

# Aesop QuickStart Guide for Employees

This guide will show you how to:

- Log on to the Aesop system
- Navigate your Aesop home page
- Create an absence online
- Assign a substitute to an absence\*
- Attach a file to an absence\*
- Manage your schedule
- Cancel an absence \*
- Manage your personal information
- Find substitute phone numbers\*
- Track your absence history
- Select your preferred substitutes\*
- Create an absence as an itinerant employee\*
- Understand absence approvals
- Create an absence over the phone
- Access user guides and training videos



\* Indicates functions that might not be used by your school

## Using Aesop Successfully

### Create absences online or on the phone

Aesop offers both phone and Web services, so that you can create an absence anytime, anywhere. Online absences can be created as far as a year in advance. As soon as you register an absence, Aesop starts finding a qualified, available substitute to take your spot.

### Manage your schedule

With Aesop you can track how many absences you have taken and how many remain. You can also track the types of absences, such as personal or professional development day. Aesop offers an easy way to store all your absence information in one place.

### Leave notes and attachments for the substitute

By writing notes or attaching documents to your absence, you can assure that your substitute is prepared to handle your duties during your absence. Aesop lets both the district and the employee leave notes, as well as attach Word documents and PDF's to the absence.



\* Indicates functions that might not be used by your school

## Online Services

### Log on to Aesop

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

Enter your ID and PIN from the personalized welcome letter you received from the district.

**Aesop Login Page**

**Chelsea Elementary School**  
2/17/2006

Dear Greg Adams,

We have the pleasure of notifying you that Chelsea Elementary School has implemented a new automated service that will greatly simplify this service is called AESOP (Automated Educational Substitute Operator).

The AESOP service will be available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet or by phone.

**How do I register with AESOP?**

1. Simply dial 1-800-942-3767.
2. Enter your Identification (ID) and PIN numbers. The information is as follows:  
(Please notify the central office if your identification number listed below is not correct.)
  - ID number - 1234567890
  - PIN number - 7888
3. Once you are logged in the system, you will be given prompts for the various menu choices.

When you access the AESOP system over the phone for the first time, it is very important that you record your name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as AESOP will play this recording to potential substitutes for all information each time you register an absence.

\* When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction

**Personalized Welcome Letter**

### Home Page

Navigation > Home | Logout

Friday, February 17, 2006

Good morning, Greg Adams

**Interactive Calendar**

February 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
5	7	8	9	10		
14	15	16	17			
20	21	22	23	24		
27	28	1	2	3	4	

School Closed Day  
No Substitute Needed  
Absence

**Action Menu**

- Create An Absence
- Absence Reason
- Balances
- View My Schedule
- Absence Approval
- Status
- Absence Approvers
- Change PIN
- Change Personal Information
- Absence History
- Interactive Tutorial
- Quick Start User Guide

**Personal Information**

Change Personal Information

Email: greg.adams@comcast.net  
Phone: (123) 456-7890

**Message Section**

**Currently Scheduled Absence section**

Date	School	Absence Reason	Start Time	End Time	Duration
2/24/2006	Chelsea Elementary School	Professional Day	7:00 AM	4:00 PM	Full Day

**Absences requiring approvals\***

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
No records found						

**Absence feedback\***

**Provide feedback for the past 14 days of Absences**

Date	School	Absence Reason	Start Time	End Time	Duration
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day

**Contact Information**

**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](mailto:support@aesoponline.com).

**Home Page**

\* Indicates functions that might not be used by your school

## Manage Absences Online

### Create an absence

1. Select the **Create an Absence** tab on the left
2. Enter the Start and End Dates (see below)
3. Choose the day(s) of the week
4. Choose the Absence Reason Type
5. Select if a substitute is required
6. Specify the Start and End Times (if available)
7. Click the **Next** button

**Screen One**

#### Single Day or Sequential Multiple Day Absence

For an absence covering a single day or multiple days in a row, enter the Start & End Dates, but leave the days of the week boxes checked.

Absence every Tuesday for the next six weeks.

#### Recurring Absence

For an absence recurring several weeks in a row, enter the Start & End Dates and click the day(s) of the week boxes.

