AESOP REMINDERS for SITE ADMINSTRATORS (Campus Users)

Vacancies (see handout Instructions for Creating an Aesop Vacancy)

QuickCodes Required
18-ClubActvOtherFund - *For use when the sub will be paid from another budget*
- *Enter the QuickCode desired in the Acc Code field.*

19-FieldTrpOtherFund - *For use when the sub will be paid from another budget)*
- *Enter the QuickCode desired in the Acc Code field.*

25-Bldg PL OtherFund - *For use when the sub will be paid from another budget)*
- *Enter the QuickCode desired in the Acc Code field.*

Absence Reason Limits
The limit on the 15-BldgProf Learning reason code is district-wide and only 25 absences for building professional development per day are allowed.

If you need an override, you can contact your HR Director with details of the employee, time, date, sub who has agreed to work the job (if any) and reason for absence (type of professional development), including why this could not be scheduled on a different day.

The limit on 07-Personal (Special) reason code is district-wide and only 30 absences for personal leave per day are allowed. If an override is needed for a religious observance, contact your HR Director.

Approving Personal Leave (see handout Personal (Special) Leave)

When you approve a Personal Leave absence request in Aesop be sure that the employee has prearranged for the leave with the supervisor. *If you must Deny a personal leave request, any substitute that was assigned by the employee will be cancelled and notified via e-mail.*

Approval Required (see handout List of Approvers for Certain Absence Reason Codes)
When using a code requiring approval, work with the approver first. If the employee has already spoken with a sub who has agreed to cover the absence, the sub's name **MUST** be included in Notes to Administrator.

Do not change an absence that already has a substitute attached from a reason code that does not require an approval to on that does. If the sub is expecting to work the job and then you are seeking budget approval, the approval may not be forthcoming. For example, if you enter an absence with reason code 15BldgProf Learning (no approval required as it is paid from your school account), a sub will pick up the job. If you then change the reason to 94-Title One, Title may not be willing to pay for the sub, but the sub is already expecting to work.

Preferred Sub Lists
You can access your school's preferred sub list by logging in at
www.aesopeducation.com
with Aesop ID = _____
and PIN = _____

On the links on the right, look for Preferred Substitutes. Then, scroll down and click on the link for your school.

You will find any subs currently on your list. You can add more using the Add New Substitutes link. You cannot exclude subs. If you need to exclude a sub, your principal will need to work with your HR Director.

School Times

Each school can designate only one set of times. The times are important for the sub, not the employee. If the employee chooses a full day, the duration may appear longer than they are scheduled to work. This is NOT a problem as the adjustment is made automatically in Oracle to only charge employees for the time they are scheduled to work.

To change your default times, contact the sub office, ext. 28029.

Please designate the Start Time as the time you wish the substitutes to arrive (not when teachers start).
The Half Day Break (1st Half End) should be 3 and ¾ hours later (so that a ½ day sub is 3.75).
The Half Day Break (2nd Half Start) should be ½ hour after the Half Day Break (1st Half End).
The End Time should be 3 and ¾ hours after the Half Day Break (2nd Half Start).
EX:
Start Time: 07:00
Half Day Break (1st Half End): 10:45 (3 ¾ hours later)
The Half Day Break (2nd Half Start): 11:15 (1/2 hour later)
End Time: 15:00 (3 ¾ hours later)

FOR SCHOOLS SITES:
Any 8-hour classified or administrative/professional employees need to adjust the start and end times of their absence to equal a duration of 8 and 1/2 hours as 1/2 hour of lunch is deducted.
Do not use Full Day. Use Custom times.

For vacancies, full-day, half-day and partial day absences with custom Start and End times, lunch is taken out.