Aesop QuickStart Guide for Employees
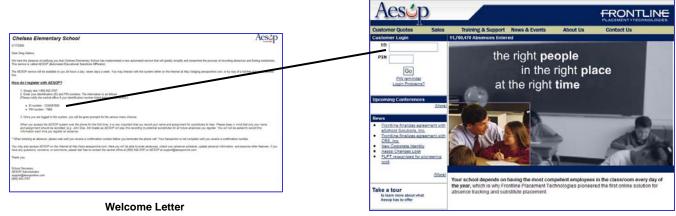
This guide will show you how to:

- Log on to the Aesop system

- Enter your absence

- Change your absence

- Add additional days to an absence

- Attach a file to an absence*

- Remove your absence *

- Assign a substitute to your absence *

- View your schedule

- View Substitute Phone Numbers*

- Manage your preference list *

- Change your PIN/Profile

- Instructions for Itinerant Employees*

LOGIN

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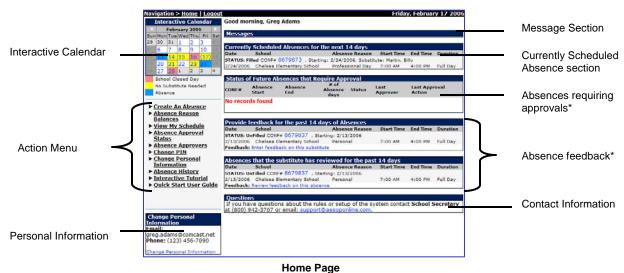
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Log on to Aesop

In your Internet browser address bar enter:
www.aesoponline.com and click **Go** button.

Enter your ID and Pin numbers from your
personalized Welcome Letter you received from
the district.

Welcome Letter

Aesop Login Page

Home Page

Home Page

Interactive Calendar

Action Menu

Personal Information

Message Section

Currently Scheduled
Absence section

Absences requiring
approvals*

Absence feedback*

Contact Information

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Messages

Any messages from the district office will appear in the Messages section.

Messages
Posted: 2/17/2006

Remember an In-Service Day is scheduled for 2/21/2006. Thank you.

Currently Scheduled Absences

Aesop will show you absences up to 14 days in the future. Aesop will also show you the name of the substitute who has accepted your job.

Currently Scheduled Absences for the next 14 days

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679874 , Starting: 2/18/2006					
2/18/2006	Chelsea Elementary School	Sick	7:00 AM	4:00 PM	Full Day
STATUS: Filled CONF# 8679873 , Starting: 2/24/2006, Substitute: Martin, Billy					
2/24/2006		Professional Day	7:00 AM	4:00 PM	Full Day
STATUS: UnFilled CONF# 8679875 , Starting: 3/1/2006					
3/1/2006		Personal	7:00 AM	4:00 PM	Full Day

Name of substitute

Absences Requiring Approval*

Review the **Status** of your approved absence request.

Unapproved – have yet to be reviewed
Approved – approver has approved your request
Denied – approver has denied your request

Status of Future Absences that Require Approval

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
8679874	02/18/2006	02/18/2006	1	Unapproved		
8679875	03/01/2006	03/01/2006	1	Unapproved		

Absence Feedback*

Click **Enter feedback on the substitute** link to write a review regarding the substitute's performance.

Click **Review feedback on this absence** link to review the substitute's assessment of you.

Provide feedback for the past 14 days of Absences

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679837 , Starting: 2/13/2006					
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
Feedback: Enter feedback on this substitute					

Absences that the substitute has reviewed for the past 14 days

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679837 , Starting: 2/13/2006					
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
Feedback: Review feedback on this absence					

Contact Info

If you have any questions regarding Aesop please contact this individual.

Questions
If you have questions about the rules or setup of the system contact **School Secretary** at (800) 942-3767 or email: support@aesoponline.com.
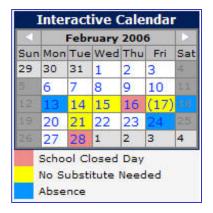
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Interactive Calendar

Aesop will display three types of days:

Closed – you cannot create an absence on this date
No Substitute Needed – if you normally need a sub Aesop will not find one on this date.
Absence – you have created an absence on this date
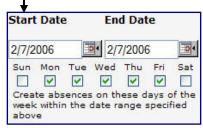

1. Create An Absence

Screen One
1. Enter Start Date
2. Enter End Date
3. Select the Day(s) of Week
4. Choose Absence Reason Type
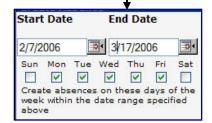5. Choose if a substitute is required
6. Specify Start and End times for the absence (if available)
7. Click the **Next** button

Absence Creation Screen One

Single Day Absence. Enter the Start & End dates; you can disregard the Days of Week boxes.