\*Note: Only a single substitute can be assigned to a recurring absence created under one confirmation number. This may make finding a substitute more difficult.

\* Indicates functions that might not be used by your school



- 1 Verify all information.
- 2 Enter any notes for substitutes in the **Notes to substitute** box. Substitutes can view these notes before they accept an assignment.
- 3 Enter any notes for only the administrator to see in the **Notes to administrator** box.
- 4 Finalize the absence.
  - **Save** – Aesop will find a substitute.
  - **Save & Assign** – Assign your own substitute.

Aesop will display the day of the week underneath the date.

**Screen Two: Multiple Day or Recurring Absence**

## Assign a substitute to an absence\*

If you chose **Save & Assign** in the last step, you will need to **find** the substitute you wish to assign from the list and click the [Assign](#) link.

**It is your responsibility to contact the substitute you have selected; Aesop will not!**

Name	Contact Info	Assign
Adams, Allen	(610) 347-6876	<a href="#">Assign</a>
Aschers, Sherrin	(610) 724-0207	<a href="#">Assign</a>
Brooks, Diane	(215) 797-2905	<a href="#">Assign</a>
Build, Nathan	(610) 722-9745	<a href="#">Assign</a>
Clark, Dick	(610) 993-9933	<a href="#">Assign</a>
Coolie, Mary	(610) 331-1996	<a href="#">Assign</a>
Criley, James	(484) 688-2047	<a href="#">Assign</a>
Doe, James	(610) 331-1996	<a href="#">Assign</a>
Dozer, John	(610) 452-9996	<a href="#">Assign</a>

**Assigning substitute**

\* Indicates functions that might not be used by your school

## Confirmation Number

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

**Modify Absence** Create a new absence

Confirmation#: 30345673  
 Employee: Doug Brown  
 School: Lincoln Middle School  
 Created on: Dec 29 2008 8:41:25 AM  
 Last Update: Dec 29 2008 8:41:25 AM  
 Status: UnFilled  
 Substitute Required: Yes  
 Employee Hours Per Day: 8

Approval Status: Unapproved  
 Approvals Received: 0  
 Last Approval Action:  
 Approvers: [View List](#)  
 Approval Comments: [Show/Hide Comments](#)

Attachments:

[Upload New](#) [Edit](#)

Date	Absence Reason	Absence Type	Start - End
12/30/2008 Tuesday	*Professional Day	Full Day	7:00 AM-3:00 PM

Notes to substitute:  
 Notes to administrator (not viewable by Substitute):

## Attach a file\*

To attach a file for the substitute to the absence, click the [Upload New](#) link on the confirmation page.

## Confirmation Page

In the **Upload Files** dialog box select a file using the **Browse** feature. You can attach a Word document or a PDF to the absence.

Type a description and click **Upload** to attach the file.

**Upload Files**

File:

Description:

[More](#)

Files must be .doc, or .pdf and less than 200KB.

## Upload Files dialog box

**Modify Absence** Create a new absence | Create another absence for this employee

Confirmation#: 10696308  
 Employee: [Tammy Griffin](#)  
 School: [Eldredge Elementary School](#)  
 Created on: Jun 13 2006 8:12:26 PM  
 Last Update: Jun 13 2006 8:12:27 PM  
 Status: UnFilled  
 Reconciled: No   
 Substitute Required: Yes

Approval Status: Unapproved  
 Last Approval Action:  
 Approvers: [View List](#)  
 Approval Comments: [Show/Hide Comments](#)

Attachments: [Lesson Plan.doc](#)

[Upload New](#) [Edit](#)

Date	Absence Reason	Absence Type	Start - End
06/14/2006 Wednesday	*Personal	Full Day	8:15 AM-4:30 PM

Notes:

The file has been successfully saved and will be displayed in the **Attachments** section.

\*Note: Substitutes cannot view attachments until they have accepted the assignment.

\* Indicates functions that might not be used by your school

## Manage my Schedule

### Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu on the home page or you can choose a specific date on the **Interactive Calendar**.

