the selected month

Date	Entitlement	Start Time	End Time	Duration
<b>STATUS: Filled</b> CONF# 892670, Starting: 7/2/2002, Substitute: Fxxx, Heidi				
7/2/2002	Personal	8:00 AM	2:30 PM	Full Day
<b>STATUS: Filled</b> CONF# 892713, Starting: 7/3/2002, Substitute: Boomer, Baby				
7/3/2002	Personal	8:00 AM	2:30 PM	06:30

Calendar Key

Yellow	Non-Work Day
Blue	Absence

# Manage your Substitute List \*

- Click on **Preferred Substitutes** on your home page, if available.



- From here, depending on your district, you can...
  - View your preference list
  - Edit your basic preference list
  - Edit your advanced preference list

- To make sure everything is covered, the advanced preference list will be shown. Not all features might be available to you.

- Below is a list describing the various parts of this screen.

- The names of the subs on your list
- Determine whether you want to display all subs or just those included / excluded.
- Determine if you want subs to be called in the order displayed, or in random order
- Change the default visibility for the entire list
- Set values that will override the default for those individual subs

Employee: Randy Murray  
Substitute List

Calling Sequence:  In The "Call Order" Specified Below ([Reorder](#))   Job Visibility (Days/Hours):

In "Random Order" ("Call Order" is not used)

[Add New Substitutes](#)

View All  View Excludes  View Includes

On List	Substitute	Exclude		Include		Call Order	Default Visibility	Override Visibility	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			# Days	# Hours
<input checked="" type="checkbox"/>	Briggs, Joe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	5d 8h		
<input checked="" type="checkbox"/>	Hicks, Rick	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	5d 8h		

- Below is further explanation of how each setting affects your substitute list.

- If a sub is checked in the "On List" column, then that person is on your list.
- You can choose either to "Include" them or "Exclude"\* them.
  - "Include" means that the sub is a preferred substitute for you.
  - "Exclude" means that the sub will never be allowed to sub for you.
- Call Order determines the order in which AESOP will try to reach them on outbound calls, if you selected "Call Order" at the top of the screen.
- Visibility determines how far in advance each substitute is allowed to know about your absence.
  - Default – how long before the absence starts can the sub know about the opening
  - Override – allows you to input a value that differs from the default
- By clicking on the Reorder link near the top, you can move names up and down to determine a specific calling order.



# Manage your Substitute List \*

- To remove names from the list, simply click on the Edit button and remove the check mark from their name, then Apply Changes.
- To add names to the list, click on "Add New Substitutes." (See previous page to see that link.)

Please type the first few letters or choose a [link](#) from the list below.

A-L M-Z

On List	Substitute	Exclude	Include	Override Visibility	
				# Days	# Hours
<input type="checkbox"/>	Adams, GregD	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Andrews, Jeffrey	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Atkins, Melissa	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>

- Here we're adding Melissa Atkins as a preferred substitute, and we're also excluding Jeffrey Andrews. When we apply changes, and then go back to viewing our current substitutes, our list will look like this:

- We can also change the 5 days /8 hours visibility for everyone by entering a value in the top boxes and clicking on that Apply Changes button. We'll use 90 days for this example.

- Additionally, we can Edit the list and override the information for Joe Briggs, allowing him to see absences up to 120 days in advance (the maximum).

- When we're done, our record will look the one below.

Calling Sequence:  In The "Call Order" Specified Below ([Reorder](#))

In "Random Order" ("Call Order" is not used)

[Add New Substitutes](#)

View All  
 View Excludes  
 View Includes

On List	Substitute	Exclude	Include	Call Order	Default Visibility	Override Visibility	
						# Days	# Hours
<input checked="" type="checkbox"/>	Briggs, Joe	<input type="radio"/>	<input checked="" type="radio"/>	1	5d 8h		
<input checked="" type="checkbox"/>	Hicks, Rick	<input type="radio"/>	<input checked="" type="radio"/>	2	5d 8h		
<input checked="" type="checkbox"/>	Atkins, Melissa	<input type="radio"/>	<input checked="" type="radio"/>	3	5d 8h		
<input checked="" type="checkbox"/>	Andrews, Jeffrey	<input checked="" type="radio"/>	<input type="radio"/>	n/a	n/a	n/a	n/a

Calling Sequence:  In The "Call Order" Specified Below ([Reorder](#))

In "Random Order" ("Call Order" is not used)

[Add New Substitutes](#)

- View All  
 View Excludes  
 View Includes

On List	Substitute	Exclude	Include	Call Order	Default Visibility	Override Visibility	
						# Days	# Hours
<input checked="" type="checkbox"/>	Briggs, Joe	<input type="radio"/>	<input checked="" type="radio"/>	1	90d 0h	120	0
<input checked="" type="checkbox"/>	Hicks, Rick	<input type="radio"/>	<input checked="" type="radio"/>	2	90d 0h		
<input checked="" type="checkbox"/>	Atkins, Melissa	<input type="radio"/>	<input checked="" type="radio"/>	3	90d 0h		
<input checked="" type="checkbox"/>	Andrews, Jeffrey	<input checked="" type="radio"/>	<input type="radio"/>	n/a	n/a	n/a	n/a

- You can customize this list to meet your needs.
- The people that you add to this list (as "Includes") will be the first subs called when you're absent.
- However, subs can also "shop" for jobs, so it's important to choose your Visibility settings to give you preferred subs the best possible chance at replacing you.

