

Instructions for Creating an Aesop Vacancy

1 From your **Homepage**, click **Create Vacancy**

Aesop Automated Substitute Placement & Absence Management

Navigation > Home | Logout

Interactive Calendar August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	29	30	31	1	2	3

School Closed
In Service
Closed and In Service

Absence/Vacancy

- ▶ **Create Absence**
- ▶ **Create Vacancy**
- ▶ **Modify Absence/Vacancy**
- ▶ **Approve Absences**
- ▶ **Absence/Vacancy Files**

Preference Lists

- ▶ **Preferred Substitutes**

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Vacancy Profile

- [100Lic Reg Ed Vacancy](#)
- [115PreSch\(Don'tUse-Call ECE\)](#)
- [648Assess\(Don'tUse-callAssess\)](#)
- [651Ttl-1\(Don'tUse-Call Grants\)](#)
- [661SPED \(Don'tUse-Call ESS\)](#)
- [RANGE 16 Para Classroom, Preschool, Daycare](#)
- [RANGE 20 Para Health, Cross Cat](#)
- [RANGE 23 Clerk Gen Ed, Para EmotDist](#)
- [RANGE 24 Para Infant, KidTech](#)
- [RANGE 27 Educational Asst](#)
- [RANGE 28 Clerk Dept, Tech SchComputers](#)
- [RANGE 31 Secretary Department](#)
- [RANGE 36 Secretary Principal](#)
- [RANGE 38 Interpreter, EdSignLang](#)
- [222627 HR USE ONLY](#)

For a **LICENSED** Vacancy choose **100Lic Reg Ed Vacancy**

For a **CLASSIFIED** Vacancy choose the Range of the job being covered.

Do NOT use 115, 648, 651, 661 or 627

3. Set Dates, choose School, Set times (lunch is not removed)
THIS IS MOST IMPORTANT: YOU MUST ENTER A QUICKCODE

Creating A Vacancy: RANGE 16 Para Classroom, Preschool, Daycare

Start Date: 07/02/2013
End Date: 07/02/2013
School: Altura Elementary School
Substitute Required: Yes
Vacancy Type: Custom
Start Time: 07:30 AM
End Time: 11:15 AM

Sun Mon Tue Wed Thu Fri Sat

Create Vacancies on these days of the week within the date range specified above

Accounting Code: Delete Text & Type Quickcode Here!

Number of Vacancies: 1

Next > Cancel

If a quickcode is not entered, the substitute will be paid out of your site's extra duty account. This might result in the need for a journal entry. Avoid the extra work and be sure to enter the Quickcode in the first place.

4. Next

Create Vacancy

Start Date: 03/08/2010
End Date: 03/08/2010
School: Select a School
Substitute Required: YES
Vacancy Type: Full Day

Sun Mon Tue Wed Thu Fri Sat

Create vacancies on these days of the week within the date range specified above

Acc Code: 12345

of Vacancies: 1

Starting at: 8 AM : 20
Ending at: 4 PM : 20

Next > Cancel

4. Once the QuickCode is entered, click Next.

5. Always enter an explanation of the work the sub will be performing like "Front Desk Clerk" or "Third Grade Classroom Teacher."

Modify Vacancy

Creating a Vacancy: 101Cls Reg Ed Vacancy Save Save & Assign Cancel

Date	School	Vacancy Type	Delete
03/08/2010 Monday	Altura Elementary School	Full Day	<input type="checkbox"/>

Starting at: 8 AM : 20 Ending at: 4 PM : 20

Acc Code: 12345

Notes to substitute:
(Maximum length is 255 characters.)
255 characters left.

Front Desk Clerk

School Default Information
Not used for multi-location Vacancy Profiles.

5. In the Notes to substitute: field enter the type of job.
Example for classified: "Front Desk Clerk",
Example for Licensed, "Third Grade".