Aesop displays three types of days on the calendar:

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

Use the calendar arrows to select different months

Interactive Calendar						
February 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	(17)	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
<div> <div>School Closed Day</div> <div>No Substitute Needed</div> <div>Absence</div> </div>						

\* Indicates functions that might not be used by your school

## View my schedule

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a date in the 3-month calendar view, and the weekly schedule will change to that week.

Use the **Change Date** drop-down window to review absences further in the past or future.

View the current week

View all jobs created in the current month

Go to Current Week

Week View from 2/13/2006 - 2/17/2006

Create an Absence

	Monday, Feb 13	Tuesday, Feb 14	Wednesday, Feb 15	Thursday, Feb 16	Friday, Feb 17
7:00	CONF# 8679837	School In-service	School In-service	School Closed	School In-service
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					

Change Earliest Start and Latest End Times    Printable Version

Change Date: February 2006 Go

February 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
5	6	7	8	9	10	
12	13	14	15	16 (17)		
19	20	21	22	23	24	
26	27	28	29	30	31	

March 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31	1	2	3	4	5	6

April 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31	1	2	3	4	5	6

Calendar Key

- School Closed Day
- No Substitute Needed
- Absence

Currently Scheduled Absences for the selected month



Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: Unfilled CONF# 8679837		Starting: 2/13/2006			
2/13/2006	Chalzea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
STATUS: Unfilled CONF# 8679874		Starting: 2/18/2006			
2/18/2006		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

\* Indicates functions that might not be used by your school



## Cancel an Absence


First enter your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab.

Go to Current Week					
Week View from 12/29/2008 - 1/2/2009					
Create an Absence					
	Monday, Dec 29	Tuesday, Dec 30	Wednesday, Dec 31	Thursday, Jan 1	Friday, Jan 2
7 <sup>00</sup>		CONF#: 30345673 Cancellation: 	CONF#: 30347137 Cancellation: 		
8 <sup>00</sup>					

You can cancel a scheduled absence by clicking the trash can under the assignment you wish to cancel.

A warning message will appear: "Are you sure you want to cancel this absence?" Click **OK** to cancel.



Go to Current Week					
Week View from 12/29/2008 - 1/2/2009					
Create an Absence					
	Monday, Dec 29	Tuesday, Dec 30	Wednesday, Dec 31	Thursday, Jan 1	Friday, Jan 2
7 <sup>00</sup>		CONF#: 30345673 Cancellation: 			
8 <sup>00</sup>					

The canceled absence no longer appears on your calendar and is listed as canceled on your list of currently scheduled absences.

The absence is listed as canceled →

Currently Scheduled Absences for the selected month						
Date	School	Absence Reason	Start Time	End Time	Duration	
STATUS: UnFilled CONF# 30345673 , Starting: 12/30/2008						
12/30/2008	Lincoln Middle School	*Professional Day	7:00 AM	3:00 PM	Full Day	
STATUS: Canceled CONF# 30347137 , Starting: 12/31/2008						
12/31/2008		*Professional Day	7:00 AM	3:00 PM	Full Day	

\* Indicates functions that might not be used by your school

## Other Home Page Features

### 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 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	Chelsea Elementary School	Professional Day	7:00 AM	4:00 PM	Full Day
STATUS: UnFilled CONF# 8679875 , Starting: 3/1/2006					
3/1/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day

Name of substitute

### Currently Scheduled Absences

Aesop will show you absences up to 14 days in advance. Aesop will display the details of your absence, as well as the name of the substitute who has accepted the assignment.

### Absences Requiring Approval\*

Review the approval status of your absence request.

- **Unapproved** – request has yet to be reviewed
- **Approved** – request has been approved
- **Denied** – request has been denied approval

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		

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					

### Absence Feedback\*

Click the [Enter feedback on the substitute](#) link to write a review of the substitute's performance.

Click the [Review feedback on this absence](#) link to review the substitute's assessment of you.

### Questions

If you have any questions regarding Aesop, please contact the individual listed or e-mail the contact at your district.

Questions
If you have questions about the rules or setup of the system contact <b>School Secretary ext 10</b> at (555) 555-5555 or email: <a href="mailto:suboffice@yourdistrict.org">suboffice@yourdistrict.org</a> .