09/08/2003



\* Indicates functions that might not be used by your school

# Change your Profile\*

- You can select your own PIN number
  - Select the [“Change PIN”](#) link from your Home Page
  - Now, enter your existing PIN in the “Current PIN” field
  - Enter your E-Mail Address if you wish for AESOP to be able to remind you of your PIN.
  - Enter your new PIN into the **New PIN** field and then retype it in the **Retype PIN** field.
  - Click the Apply Changes button.
  
- You can customize your personal information
  - Select the [“Change Personal Information”](#) link from your Home Page
  - AESOP will display your current settings
  - Click on [“Edit Info”](#) to make changes
  
- Enter your modifications and click on the “Apply Changes” button to save your changes. Available for entry are:
  - Name
  - Title (this is what the substitute sees so they know what your assignment is)
  - Telephone number
  - E-mail address
  - Room number (this is where the substitute should report when replacing you)
  - Default times (times displayed for the substitute when you’re absent)
    - Start Time – the beginning of a full-day or half-day AM absence
    - 1<sup>st</sup> Half End Time – the end of a half-day AM absence
    - 2<sup>nd</sup> Half Start Time – the beginning of a half-day PM absence
    - End Time – the end of a full-day or half-day PM absence

**Change your PIN**

Current PIN

E-Mail Address

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

**Change Personal Information**

Internal ID 59729  
 School(s) John S. Armstrong Elementary  
 First Name Kim  
 Middle  
 Last Name Elliot  
 Title 1st Grade  
 Phone (126) 546-5454  
 E-Mail  
 Room # Office  
 Start Time 7:30 AM  
 1st Half End Time 11:00 AM  
 2nd Half Start Time 11:01 AM  
 End Time 2:00 PM

**Address**

Address 1  
 Address 2  
 City  
 State/Province  
 Zip

[Edit Info](#)

**Change Personal Information**

Internal ID 59729  
 School(s) John S. Armstrong Elementary  
 First Name  \*  
 Middle   
 Last Name  \*  
 Title  \*  
 Phone  \*  
 E-Mail   
 Room #  \*  
 Start Time  :   
 1st Half End Time  :   
 2nd Half Start Time  :   
 End Time  :

**Address**

Address 1   
 Address 2   
 City   
 State/Province   
 Zip

# View your Absence History

- Select the "[Absence History](#)" link from the Home page
  - You can view up to **90 days** of your past absences here as well as your future confirmed absences.
  - Clicking on the underlined "Conf #" link will enable you to modify the absence. (If absence is in the past, only the entitlement type will be modifiable.)

Absence History for the last 90 days.

Substitute Name	Start Date	CONF#	Days	School	Status
Boomer, Baby	07/25/2002	<a href="#">893008</a>	1	Main Street Elementary School	Filled
	07/22/2002	<a href="#">893007</a>	2	Main Street Elementary School	UnFilled
Boomer, Baby	07/15/2002	<a href="#">892671</a>	5	Main Street Elementary School	Filled
Boomer, Baby	07/03/2002	<a href="#">892713</a>	1	Main Street Elementary School	Filled
Foxx, Heidi	07/02/2002	<a href="#">892670</a>	1	Main Street Elementary School	Filled
Johnson, Howard	06/28/2002	<a href="#">892691</a>	1	Main Street Elementary School	Filled

Modify an Absence
Create a new Absence

**Confirmation#:** 892713

**Employee:** Joe Paschall

**School:** Main Street Elementary School

**Created on:** 7/1/2002 12:08:27 PM

**Last Update:** 7/2/2002 7:16:10 AM

**Status:** Filled

**Substitute Required:** Yes

**Fulfilled by:** Boomer, Baby

[Edit](#)

Date	Entitlement	Start Time	End Time
7/3/2002	Personal	8:00 AM	2:30 PM

**Notes:**  
At 10:00 AM, all the students are to attend study hall.

**Currently Scheduled Absences for the selected month**

Date	Entitlement	Start Time	End Time	Duration
<b>STATUS: Filled</b> CONF# 892670, Starting: 7/2/2002, Substitute: Foxx, Heidi				
7/2/2002	Personal	8:00 AM	2:30 PM	Full Day
<b>STATUS: Filled</b> CONF# 892713, Starting: 7/3/2002, Substitute: Boomer, Baby				
7/3/2002	Personal	8:00 AM	2:30 PM	06:30
<b>STATUS: Filled</b> CONF# 892671, Starting: 7/15/2002, Substitute: Boomer, Baby				
7/15/2002	Vacation Day	8:00 AM	2:30 PM	Full Day
7/16/2002	Vacation Day	8:00 AM	2:30 PM	Full Day
7/17/2002	Vacation Day	8:00 AM	2:30 PM	Full Day
7/18/2002	Vacation Day	8:00 AM	2:30 PM	Full Day
7/19/2002	Vacation Day	8:00 AM	2:30 PM	Full Day
<b>STATUS: UnFilled</b> CONF# 893007, Starting: 7/22/2002				
7/22/2002	Personal	8:00 AM	2:30 PM	06:30
7/23/2002	Personal	8:00 AM	2:30 PM	06:30

# Web Instructions for Itinerant Employees\*

If you are an employee who works at more than one location, you will be able to enter your absences on the AESOP website with just a few easy steps. Consider the schedule below.

