

ABSENCE REPORTING

“IMPORTANT FACTS TO REMEMBER”

(using the AESOP System)

- **Employees must follow their department/worksite protocol in addition to reporting absences in AESOP. This might require a telephone call to a supervisor, worksite secretary, department secretary, etc.**
- **Employees must report ALL absences in the AESOP system and in a TIMELY manner. The system will allow employees to report as little as a quarter of an hour. Absences need to be reported even if a substitute is not needed.**
- **The only situation not addressed in the AESOP system is the ability to request and to report extra hours worked. Therefore, a form was created specifically for this. You can request forms from the Human Resources Department. This form applies to Comp Time and Over Time hours.**
- **Many absence reasons require prior approval. Therefore, when an absence is entered using a reason that requires approval, the system will send the supervisor an email requesting that they review and approve it. Once the supervisor has either approved or denied the request, the system will then generate an email back to the employee indicating the status. An employee can log on to their website at any time and view the status of their absences.**
- **The system does not wait to begin calling substitutes on absences requiring approval. The system will begin calling as soon as the absence is entered. If the absence is denied by the supervisor, the system will generate a cancellation call to the substitute if one has already accepted the job.**
- **Absences must be reported in one of the following three options: 1) Full Day, 2) Half Day, or 3) Custom. Employees will use the “custom” option if they will be out any amount of time other than half or full day (i.e., doctor appointment that may only take 1 to 2 hours). The system allows the employee to enter the time frame they will be out.**
- **When entering an absence for less than a full day to go to the doctor, etc., the employee is required to enter a time frame they will be gone. This is obviously an “estimate” of the time the employee is expecting to be out. However, the employee may or may not use all the time requested, or possibly more time than requested. In the AESOP system, the employee does not have the ability to change the absence after it has occurred. Therefore, the employee will have to request their Program/Site Secretary or Supervisor make the change if the original amount of time entered in the system is incorrect.**
- **When reporting an absence, employees need to be sure to indicate whether or not a sub is needed. The system will default to “yes” (a sub is needed) for all Teacher and Para-Educator positions. This is an important feature to remember! If a sub is assigned the job, but not needed, we are still required to pay them. Or, if a sub is needed but not requested, a classroom will go without a Teacher or Para-Educator.**

Page 2
Absence Reporting
Important Facts to Remember
(using the AESOP System)

- **The AESOP System will provide employees with totals in each category of absence (i.e., sick leave, vacation, personal necessity, etc.)**
- **If you have an absence to enter into AESOP, and it is after-the-date, you must contact your Program/Site Secretary or the Human Resources Department staff to enter the absence for you.**