\* Indicates functions that might not be used by your school

## Absence Approval Status\*

On the action menu on the home page, click **Absence Approval Status**. Select a date range to review the status of absences requiring approval.

**Absences Needing Approval**

Start Date: 2/17/2006 End Date: 2/28/2006 Statuses: ☒ Unapproved ☒ Approved ☒ Denied

CONF #	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
6679874	02/18/2006	02/18/2006	1	Unapproved		

Users allowed to Approve for your Absences:

Name	Receives Email Notifications
Joe Paschall	No
Darren Waterbury	No
Secondary Vendor	No
Test CampusUser	Yes
Bob Isaman	Yes
Chelsea Elementary School Administrator	No
James Criley	No
Jeffrey Fritz	No
James Criley	No

## Absence Approvers\*

Aesop displays the list of users allowed to approve your absences.

## Absence Files\*

Upload generic notes about your classroom, such as a snack or recess schedule, that will automatically be attached to every absence you create.

Absence/Vacancy Files

[Upload New Files](#) ☐ Show Inactive Files

File	Description	Active From	Active To
No records found. <a href="#">Upload New Files</a>			

http://staging.aesoponline.com/upload.asp?ot=...

**Upload Files**

File: C:\Documents and Settings\... Browse...

Description: Lesson Plans

Active From: 6/25/2006

Active To: 5/25/2007

[More](#)

Files must be .doc, or .pdf and less than 200KB.

Click the [Upload New Files](#) link to attach your document. Specify the Active From and To dates and click **Upload**. Aesop will attach this document to every absence created during that time frame.

On the next screen you can:

- edit the description,
- change the active dates, or
- delete the attachment

[Upload New Files](#) ☐ Show Inactive Files

File	Description	Active From	Active To
Today's Lesson Plans.doc	Lesson Plans	6/15/2006 Thursday	7/15/2006 Sunday

To attach a specific day's lesson plans, see the [Attach a File\\*](#) section.



\* Indicates functions that might not be used by your school

## Change PIN

You can change your PIN at any time.

Change your PIN

Current PIN

New PIN

Retype PIN

Apply Changes

Cancel

[Need help? PIN Guidelines.](#)

## Change Personal Information\*

You can edit all or some of your personal information. You may need to contact your district about any changes; review your district's policies for details.

Change Personal Information

Internal ID

115403

School(s)

Chelsea Elementary School

First Name

Greg

Middle

Last Name

Adams

Title

Super Guy

Phone

(123) 456-7890

E-Mail

greg.adams@comcast.net

Room #

12

Start Time

7:00 AM

1st Half End Time

9:30 AM

2nd Half Start Time

9:32 AM

End Time

4:00 PM

Address

Address 1

Address 2

City

State/Province

Zip

[Edit Info](#)

## Substitute Phone List\*

Aesop provides you with a list of available and qualified substitutes. Contact the substitute before entering your absence; confirm the substitute accepted the job and then immediately assign him/her to the absence.

Substitute Phone List

Please type the first few letters.

Search

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

## Absence History

View all absences for the past 366 days and the next 90 days. If you need a greater range, refer to **View My Schedule** on the action menu on the home page.

Absence History for the last 366 days and the next 90 days.					
Substitute Name	Start Date	CONF#	Days	School	Status
<a href="#">Rogers, Buck</a>	04/25/2006	10340175	3	Main Street Elementary School	Filled
	03/30/2006	10041005	1	Main Street Elementary School	UnFilled
	03/16/2006	9902827	1	Main Street Elementary School	Canceled
<a href="#">Adams, Allen</a>	03/14/2006	9903023	1	Main Street Elementary School	Filled

\* Indicates functions that might not be used by your school

## Preferred Substitutes\*

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

Employee: James Criley  
Preferred Substitutes

[Add New Substitutes](#)

☒ View All  
☐ View Excludes  
☐ View Includes

On List	Substitute	Exclude	Include
<input checked="" type="checkbox"/>	Hicks, Ricky	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Knight, Brad	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Hammer, Kent	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Berg, Jim	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Boomer, Bob	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Boone, Sandy	<input type="radio"/>	<input checked="" type="radio"/>

### To add a substitute:

1. Click the [Add New Substitutes](#) link
2. Click on the alphabet letter for the desired substitute's last name  
(or enter substitute's last name into the "Search" box and click **Search**)
3. Click the **On List** box next to the name of the substitute you wish to select
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 or **Cancel** if you do not wish to save the changes
7. Repeat Steps 2-6 for additional substitutes
8. Click the [View Current Substitutes](#) link to view your list

\* Indicates functions that might not be used by your school



## "Favorite Five" \*

Employees who can set up a substitute preference list can also select five substitutes as their "favorites."