<b>Monday:</b>	Blue Rock Elementary	07:00 to 09:15
	Harding Elementary	09:45 to 11:45
	John S. Armstrong	12:15 to 03:00pm
<b>Tuesday:</b>	Blue Rock Elementary	07:00 to 09:15
	George Washington	09:45 to 03:00pm

You will need to learn a new term: Absence Instance. **An Absence Instance is defined as a part of an absence that occurs at one particular school on one particular day.** Any one absence will probably have a number of Absence Instances. In the following example, the employee with the above schedule is going to be absent on Monday and Tuesday.

**# of Absence Instances** – How many schools will you affect with this absence request?  
 Monday will affect 3 schools: Blue Rock, Harding & John S. Armstrong  
 Tuesday will affect 2 schools: Blue Rock & George Washington  
**Total number would be: 5**

**Start Date** – the date this absence will start

**School** – you can select the first school affected here if you want

**Absence Reason Type** – choose the appropriate reason

Click the **Next** button

Navigation > Home > Create Absence | Logout Wednesday, August 27 2003

Creating an Absence: Julius, Melanie

Create Absence						
# of Absence Instances	Start Date	School	Absence Reason Type	Substitute	Absence Type Required	
5	9/8/2003	John S. Armstrong Elementary	Professional Day	YES	Full Day	
					Starting at:	7 AM : 00
					Ending at:	3 PM : 00

# Web Instructions for Itinerant Employees\*

Each Absence Instance is now its own row. In the screen below, the employee has made sure that the following fields are accurate for each row.

**Date** – make sure all dates are correct

**School** – adjust the school locations as necessary

**Absence Reason Type** – make sure they are all correct

**Start & End Times** – make the correct adjustments so the substitute knows where to go for each part of the absence.

Click the Save button when finished and ready to save the absence information.

Modify an Absence			
Creating an Absence: Julius, Melanie			
Date	School	Absence Reason	Absence Type
9/8/2003	Blue Rock Elementary School	Professional Day	Custom
		Starting at: 7 AM : 00	Ending at: 9 AM : 15
09/08/03	Harding Elementary School	Professional Day	Custom
		Starting at: 9 AM : 45	Ending at: 11 AM : 45
09/08/03	John S. Armstrong Elementary	Professional Day	Custom
		Starting at: 12 PM : 15	Ending at: 3 PM : 00
09/09/03	Blue Rock Elementary School	Professional Day	Custom
		Starting at: 7 AM : 00	Ending at: 9 AM : 15
09/09/03	George Washington Elementary School	Professional Day	Custom
		Starting at: 9 AM : 45	Ending at: 3 PM : 00
Notes: (Maximum length is 256 characters.)			
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>			
<div style="border: 1px solid gray; padding: 5px;"> <b>School Default Information</b>            Not used for multi-location Employees.         </div>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

# Phone Instructions for Itinerant Employees\*

When creating an absence on the phone, you can follow the instructions in the AESOP Phone Guide for Employees, with a couple exceptions, noted below.

- When creating an absence on the phone, AESOP will prompt you to “enter the number of days.” Think of “days” as “Absence Instances” (as defined on the previous two pages).
- On the phone, you have to create each Absence Instance in a separate step. On the web, the Absence Instances are displayed as rows that you can modify as you please. For the absence on the preceding pages, you would have to enter the information for the first row, then the second row, etc.

Following is an example of an employee calling in sick early in the morning. The substitute will have to be in two schools during the course of the day.

1. Call AESOP at 800-942-3767 and login.
2. Press 1 to create an absence. AESOP will tell me that it knows I can work at multiple locations.
3. Select the location of the first Absence Instance.
4. Press 1 for today.
5. AESOP asks for the number of days, but enter the number of Absence Instances instead. For this example, enter 2.
6. Enter the times as needed for this first Absence Instance.
7. Select the reason for this first Absence Instance. (Remember, each row can be different if necessary, as seen on the previous page.)
8. Press 1 to confirm this Absence Instance.
9. Select the location of the second Absence Instance.
10. Press 1 for today.
11. Enter the times as needed for this second Absence Instance
12. Select the reason for this second Absence Instance.
13. Press 1 to confirm and save the absence information.
14. Depending on your profile settings, you may get a confirmation number at this point. If not, you'll need to: 1.) tell AESOP whether or not you need a substitute for this absence, and/or 2.) assign a substitute if you've already **pre-arranged** this absence with a substitute (see page 6).