This guide will show you how to:

- Log on to the Aesop system
- View absences
- View substitute assignments
- View unfilled absences
- View available substitutes
- Assign a substitute to an absence
- Enter an absence for an employee
- Modify/Remove an absence
- Modify your School Preference List
- Understand Percent Visibility
- View call history
- View Employee Register
- Approve Employee Absence Requests
- Make voice recordings for your employees for use with the Aesop Phone System
Log on to Aesop

In your Internet browser address bar enter: www.aesopeducation.com and click Go button.

Enter your school's ID and Pin numbers or your Campus User ID and Pin. These would have been given to you by the Aesop administrator at your district.

Home Page

Interactive Calendar
Absence section
Preferred Subs
Reports section
Miscellaneous section

Messages section
Contact Info

*Indicates functions that might not be used by your school
Messages section

Any messages from the district office will appear in the Messages section.

Contact Info

If you have any questions regarding Aesop please contact this individual.

Interactive Calendar

Aesop will display both Closed and In-Service Days for your school district.

Closed - absences entered on these dates will be automatically deleted.

In-Service - absence entered on these dates will be automatically marked as “Sub Not Needed.”

Miscellaneous Section

You can Change your PIN, have access to all User Guides and the Interactive Help feature.
Absence Section

Creating an Absence

You have the ability to create absences on behalf of your employees.

Click Create Absence link.

1. Select the Employee

From the alpha-grouping click on the letter of the employee’s last name or use the Search box.

Click the name of the employee.
2. Entering an absence

**Screen One**
1. Enter Start Date
2. Enter End Date
3. Choose Absence Reason Type
4. Choose if a substitute is required
5. Specify Start and End times for the absence (if available)
6. Select a Budget Code for the duration of the absence
7. Click the **Next** button

**Single Day Absence.** Enter the Start & End dates; you can disregard the Days of Week boxes.

**Long Term Absence.** Enter the Start & End dates and leave all days checked.

**Recurring Absence.** Enter the Start & End dates and click the Day(s) of Week boxes. Example above: every Tuesday for the next six weeks.

**Screen Two**
1. Review Hold Until option
2. Verify all absence information
3. **Notes to Substitute** section: notes for the substitute from the employee
4. **Notes to Administrator** section: notes viewable only by the principal from the employee
5. **Administrator’s Notes** section: private notes from the administrator regarding this absence
6. Finalize absence
   1. Save – Aesop will find a substitute
   2. Save & Assign – you will assign a sub with whom you have **pre-arranged** the absence.

Absence Creation Screen One
Absence Creation Screen Two. Single Day Absence shown.
3. Assign a Sub to an Absence*

* Find the substitute you wish to assign and click the Assign link

If you cannot find the pre-arranged sub’s name:

* Click the View All button
* Aesop will display why the sub is unavailable or not qualified
* You can override the system by clicking the Assign link

Aesop will not contact a sub if you assign them to the absence. The sub’s phone number is conveniently listed after their name.
4. Confirmation Number

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

Aesop will display the Day of Week.

5. Attaching a file

You can attach a file to the absence for the substitute to review. You can attach a Word document or a PDF file.

Click the Upload New link.

In the Upload Files dialog box select the File using the Browse feature and then assign a Description.

Click the Upload button to load the file.
Modify An Absence*

Modify an Absence allows you to assign a sub, delete the absence partially or completely, or change any absence information.

You can search for the absence either by date or enter the Conf#.
Click the **Edit/ Delete(Cancel)** button.

**Remove Sub** – removes sub from the entire absence. You can select the user who is requesting the sub be removed: Navigator User, School, Substitute, or Employee. You can also select to allow the sub to still see this job, to be notified of the removal, and to see other jobs on this date.

**Delete Absence Request** – deletes the entire absence request

**Approval Status** – approve or deny this absence [Chapter 12]

**Add Day(s)** – add additional days to this absence

**Absence Information** – you can change any information regarding this absence request

**Delete box** – this will remove a single day from the absence request

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**Adding additional Days**

1. Enter the number of additional days in the **Add Day(s)** box
2. Click the **Add Day(s)** button
3. Adjust any **Absence Information** when the additional dates appear
4. Click **Save**

**Update Absence Details**

1. Adjust any **Absence Information** as needed
2. Click **Save**
Remove Substitute from the entire job

1. Check Boxes
   - Do you want the sub to still see this job after they are removed?
   - Do you want Aesop to notify this sub they are being removed?
   - Do you want the sub to see other jobs on this date after they are removed?
2. Select the user who is requesting the sub removal
3. Click “Remove Sub”
4. When the Windows verification dialog box appears click OK

Remove Substitute from one day of a multiple day absence

You will need to split the absence and then remove the substitute from the job. Please see the Absence Split section below.