Substitutes marked as favorites will be notified instantly by e-mail when an absence is entered by/for an employee that has selected them as a favorite.

Further, Aesop will begin calling the favorite substitutes during the next evening calling period, up to 120 days before the absence.

Employee: Sarah Chauncey  
Substitute List

Calling Sequence:  
☐ In The "Call Order" Specified Below  
☒ In "Random Order" ("Call Order" is not used)  
 Job Visibility (Days/Hours): 120 0  
 Apply Changes

Add New Substitutes

Please type the first few letters:  Search

☒ View All  
☐ View Excludes  
☐ View Includes

On List	Substitute	Exclude	Include	Default Visibility	Override Visibility	Days	Hours	1	2	3	4	5
<input checked="" type="checkbox"/>	Burrows, Martha (NR)	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Carter, Rob (NR)	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Carver, George (1) ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Cook, Lee (1) ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Criley, James (3) ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Griffey Jr, Ken (32) ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Guffy, Connie (NR)	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Hesselhoff, David (NR)	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### To mark a substitute as one of the "Favorite 5":

1. Go through the steps to add substitutes to your preference list if you haven't already (see Preferred Substitutes).
2. On the preferred substitute page, click **Edit**.
3. Choose your "favorite five" by clicking on the radio buttons below the column rank you wish to give each one.

After you enter an absence, Aesop will send an e-mail immediately to all five of your favorite substitutes. They will also receive a phone call during their first available evening calling period.

4. Click the **Apply Changes** button to save or click **Cancel** if you do not wish to save the changes.
5. Repeat Steps 2-4 to change the favorite five substitutes.

\* Indicates functions that might not be used by your school

## 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 Web site with just a few easy steps. Consider the schedule below.

<b>Thursday:</b>	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.
<b>Friday:</b>	East Elementary	07:00 a.m. to 11:15 a.m.
	Olson Elementary	11:45 a.m. to 03:00 p.m.

Click on **Create an Absence** on the home page. Then follow the steps below to create an absence for both days listed above.

Annotations for the 'Create Absence' form:

- Enter the Start and End Dates
- Select the days of the week
- Hold the **Ctrl** key and click to select all the schools
- Select the Absence Reason Type
- Select **Yes** or **No** if a substitute is required
- Leave the Absence Type as **Full Day**
- Click **Next**

**Itinerant Employee Absence Screen One**

\* Indicates functions that might not be used by your school

Enter the absence information according to the schedule.

Choose an Employee Enter Absence Information

Creating an Absence: Bollenbach, William

**Create Absence**

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required	
2/9/2006	2/10/2006	East Elementary School	Sick	YES	Custom
Thursday Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above Starting at: 7 AM : 30 Ending at: 9 AM : 15					
2/9/2006	2/09/2006	North High School	Sick	YES	Custom
Thursday Thursday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above Starting at: 9 AM : 45 Ending at: 11 AM : 45					
2/9/2006	2/09/2006	Main Street Elementary School	Sick	YES	Custom
Thursday Thursday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above Starting at: 12 PM : 15 Ending at: 3 PM : 00					
2/10/2006	2/10/2006	Olson Elementary School	Sick	YES	Custom
Friday Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Create absences on these days of the week within the date range specified above Starting at: 11 AM : 45 Ending at: 3 PM : 00					

Next > Cancel

### Itinerant Employee Absence Screen Two

2/9/2006 2/10/2006 East Elementary School Sick YES Custom

Thursday Friday  
Sun Mon Tue Wed Thu Fri Sat  
☐ ☒ ☒ ☒ ☒ ☒ ☐  
Create absences on these days of the week within the date range specified above  
Starting at: 7 AM : 30  
Ending at: 9 AM : 15

Both 2/9 and 2/10 are entered 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 adjust 2/10's start and end times later.



