AESOP SUBSTITUTE TIMESHEET APPROVAL REFERENCE GUIDE

IMPORTANT: CHANGE IN PROCEDURE EFFECTIVE AFTER AUGUST 1ST

Prior to Kelly Educational Staffing (KES), substitutes were paid automatically through a nightly transfer into the Oracle system or via manual timecard. Different steps will be required with the Kelly Aesop System to KES substitutes get paid for their time worked at Aurora Public Schools (APS). These steps include:

- Substitute must enter their time worked via an Aesop timecard (either through the internet or IVR system) by 11:59 pm on Sunday of the week worked.
- At 12:01 am, on Monday morning, one individual per school location (known as the timesheet approver) will receive an email containing a link to all timecards saved for their specific school.
- The school's substitute timesheet approver will click on the link and review the submitted time, choosing to approve or reject it. Note: this is the act of approving what will be invoiced and reconciling time.
- Timesheets must be approved or rejected by Monday night, at 11:59 pm.
- All approved time will be paid out to the substitute that Friday.

KES pays their substitutes weekly on Fridays. If a substitute does not submit their time for approval until after the deadline, their pay may be delayed until the following week.

SUBSTITUTE TIMESHEET SUBMITTAL

The Kelly Aesop System contains a "Web Time" functionality that allows substitutes to enter their time electronically or through the IVR system. When a substitute logs into the Kelly Aesop system, they will have the option of selecting "Web Time".
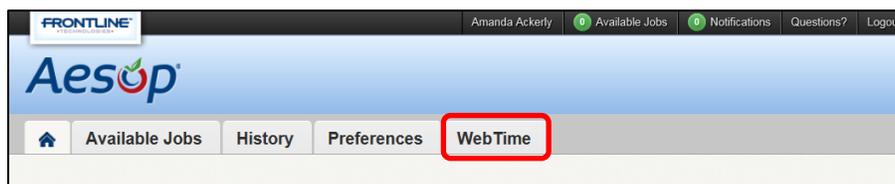
Selecting Web Time will pull up any timesheets for the current week (and allow substitutes to select previous weeks if needed from the dropdown). The assignment the substitute is attached to in Aesop will appear, along with their scheduled start/end time and the substitute can enter their times along with any lunch breaks (if applicable).

Once they have entered their time, they will click "Save Time Sheet." A substitute will be able to edit their timesheet until 11:59 pm, Sunday night. After this time the saved time will be released to the school(s) for approval.

Please note, the Aesop timecard does NOT automatically take out any sort of break, even if a half day is built into your locations half day breaks. This means that if a substitute does not enter time in the break period (which is not required) that time is considered worked time. Substitutes should only be entering a break period for a lunch time where they were not working. If they did not take a lunch, or were asked to work through their lunch, they should enter break times.

EMAIL NOTIFICATION

When time is submitted by a substitute employee (by 11:59pm on Sunday of the week worked), the designated timesheet approver for a specific school will receive an e-mail Monday morning.

If this email is not touched by the timesheet approver, or time is entered late by the substitute on Monday, a second email will be generated first thing on Tuesday morning. NOTE: if no time was submitted for that specific school, there will be no e-mail.

The e-mail will be from "KellyTimesheetAprroval@aesoponline.com", as show below. To see the timesheets, the timesheet approver will need to click on the hyperlink in the e-mail.

From:	KellyTimesheetApproval@aesoponline.com	Sent: Mon 2/3/2014 12:0
To:	Melisa Henry	
Cc:		
Subject:	ACTION REQUIRED for timesheet approval	

Please be advised that time sheets must be approved or rejected by 11:59 p.m. Tuesday. At 11:59 p.m. on Tuesday, all unapproved, non-rejected time sheets will be automatically approved and processed for payment. For more details please see instructions below. If you require further assistance, refer to your KASS Administrator Training Guide or contact your local Kelly Educational Staffing branch.

Click here to view these time sheets:

http://sub.aesoponline.com/WebTime/Approver/list?a=9170&i=5152&p=44411&n=78086&o=10797

- The page will display "All Periods" by default. You can view a specific week (up to four weeks in the past) by selecting it from the second drop down menu.

- The page will display "all substitutes" by default. You can view time sheets for a specific substitute employee by selecting their name from the first drop-down menu.

- On the Time Sheets page, select the check box associated with the substitute employee's name and click Approve Selected or Reject to approve or reject that time sheet without reviewing it.