Assign Substitute to job*

1. Click the Assign Sub button
2. Click the alpha-grouping or type in the last name of the sub
3. Click Assign.

If the name still does not appear

The district has not given the substitute permission to accept jobs at your school.

If you wish to leave

If you wish to leave the Assign Substitute screen please click Return to Absence Modify (Unlock). If you do not then the absence will be locked!
Absence Split*

You can split an absence one of two ways:
1. Split Individual, or
2. Split At

To split an absence:

1. From the Absence Modify screen click Split.
2. **Split Individual** separates specific day(s) from the original absence. Click all that apply, OR
3. **Split at** separates days beginning from this point forward.
4. Click the Split button to execute the action.
5. Aesop will create a new confirmation number.

Absence Log

View all activity for a particular absence.

Research who created the absence, who modified it, and when. Everything that has happened to an absence over time is detailed here.

Please note that the substitute will be notified that the absence was split. The substitute will also be notified if they have been removed from an absence if you have configured your settings accordingly.
Reconcile Absences*

You have the ability to reconcile absences as a group rather than reconciling per confirmation number.

Press the SUBMIT button

Enter the Date Range

Aesop indicates the number of absences already reconciled and those not. Click on the number to view the absences.

Employee Name and Confirmation number

Substitute Name

Current Status

Reconcile / No Action radio buttons

Edit allows you to change the absence information

Apply Changes or Undo Changes

See page 13 for details on how to reconcile only certain days of a multiple day absence.
Absence Reconciliation* - one day at a time

The screen below shows us this absence (see page 12) in EDIT mode. Any of the days of this absence can be reconciled by clicking on the ‘U’ circle corresponding with the appropriate absence day. Once the ‘U’ circle is clicked, it will turn to a green ‘R’.

After you choose the day or days you want to reconcile, remember to click the SAVE button.

If you return to the Reconcile Absence screen and run the date range for the dates of our absence, we’ll see two of the days are reconciled and the other two days remain not reconciled.
Absence/Vacancy Files*

You have the ability to upload files that will be automatically attach to every absence created at your school. You may want to include parking information or anything pertinent to your building.

Click on the Upload New Files link.

1. Using the Browse button search for your file.
2. Type in a brief description
3. Select the Active From and To dates
4. Click Upload

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

Preferred Substitutes*

Depending on your districts decision each School may have their own preferred sub list. These individuals will be called first.

To add a new substitute:

1. Click the Add New Substitutes link
2. Click on the alphabet letter representing the desired substitute’s last name (or enter substitute’s last name into the “Search” box and click the Search button)
3. Click the “On List” box to select the substitute
4. Select either Exclude or Include
5. Enter days and hours if you wish to override the default visibility (optional)
6. Click the Apply Changes button to save*
7. Repeat Steps 2-6 for additional substitutes
8. Click the View Current Substitutes link to view your list

*If you do not wish to save the changes click the Cancel button.

The preferred substitute list will either be set up with job visibility in days and hours, like that shown below (subs on this list will have access to jobs 7 days and 0 hours in advance) or your district may have this set up with “Percent Visibility”. The concept of “Percent Visibility” is designed to allow substitutes to have access to available assignments at a certain point in time, based on the lead time of the absence.
What is the concept of “Percent Visibility” *?

Your list of preferred substitutes will either begin to have access to assignments at your school a certain number of days in advance of the job beginning, or they will begin to have access to jobs for a certain percentage of the “lead time” of the absence, depending on the method that is utilized at your district.

1. **Best Match** – Employee’s preferred or “favorite five” substitute.
2. **Second Best Match** – School’s Preferred substitute.
3. **Finally** – District Level (non-preferred substitute)

**Lead Time** is a key concept when dealing with this feature. Lead time is calculated as the time difference between when the absence is entered and the time that the absence starts.

*Example:* “Ellen” the employee creates an absence at 4:00 p.m. on January 3rd, and her absence starts at 8:00 a.m. on January 4th. This gives the system exactly 16 hours and 0 minutes of lead time.

1. Ellen’s list of favorite or preferred subs would have visibility for 100% of the lead time. The employee’s preferred sub would have access to the job beginning at 4:00 p.m. on Jan 3.
2. In our example, the school’s favorite subs have been configured to see the jobs for only 75% of the lead time. 75% of 16 hours is 12 hours. School’s preferred subs would begin to have access to the job at 8:00 p.m., 12 hours before the absence starts.
3. District preferred subs have been configured to have access to the job for 65% of the lead time. In this case, they would begin to see the job 10 hours and 24 minutes before it starts, or at 9:36 p.m.

*The percentage calculations are all determined by your district’s Aesop administrator. For specific information on how your district is setup, please contact your local Aesop contact.*
Reports Section

We will briefly review a few of the most commonly used reports.

