

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*
- Check your absence reason balance
- 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.



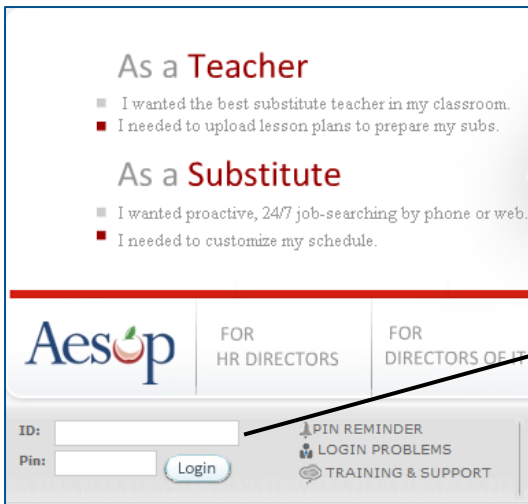
* Indicates functions that might not be used by your school

Online Services

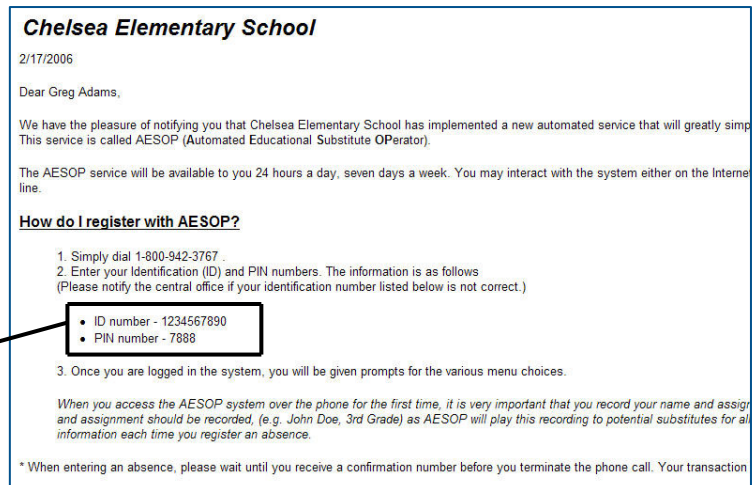
Log on to Aesop

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



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	
	6	7	8	9	10	
	14	15	16	17		
	20	21	22	23		
	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
Change Personal Information

Messages

Currently Scheduled Absences for the next 14 days

Date	School	Absence Reason	Start Time	End Time	Duration
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 of Future Absences that Require Approval

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

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

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

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.

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.

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.

Absence every Tuesday for the next six weeks.

* 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	Assign
Aschers, Sherri	(610) 724-0207	Assign
Brooks, Diane	(216) 797-2905	Assign
Build, Nathan	(610) 722-9745	Assign
Clark, Dick	(610) 993-9933	Assign
Coolie, Mary	(610) 331-1996	Assign
Crilley, James	(484) 888-2047	Assign
Doe, James	(610) 331-1996	Assign
Dozer, John	(610) 452-9898	Assign

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](#)

[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](#)

[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

Absence Reason Balances*

Click **Absence Reason Balances** on the action menu on the home page to view your current balances. Aesop will deduct from your balance on the date of the absence. (Future absences are not deducted until the absence date.)

Absence Reason Balances	
Your Absence Reason Day balances are as follows:	
Absence Reason	Current Balance
Bad Hair Day	0
Bereavement	0
Golf Day	-7
Illness	11.25
Leave of Absence	0
Personal	6

* 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

	School Closed Day
	No Substitute Needed
	Absence

* 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

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 PM					
1:00					
2:00					
3:00					
4:00					

Change Earliest Start and Latest End Times Printable Version

Change Date: February 2006

3-month calendar view

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	Chelsea 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

Calendar Key

- School Closed Day
- No Substitute Needed
- Absence

View all jobs created in the current month

* Indicates functions that might not be used by your school

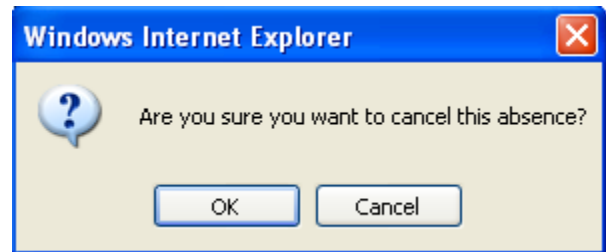
Cancel an Absence

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 ⁰⁰		CONF#: 30345673 Cancellation:	CONF#: 30347137 Cancellation:		
8 ⁰⁰					

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 ⁰⁰		CONF#: 30345673 Cancellation:			
8 ⁰⁰					

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		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

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 School Secretary ext 10 at (555) 555-5555 or email: suboffice@yourdistrict.org .

* 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: End Date: Statuses: Unapproved

Approved Denied

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
8679874	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 Crilley	No
Jeffrey Fritz	No
James Crilley	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. Upload New Files			

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 Saturday

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

[Need help? PIN Guidelines.](#)

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. <input type="text"/> <input type="button" value="Search"/>	
Substitute Name	Phone
Abrams, Chloe	(916) 353-2630
Ascher, Sherri	(610) 724-0207
Rogers, Buck	(515) 616-5156

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](#)

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
Rogers, Buck	04/25/2006	10340176	3	Main Street Elementary School	Filled
	03/30/2006	10041006	1	Main Street Elementary School	UnFilled
	03/16/2006	9802832	1	Main Street Elementary School	Canceled
Adams, Allen	03/14/2006	9803033	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 Crilley
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.