### Review all absence information before continuing

Select the Date Range, School, Absence Reason, and Start and End times for each line entry.

Click **Next** when finished.

Next >

\* Indicates functions that might not be used by your school

## Verification Screen

Review all information and make any necessary changes.

\*Modify the Start and End times for 2/10's absence.

Enter any Notes.

Click **Save**.

**Modify Absence**  
Creating an Absence: Bollenbach, William

Hold Until: No Hold

Save Save & Assign Cancel

Date	School	Absence Reason	Absence Type	Delete
2/9/2006 Thursday	East Elementary School	Sick	Custom	<input type="checkbox"/>
				Starting at: 7 AM : 30 Ending at: 9 AM : 15
Budget Code: -- none selected --				
2/9/2006 Thursday	North High School	Sick	Custom	<input type="checkbox"/>
				Starting at: 9 AM : 45 Ending at: 11 AM : 45
Budget Code: -- none selected --				
2/9/2006 Thursday	Main Street Elementary School	Sick	Custom	<input type="checkbox"/>
				Starting at: 12 PM : 15 Ending at: 3 PM : 00
Budget Code: -- none selected --				
2/10/2006 Friday	East Elementary School	Sick	Custom	<input type="checkbox"/>
				Starting at: 7 AM : 00 Ending at: 11 AM : 15
Budget Code: -- none selected --				
2/10/2006 Friday	Olson Elementary School	Sick	Custom	<input type="checkbox"/>
				Starting at: 11 AM : 45 Ending at: 3 PM : 00
Budget Code: -- none selected --				

Notes: (Maximum length is 255 characters.)

School Default Information  
Not used for multi-location Employees.

Save Save & Assign Cancel

## Iterate Employee Absence Verification Screen

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

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

**Modify Absence**  
Create a new absence. Create another absence for this employee.

Confirmation #: 0679021

Employee: William Bollenbach

Created on: Feb 8 2006 1:33:41 PM

Last Update: Feb 8 2006 1:33:42 PM

Status: Unfilled

Reconciled: No [Reconcile](#)

Substitute Required: Yes

[Assign Sub](#)

[Edit/Cancel](#)

[Split](#)

Approval Status: Unapproved

Last Approval Action: [View List](#)

Approval Comments: [Show/Hide Comments](#)

[Approve](#) [Deny All](#) [Deny Part](#)

Date	School	Absence Reason	Absence Type	Start - End
02/09/2006 Thursday	East Elementary School	Sick	Custom	7:30 AM-9:15 AM
02/09/2006 Thursday	North High School	Sick	Custom	9:45 AM-11:45 AM
02/09/2006 Thursday	Main Street Elementary School	Sick	Custom	12:15 PM-3:00 PM
02/10/2006 Friday	East Elementary School	Sick	Custom	7:00 AM-11:15 AM
02/10/2006 Friday	Olson Elementary School	Sick	Custom	11:45 AM-3:00 PM

Notes:

## Modify Absence Screen

\* Indicates functions that might not be used by your school

## The Employee Side of Approvals

A school district may require administrative approval for certain absence reasons, such as personal days and professional development. The absence status will show you if approval is needed after you create the absence. Aesop also handles absences requiring multiple approvers.

**Good afternoon, Jason Herr**

**Messages**  
Posted: 12/2/2008

Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!

---

**Currently Scheduled Absences for the next 14 days**

Date	School	Absence Reason	Start Time	End Time	Duration
<b>STATUS: UnFilled</b> CONF# 29492706 , Starting: 12/3/2008					
12/3/2008	Omega Elementary	Professional	7:55 AM	3:15 PM	Full Day
<b>STATUS: UnFilled</b> CONF# 29553442 , Starting: 12/5/2008					
12/5/2008		Professional	7:55 AM	3:15 PM	Full Day

---

**Status of Future Absences that Require Approval**

CONF#	Absence Start	Absence End	# of Absence Status days	Last Approver	Last Approval Action
29492706	12/03/2008	12/03/2008	1	Partially Approved Bill Approver	Dec 2 2008 2:11:26 PM
29553442	12/05/2008	12/05/2008	1	Unapproved	

The employee creates an absence that needs approval.