Report Writer Reports*

Custom reports are created at the district level and accessible at the principal level.

Find the report you wish to run and click the Run with new filters link.

Edit the Filter(s) and then click Run.

You can now choose your Output Type. HTML displays the report as if you were viewing a Web site. Excel Compatible (csv) allows you to export the report into Excel for further data manipulation.

You also have the option for Aesop to e-mail you the results by entering your e-mail address and clicking the checkbox.

Click Run.
Daily Report

Most widely used report within Aesop. The Daily Report lists all absence information.

Unfilled – absences requiring subs but currently do not have one

Filled – absences requiring subs and currently are filled

Sub Not Needed – absences that do not require sub replacement

Day of Week Absence Analysis

Breaks absences down by day, absence reason and employee. Maximum date range 365 days.
Absence Summary Report

Monthly calendar. Weekly totals at the bottom of report.

Absentee Report

The same information as the Daily Report except for a date range. If you run the report per school, maximum date range is 92 days. If you run the report for an individual employee maximum date range is 365 days.

Absence Approval

Approve absences via this report by clicking the Approve absences for this date range link at the beginning.
History By Date

Absentee report sorted by Substitute and totaled. Filterable by: Substitute. If you run the report per school maximum date range is 92 days. If you run the report for an individual substitute maximum date range is 365 days.

Call History Report

View all outbound phone calls from Aesop to substitutes, as well as all inbound phone calls to Aesop from substitutes. This report also displays the details of these phone calls.

Substitute Availability Report

You can review the availability of all subs for a specific date. This report also allows you to view all sub skills and whether the sub prefers to work at your school location or not.

Substitute Sign In

Use this report for your substitutes to sign in when they arrive at school.
**Substitute Exclusions**

View all substitutes you have excluded from your school.

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

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**Employee Register**

Register can be broken down by employee types. Sorted by active, inactive or both.

If a teacher forgets their Pin number you can retrieve it from this report.

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**Voice Recording Instructions**

You have the ability to voice record your employees name and title. Just follow the phone system instructions and Aesop will prompt you for the **Recording ID** (number at the far left of the name).

Format: first & last name, grade level and subject matter if applicable. Example:

- “Joe Doe 1st Grade” or “Joe Doe 8th Grade Social Studies.”
Absence Interactive

The Absence Interactive report allows the administrator to pull information and statistics from Aesop for a large date range. This report also offers a variety of ways that the data can be grouped, and also gives the user the ability to download the detailed data to an Excel spreadsheet.

Miscellaneous Section

You can Change your PIN, have access to all User Guides and the Interactive Help feature.

Change Pin

Enter your current Pin then enter the New Pin and retype it. Make sure you tell everyone who uses this Pin you have changed it.

Quick Start User Guides

You have the ability to view/print the QuickStart User guides and the phone guides. You also have access to the Aesop Employee and Substitute Training Videos.
Absence Approval Process

1. Absence is created by the employee for an absence reason which requires approval.
2. IF – there is a HOLD UNTIL APPROVED setting – then the absence WILL NOT be shown to substitutes until it has been approved.
3. The Administrator who is responsible for approving the absence will get an email.
4. Administrator logs into the website - can click to Approve one or more absences.
5. Employee can receive an email when the absence has been approved.
6. If another Level of Approval has been created the process would continue.
On the Administrator website, click on "Approve Absences"

Approval Report allows date range, view and action on all absences that have been entered for approval

Check the box on the left and click “Approve” or “Deny” - when an absence is Denied – the absence is deleted but is still visible for review.

Multiple absences can be approved or denied in this report as well.

*Indicates functions that might not be used by your school
The Web Navigator can check the status of Approvals. They can also approve the absences if they have the permission.

Click Reports
Absence
Absence Approval Status

The Web Navigator is able to view the status on all of the Approvals.

<table>
<thead>
<tr>
<th>CONF#</th>
<th>Employee</th>
<th>Absence Start</th>
<th>Absence End</th>
<th># of Absence Days</th>
<th>Absence Reasons</th>
<th>Substitute</th>
<th>Status</th>
<th>Last Approver</th>
<th>Last Approval Action</th>
</tr>
</thead>
</table>

*Indicates functions that might not be used by your school
The Employee Side of Approvals

Employee Creates an Absence that needs Approval -

The Administrator Approves or Denies the Absence

Employee can check the Status of the absence at their website

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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

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*Indicates functions that might not be used by your school
An individual Absence, needing Approval, will also contain the “Log” of the process.

Click Approval Log

Shows Approval emails sent

Shows who approved or denied the absence.
Once the absence is approved or denied by the next approver, that status appears to the employee in their webpage and email.

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