Long Term Absence. Enter the Start & End dates and leave all days checked.

Recurring Absence. Enter the Start & End dates and click the Day(s) of Week boxes. Example above: every Tuesday for the next six weeks.

Single Day Absence

Screen Two
1. Review Hold Until option*
2. Verify all information
3. Enter any notes for subs (if desired) into the "Notes" box
4. Finalize absence
    1. Save – Aesop will find a substitute
    2. Save & Assign* – you will assign a Sub with whom you have **pre-arranged** the absence.

Long Term Absence. Aesop will display the Day of the Week underneath the Date.

Day of Week displayed

Recurring Absence. Aesop will display the Day of the Week underneath the Date.

2. Assign a Sub to an Absence*

Assigning sub to absence

Find the substitute you wish to assign and click the Assign link.

It is your responsibility to contact the substitute because Aesop will not!

3. Confirmation Number

Aesop will give you a confirmation number when the transaction is complete.

Aesop will display the Day of Week.

Confirmation Number

4. Attach a file*

You can attach a file to the absence for the substitute to review. You can attach a Word document or a PDF file.

Click the Upload New link.

In the **Upload Files** dialog box select the **File** using the Browse feature and then assign a **Description**.

Click the **Upload** button to load the file.

Upload Files dialog box

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File has been successfully saved

The attachment will be displayed in the **Attachments** section.

Absence Reason Balances*

View your current balances. Aesop deducts from your balance when the absence date arrives. (Future absences are not deducted until the absence date arrives.)

Absence Reason Balances
Your Absence Reason Day balances are as follows:

Absence Reason	Current Balance
Bad Hair Day	0
Bereavement	0
Golf Day	-7
Illness	11.25
Leave of Absence	0
Personal	6

View My Schedule

View the current week

3-month view

To remove a job click the trash can*

View all jobs created in the current month

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Absence Approval Status*

Use the date range and review the **Status** of all your absences that requires approval.

Absence Approvers*

Aesop displays your absence approvers.

Absence Files*

You can attach generic notes regarding your classroom that will automatically be attached to every absence created.

Create a Snack schedule, recess schedule, or a daily work schedule for your classroom.
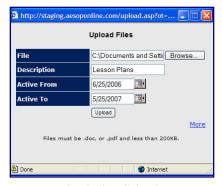
> To attach a specific day's Lesson Plans you should see the Attach a File* section.

Use the Upload Files dialog to attach your document. Enter Active From and To dates and Aesop will attached this document to every absence created during that time frame.

Once saved you can:
- change the Description,
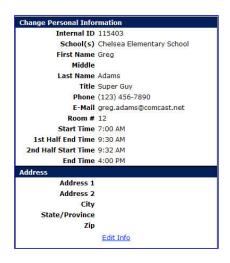- change the From or To dates, or
- delete it

Upload Files dialog box

Change PIN

You can change your Pin number at any time.

Change Personal Information*

You can change all or part of your personal information. You may need to contact your district regarding any changes so please review all district policies.
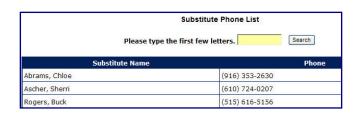

Absence History

View all absences from the past 366 days and 90 days into the future. If you need a bigger time from please refer to View My Schedule.

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Substitute Phone List*

Aesop will provide you with a list of available and qualified substitutes. Contact the substitute before entering the absence, confirm they accept the job and then immediately assign them to the absence.

Substitute Name	Phone
Abrams, Chloe	(916) 353-2630
Ascher, Sherri	(610) 724-0207
Rogers, Buck	(515) 616-5156

Preferred Substitutes*

Create a list of preferred substitutes who Aesop will contact first when you create an absence.

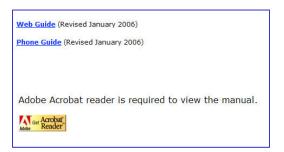**To add a new substitute**:

A B C D,E F G,H,I

1. Click the Add New Substitutes link
2. Click on the alphabet letter representing the desired substitute's last name (or enter substitute's last name into the "Search" box and click the **Search** button)
3. Click the "On List" box to select the substitute
4. Select either **Exclude*** or **Include**
5. Enter days and hours if you wish to override the default visibility
6. Click the **Apply Changes** button to save[1]
7. Repeat Steps 2-6 for additional substitutes
8. Click the View Current Substitutes link to view your list

[1]If you do not wish to save the changes click the **Cancel** button.