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 type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Carter, Bob (NR)	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="text"/>	<input type="text"/>	<input type="radio"/>	<input checked="" 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 type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Crilley, James (3) ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Griffey Jr, Ken (32) ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Guffy, Connie (NR)	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Hasselhoff, David (NR)	<input type="radio"/>	<input checked="" type="radio"/>	120d 0h	<input type="text"/>	<input type="text"/>	<input 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.

Thursday:	East Elementary North High School Main Street Elementary	07:30 a.m. to 09:15 a.m. 09:45 a.m. to 11:45 a.m. 12:15 p.m. to 03:00 p.m.
Friday:	East Elementary Olson Elementary	07:00 a.m. to 11:15 a.m. 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.

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

Enter the Start and End Dates

Select the days of the week

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](#)

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

Start Date	End Date	School	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					

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. 

* Indicates functions that might not be used by your school

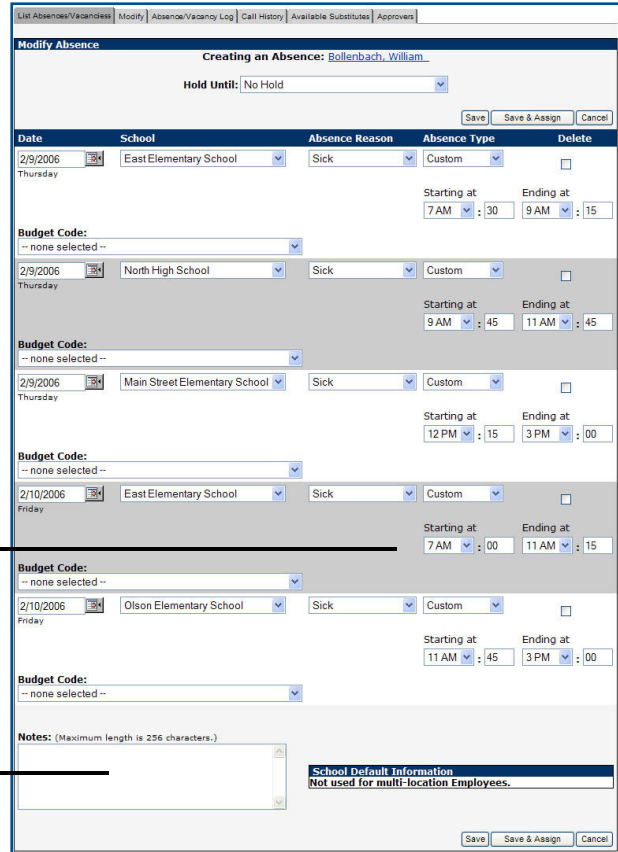
Verification Screen

Review all information and make any necessary changes.

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

Enter any Notes.

Click **Save**. 



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 --				

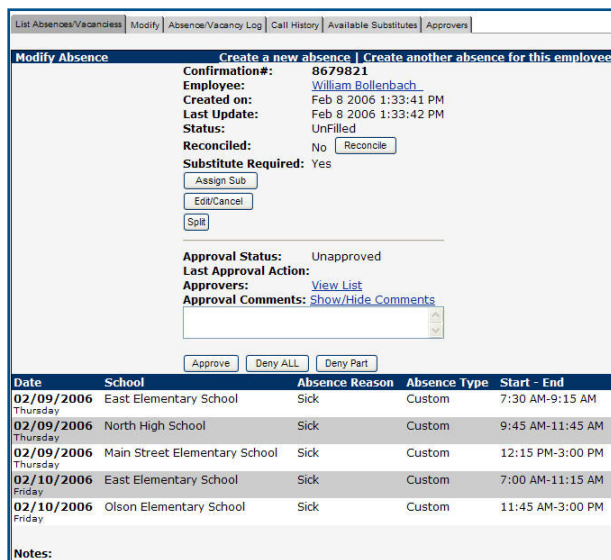
Notes: (Maximum length is 256 characters.)

School Default Information
Not used for multi-location Employees.

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.



Confirmation#: 8679821
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
Substitute Required: Yes

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

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
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008					
12/3/2008	Omega Elementary	Professional	7:55 AM	3:15 PM	Full Day
STATUS: UnFilled 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.

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

Status of approvals



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 7:55AM 3:15PM Reason: Professional	12/03/08

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 7:55AM 3:15PM Reason: Professional	12/05/08

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

CONF#	Substitute	Start Date	End Date	
26054090	Test Substitute	3/12/2009	3/12/2009	Leave Feedback
26054092	Test Substitute	3/13/2009	3/13/2009	Leave Feedback

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.

* Indicates functions that might not be used by your school

Feedback about Substitute Performance

CONF#	Substitute	Start Date	End Date
26054090	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
26054090	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.

[Web Guide](#) (Revised January 2006)
[Phone Guide](#) (Revised January 2006)

Adobe Acrobat reader is required to view the manual.



* Indicates functions that might not be used by your school