The administrator approves or denies the absence.

The employee can check the status of the absence on the Web site or via phone.

Aesop can send the employee an e-mail when the absence is approved or partially approved.

This email is to notify you that the absence Confirmation #29492706 has been Partially Approved by Bill Approver.

The following are the details of the job:

```
*****
Job Summary
*****
Starting on           : 12/03/2008
School               : Omega Elementary
Title                : Math
Teacher              : Herr, Jason
Substitute            : not assigned yet
Confirmation No.      : 29492706      This absence
needs a substitute.
```

```
*****
Job Days
*****
School / Reason      Date
From    To
-----
Omega Elementary     12/03/08
7:55AM  3:15PM
Reason: Professional
```

\* Indicates functions that might not be used by your school



Once the absence is approved or denied by the next approver, that status appears to the employee on their Web page and a notification comes through e-mail.

Status of approvals

Tuesday, December 2 2008

Good afternoon, Jason Herr

Messages

Posted:12/2/2008

Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!

Currently Scheduled Absences for the next 14 days

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008					
12/3/2008	Omega Elementary	Professional	7:55 AM	3:15 PM	Full Day

Status of Future Absences that Require Approval

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
29492706	12/03/2008	12/03/2008	1	Approved	Assistant Superintendent	Dec 2 2008 2:21:18 PM
29553442	12/05/2008	12/05/2008	1	Denied	Bill Approver	Dec 2 2008 2:28:00 PM

This email is to notify you that the absence Confirmation #29492706 has been Approved by Assistant Superintendent.

The following are the details of the job:

\*\*\*\*\*  
Job Summary  
\*\*\*\*\*

Starting on : 12/03/2008  
School : Omega Elementary  
Title : Math  
Teacher : Herr, Jason  
Substitute : not assigned yet  
Confirmation No. : 29492706 This absence needs a substitute.

\*\*\*\*\*  
Job Days  
\*\*\*\*\*

School / Reason	Date
From To	
Omega Elementary	12/03/08
7:55AM 3:15PM	
Reason: Professional	

This email is to notify you that the absence Confirmation #29553442 has been Denied by Bill Approver.

The following are the details of the job:

\*\*\*\*\*  
Job Summary  
\*\*\*\*\*

Starting on : 12/05/2008  
School : Omega Elementary  
Title : Math  
Teacher : Herr, Jason  
Substitute : not assigned yet  
Confirmation No. : 29553442 This absence needs a substitute.

\*\*\*\*\*  
Job Days  
\*\*\*\*\*

School / Reason	Date
From To	
Omega Elementary	12/05/08
7:55AM 3:15PM	
Reason: Professional	

Some districts may HOLD absences requiring approval until they have been approved.

\* Indicates functions that might not be used by your school

# Absence Feedback - Employee page

Click to leave feedback about the substitute's performance

Click to View Substitute Feedback on your absence

Absences awaiting your Feedback				
CONF#	Substitute	Start Date	End Date	
<a href="#">26054090</a>	Test Substitute	3/12/2009	3/12/2009	<a href="#">Leave Feedback</a>
<a href="#">26054092</a>	Test Substitute	3/13/2009	3/13/2009	<a href="#">Leave Feedback</a>

Click to leave feedback

Feedback about Substitute Performance Survey. An employee can Rate the Substitute's performance and give feedback by answering a series of questions. There are default questions and then these can be customized by the Web Navigator user.

Navigation > Home > Feedback | Logout

Tuesday, March 17

[Return to Home](#)

Feedback about Substitute Performance

CONF#	Substitute	Start Date	End Date
<a href="#">26054320</a>	Test Substitute	3/16/2009	3/16/2009

Select an overall score that represents how you think the substitute performed his/her duties.