QuickStart User Guide

Print out your Web Guide and the Phone Guide.

Web Guide (Revised January 2006)

Phone Guide (Revised January 2006)

Adobe Acrobat reader is required to view the manual.

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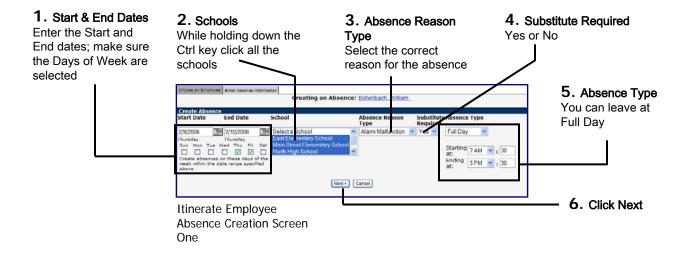## Creating an absence for an Itinerant Employee*

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.

Thursday: East Elementary   07:30 a.m. to 09:15 a.m.
                 North High School   09:45 a.m. to 11:45 a.m.
                 Main Street Elementary   12:15 p.m. to 03:00 p.m.

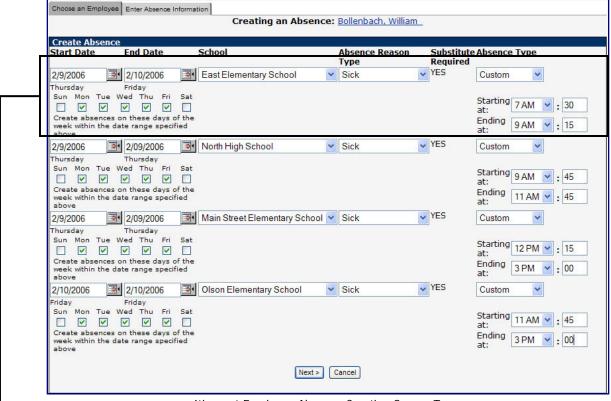**Friday**:   East Elementary   07:00 a.m. to 11:15 a.m.
                 Olson Elementary   11:45 a.m. to 03:00 p.m.

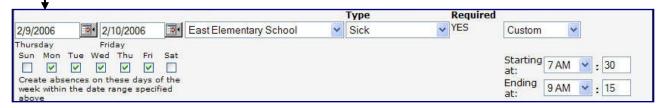Let's say you want to create an absence for both days. How would you go about doing this?

1. **Start & End Dates**
Enter the Start and End dates; make sure the Days of Week are selected

2. **Schools**
While holding down the Ctrl key click all the schools

3. **Absence Reason Type**
Select the correct reason for the absence

4. **Substitute Required**
Yes or No

5. **Absence Type**
You can leave at Full Day

6. **Click Next**

Itinerate Employee Absence Creation Screen One

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Enter the absence information according to the schedule

Itinerant Employee Absence Creation Screen Two

⚠️ **Review all absence information before continuing**
 Please change the Date Range, School, Absence Reason, Start and End times for each line entry.

You will notice we entered both 2/9 and 2/10 in the date range because the itinerant employee goes to East Elementary School on both days. At this point enter 2/9's Start and End times – you will have an opportunity to adjusts 2/10's start and end times later.

Once finished click Next. Next >

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Verification Screen

Aesop gives you one last chance to change any absence information.

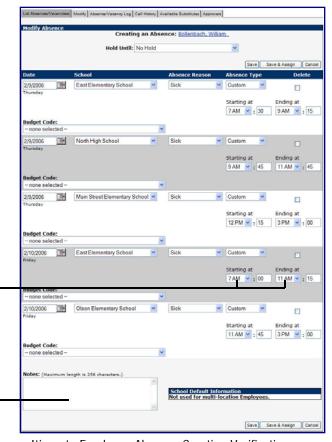Notice we changed the Start and End time for 2/10's absence at this point.

You can now enter your Notes.

Click Save. Save

Itinerate Employee Absence Creation Verification Screen

Aesop will now update the Daily Report, your Absence History, and your calendar.

The sub will see all the school locations associated with this job.

Modify Absence Screen

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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).

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