- You can select All employee time sheets at once by clicking the check box located on the top right corner of the time sheet (in the gray header).

- To review the time sheet's details, click the date range in the Date column for that substitute employee.

The rest of the email outlines tips to easily navigate the substitute timesheets to approve once you have clicked on the hyperlink to view the timesheets.

TIMESHEET LIST VIEW

When the Hyperlink in the e-mail is selected, the timesheet list view will appear. As you can see, it shows that the date range for the time entered, the substitute name, any pending hours or units (only teacher positions will show up as units), the status of the timesheet, and the option to reject or approve.

If a substitute employee works multiple position types, you may see both hours and units calculated. Typically, if a substitute only works one type of position in a given week, the other position will have 0 calculated. To look at the details of a timesheet, click on the hyperlink date range next to a specific substitute employee.

INDIVIDUAL TIMESHEET DETAIL

Looking at an individual timesheet, you will see the specific details of the time entered.

Note, if it is a teacher position, the time will display under "units" as 0.5 or 1, as teachers are paid a daily rate. Paraprofessional positions should calculate under hours. The "Accounting Code" is where the Quick Code would appear if entered on an absence.

HOW TO REJECT AN INDIVIDUAL TIMESHEET

Should there ever be an error with the submitted time, the timesheet approver would select "reject" and put why they are rejecting the timesheet. The substitute employee will then receive a notification and have the opportunity to fix and resubmit their time.

INDIVIDUAL APPROVED TIMESHEET

When the "approve timesheet" button is selected in an individual timesheet, the days in the timesheet will then show as approved.

TIMESHEET LIST AFTER REJECTION/APPROVAL

After the timesheets have been approved or rejected, they will no longer appear as "pending" but show as "approved" or "rejected" on the original list.

All Periods ▾	All Substitutes ▾	Go					✔ Approve Selected
Dates	**Substitute**		**Actual Hours Reported**	**Actual Units Reported**	**Status**	**Rejections**	☐
7/4/2016 - 7/10/2016	Abrams, Williams		8	0.5	Approved	0	

Rejected Time Sheets

Dates	**Substitute**	**Actual Hours Reported**	**Actual Units Reported**	**Status**	**Rejections**	☐
7/4/2016 - 7/10/2016	Ackerly, Amanda	0	2	Rejected	1	☐
						✔ Approve Selected

APPROVING MULTIPLE TIMESHEETS

If you are able to determine from the list view that some or all of the time report is correct, you will have the option of approving the timesheets at the same time. Simply check the boxes of the line items you know are correct and then slect approve time.

All Periods ▾	All Substitutes ▾	Go					✔ Approve Selected
Dates	**Substitute**	**Actual Hours Reported**	**Actual Units Reported**	**Status**	**Rejections**		☐
1/27/2014 - 2/2/2014	Ackerly, Amanda	0	3	Pending	0	Reject	☑
1/27/2014 - 2/2/2014	Anderson, Angie	0	3	Pending	0	Reject	☑
1/27/2014 - 2/2/2014	Ashman, Linda	0	3	Pending	0	Reject	☑
1/27/2014 - 2/2/2014	Baker, Dottie	0	3	Pending	0	Reject	☑
1/20/2014 - 1/26/2014	Andreasen, Bethany	0	5	Pending	0	Reject	☑
1/20/2014 - 1/26/2014	Andrews, Andy	0	0.5	Pending	0	Reject	☑

ARRANGING AN ALTERNATE APPROVER

The Aesop System only allows for one person to receive the timesheet approval email per week. If you are a timesheet approver and need someone else to receive the email during a specific time frame (for example, if the normal timesheet approver has time off during this time), you can do so in the system.

From the homepage of your Kelly Aesop system, click on the **WebTime** link on the side navigation bar, then click on the **Manage Approvers**. Click on "Add Approver" an populate the alternative approver email, name and date range that they would receive the emails. Make sure to check the green check mark to complete. During this timerange, only the alternate approver will receive the timesheets email.

CHANGING TIMESHEET APPROVERS

To completely change the timesheet approver so that someone else in your school receives the timesheet approval email moving forward, click on the WebTime link on the side navigation bar, then click on the Manage Approvers. Select the pencil icon and fill in the new email and name under Primary Approver. A green checkmark will appear near the pencil while in edit mode. Select the green checkmark to save your changes.

For assistance with either putting in an alternate timesheet approver or changing the timesheet approver completely, contact your local KES branch.