☐ ★★★★★ (Outstanding)  
☐ ★★★★☆ (Better than average)  
☐ ★★★☆☆ (No complaints)  
☐ ★★☆☆☆ (Lacking)  
☐ ★☆☆☆☆ (Never again)

Please Answer the following questions:  
(Questions marked with an \* are required)

Was all classroom work collected?

Was the room left as neat and clean as it was found?

Was classroom work explained satisfactorily?

Did students report that they were treated fairly and consistently?

Were any disciplinary issues reported?

General Notes/Comments

Save Cancel

\* Indicates functions that might not be used by your school

**Feedback about Substitute Performance**

CONF#	Substitute	Start Date	End Date
<a href="#">26054090</a>	Test Substitute	3/12/2009	3/12/2009

Select an overall score that represents how you think the substitute performed his/her duties.

☐ ★★★★★ (Outstanding)  
☒ ★★★★☆ (Better than average)  
☐ ★★★☆☆ (No complaints)  
☐ ★★☆☆☆ (Lacking)  
☐ ★☆☆☆☆ (Never again)

**Please Answer the following questions:**  
(Questions marked with an \* are required)

Was all classroom work collected?	yes
Was the room left as neat and clean as it was found?	better than I had left it
Was classroom work explained satisfactorily?	generally - there were some questions from students
Did students report that they were treated fairly and consistently?	no problems
Were any disciplinary issues reported?	no
General Notes/Comments	fine

The Employee completes the rating section and Answers to questions, then click "Save"

Saved Feedback

**Feedback about Substitute Performance**

CONF#	Substitute	Start Date	End Date
<a href="#">26054090</a>	Test Substitute	3/12/2009	3/12/2009

Rating: ★★★★★

Was all classroom work collected?	yes
Was classroom work explained satisfactorily?	generally - there were some questions from students
Were any disciplinary issues reported?	no
Was the room left as neat and clean as it was found?	better than I had left it
Did students report that they were treated fairly and consistently?	no problems
General Notes/Comments	fine

**\*\*note – The employee cannot change the feedback once it is saved.**

\* Indicates functions that might not be used by your school

## Phone Services

When creating an absence on the phone, you can follow the instructions in the **Aesop Phone Guide for Employees**, with a couple exceptions:

- 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 1-800-942-3767 and log in.
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**, because a single day absence at two schools is equal to two Absence Instances.
6. Enter the times for the first Absence Instance. If you are entering a one day absence in which you will be absent from more than one school, you may NOT enter a full day absence. You must select **Half Day AM/PM** or **Custom times**. If you select a full day absence, your absence will be recorded only at the first school selected.
7. Select the reason for the first Absence Instance. (Remember, each row can be different.)
8. Press **1** to confirm this Absence Instance.
9. Select the location of the second Absence Instance.
10. Repeat Steps 4-8.
11. Depending on your profile settings, you may receive 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 2) assign a substitute if you've already **pre-arranged** this absence with a substitute (see page 5).

\* Indicates functions that might not be used by your school

## User Guides and Training Videos

### QuickStart User Guide

Print out your [Web Guide](#) and the [Phone Guide](#).

### Favorite Five Feature Guide

Covers the basics for choosing your Favorite Five substitutes.

### Basic Training Video

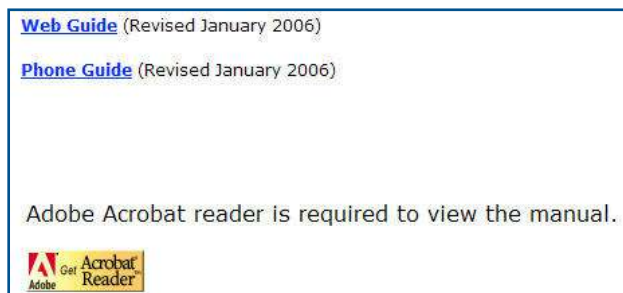
This video walks you through the Aesop welcome letter, logging on to the Aesop home page and creating an absence.

### Advanced Training Video

The advanced training video discusses Aesop's functions beyond creating absences, many of which are covered in this QuickStart Guide.

### Favorite Five Feature Video

This video explains how to select your Favorite Five substitutes to be notified by Aesop first.



\* Indicates functions that might not be used by your school