

**Aesop Reminders for Classified Employees
(NOT including Custodial, Nutrition, or Transportation Classified Employees)**

All leave must be reported in Aesop before the leave is taken.

Please, do not report leave hours directly on Oracle Self Service Timecards.

Leave entered into Aesop will appear on Oracle Self Service Timecard the day AFTER the leave is taken.

Once Aesop has created a timecard for a week, you cannot create another timecard for that week. Rather than attempting to create a new timecard for a week that contains Aesop leave, you must go to your Time Entry list.

Do NOT click Create Timecard. Instead, click Time Entry. Then find the week you need to submit in Working status. Click on the Pencil icon to Edit that timecard.

Do NOT change or delete the leave information from Aesop.

Do NOT enter work hours on the Leave row created by Aesop.

Click Add Another Row, choose the Contract Hours type and enter the hours you worked. Then submit your timecard for approval.

If you take leave on a Friday, do not submit your Oracle Self Service Timecard until Monday or whenever you return to work.

Again, do NOT report leave directly on Oracle Self Service Timecards and do NOT delete information entered by the Aesop process. You report leave in Aesop before it is taken. You report work hours ONLY on Oracle Self Service Timecards at the end of the week.

“Leave in Aesop, Work in Oracle.”

Please note that Personal Leave requires pre-approval by your supervisor.

Paid Health Leave, Personal Leave and Bereavement leave are all types of Paid Leave and each will reduce the paid leave balance.