

As an employee you will use the **Aesop** system to enter absences before they occur.

For instructions, please access:
<http://hr.aurorak12.org/resources/absence-reporting>

As a guest teacher or classified substitute you will use the

Aesop system to accept jobs.

For substitute resources, please access:
<http://hr.aurorak12.org/resources/substitute-resources>

Please read this brochure to familiarize yourself with accessing the Aesop system.

Aesop Phone Number:

1-800-942-3767

Aesop Website:

<http://www.aesopeducation.com>

Your **AESOP ID** is your 10-digit phone number.

Your temporary **PIN** is 9 plus the last four digits of your Social Security Number.

For Example:

If the last four of your SSN is 1234, your PIN is 91234

Problems logging in?

<http://www.aesopeducation.com//prebuilt/images/ClientServicesHelpGuide.pdf>

Forgot your PIN?

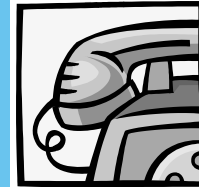
http://www.aesoponline.com/forgot_pin.asp

Need assistance using Aesop?

User Guides available once logged in.

Questions for the APS Substitute Office?

303-344-8060 Ext. 28029



Aesop Leave Reporting and Substitute Calling System

For all
**Aurora Public Schools
Teachers, Administrative/
Professional Technical**

For all Classified Staff except
**Nutrition, Custodial, and
Transportation**

**All classified employees
report work hours in Oracle.**

For all
**Aurora Public Schools
Guest Teachers
and Classified Substitutes**

*How To Access the Aesop
System by Phone and Online*

Welcome to APS!

Employees-Record Your Absences Online!

You may record absences online via the Aesop Website.

For instructions, please access:

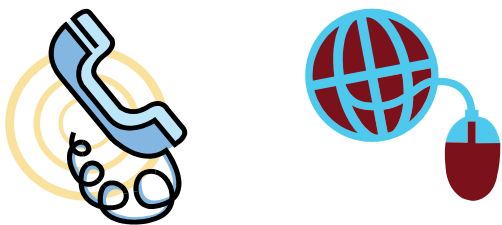
<http://hr.aurorak12.org/resources/absence-reporting>

Substitutes-Accept Your Jobs Online!

You may accept jobs online via the Aesop Website.

For substitute resources, please access:

<http://hr.aurorak12.org/resources/substitute-resources>



Common Absence Codes

Aesop by Phone	Aesop Online
Illness	
01	01-SICK LEAVE
Personal Day	
07	07-PERSONAL (SPECIAL)
Bereavement	
05	05-BEREAVEMENT
Jury Duty	
09	09-JURY DUTY

Entering an Absence

Using the Phone System

- 1) Dial 1-800-942-3767
- 2) Enter your ID Number followed by the # key. (Your ID Number is your 10-digit phone number.)
- 3) Enter your PIN followed by the # key. (Your temporary PIN is 9 plus the last 4 digits of your Social Security Number. For Example: if the last four of your SSN is 1234, your PIN is 91234)
- 4) Follow the prompts to create an absence, check special leave balance, review/cancel upcoming absence, and/or change your PIN number.

Using the Online System

- 1) Using your browser (ex: Internet Explorer) access: www.aesopeducation.com

Login here:



- 2) Enter your AESOP ID (Your AESOP ID is your 10-digit phone number.)
- 3) Enter your PIN. (Your temporary PIN is 9 plus the last 4 digits of your Social Security Number. For Example: if the last four of your SSN is 1234, your PIN is 91234)
- 4) Make your menu selections to create an absence, check special leave balance, review/cancel upcoming absence, and/or change your PIN number.

Absence Reminders



- Absences must be entered before the start of the absence.
- For your absence to be recorded, you must complete all of the prompts and receive a Confirmation Number. If you do not receive a Confirmation Number, your absence has not been recorded.
- After receiving a Confirmation Number, call your work site office before the absence.
- Reporting your absence to Aesop and your site office is an employee responsibility. Failure to do this could result in disciplinary action.

