

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
- Track your absence history
- Select your preferred substitutes
- Create an absence as an itinerant employee
- Create an absence over the phone
- Access user guides and training videos



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 one year in advance. As soon as you register an absence, Aesop starts finding a qualified, available substitute for you.

Manage your schedule

With Aesop you can track how many absences you have taken and see absences you have already scheduled in the future. You can also track the types of absences you have on record, 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.



Online Services

Log on to Aesop

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



Aesop Login Page

Home Page

Interactive Calendar

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	29	30	1	2

Good Morning , Portland Public Employee

Messages
Posted: 6/17/2011
Welcome! Click [HERE](#) to view the Aesop QuickStart Guide specifically for Portland Public Schools.

Currently Scheduled Absences for the Next 14 Days

Date	School	Absence Reason	Start Time	End Time	Absence Type
6/22/2011	CONF# 69045882	Starting: 6/22/2011, Substitute: Public Substitute, Portland			
6/22/2011	Abernethy	FAMILY ILLNESS	8:15 AM	3:15 PM	Full Day
6/24/2011		FAMILY ILLNESS	8:15 AM	12:00 PM	Half Day AM
7/1/2011		FAMILY ILLNESS	11:30 AM	3:15 PM	Half Day PM
6/23/2011	CONF# 69046267	Starting: 6/23/2011, Substitute: Public Substitute, Portland			
6/23/2011		PROFESSIONAL DEVELOP	8:15 AM	3:15 PM	Full Day

Questions
For assistance with the system contact your Aesop Administrator **The Substitute Office**, at (503) 916-3330 or ppssub@pps.k12.or.us.

Action Menu

- Create an Absence
- Absence Reason Balances
- View My Schedule
- Absence Files
- Change Pin
- Change Personal Information
- Absence History
- Preferred Substitutes

Training Materials

- Quick Start User Guide
- Basic Training Video
- Advanced Training Video
- Favorite Five Feature Guide
- Favorite Five Feature Video

Personal Information

Change Personal Information
Email
Phone: (503) 555-5555
[Change Personal Information](#)

Home Page



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. Specify the Start/End Times, AM Only, PM Only, or Full Day as applicable
6. 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 Monday for the next five 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. The example above shows how to create an absence for every Monday from 5/10/2010 to 6/18/2010.

*Note: Only a single substitute can be assigned to a recurring absence created under one confirmation number. Substitutes can only accept the entire confirmation number and all absences contained within.

- 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.

Save Save & Assign Cancel

WARNING! Clicking the "save and assign" button indicates that you have PREARRANGED with the substitute that you are going to assign on the next page.

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 does not contact subs to notify them if they have been assigned to an absence!

Name	Assign
Aikman, Troy ★★★★★ Phone: 9995559999	Assign
Ann, Raggedy ★★★★★ Phone: 9995559999	Assign
Beaver, Eager (no rating) Phone: 3025550509	Assign
Bird, Big ★★★★★ Phone: 9995559999	Assign
Bush, Barbara (no rating) Phone: 9995559999	Assign

Assigning substitute

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 to the absence for the substitute to view, click the **Upload New** link once you have finished creating your absence.

Successfully Created Absence

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.

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

Upload Files

File:

Description:

[More](#)

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

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:

Upload Files dialog box

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.

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. You typically see “Closed” days during national holidays.
- **No Substitute Needed** – if you normally need a substitute, Aesop will not find one on this date. This option is most often seen in conjunction with Professional Development days or In-Service days.
- **Absence** – you have created an absence on this date

Interactive Calendar						
December 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 20px; height: 10px; background-color: #f08080; border: 1px solid #ccc;"></div> School Closed Day </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="width: 20px; height: 10px; background-color: #ffff00; border: 1px solid #ccc;"></div> In-Service Day </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="width: 20px; height: 10px; background-color: #4169e1; border: 1px solid #ccc;"></div> Absence </div>						

Use the calendar arrows to select different months

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 12/21/2009 - 12/25/2009

Create an Absence

	Monday, Dec 21	Tuesday, Dec 22	Wednesday, Dec 23	Thursday, Dec 24	Friday, Dec 25
7:00 AM		School In-Service		School Closed Winter Break	School Closed Winter Break
8:00 AM			CONF#: 13440600		
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					

Change Date: December 2009 Go

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	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	29	30
31	1	2	3	4	5	6

February 2010

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	1	2	3	4	5	6

Calendar Key

- School Closed Day
- In-Service Day
- Absence

Change Earliest Start and Latest End Times Printable Version

Currently Scheduled Absences for the selected month


Date	School	Absence Reason	Start Time	End Time	Absence Type
STATUS: Filled CONF# 40431891 , Starting: 12/9/2009, Substitute: Ann, Raggedy					
12/9/2009	Killy Court High School - No Nuts	Personal MYOB	8:00 AM	3:30 PM	Full Day
12/11/2009		Personal MYOB	8:00 AM	3:30 PM	Full Day
12/15/2009		Personal MYOB	8:00 AM	3:30 PM	Full Day
12/16/2009		Personal MYOB	8:00 AM	3:30 PM	Full Day
STATUS: Filled CONF# 40507608 , Starting: 12/14/2009, Substitute: Claus, Santa					
12/14/2009		Sick Family	8:00 AM	3:30 PM	Full Day

View all jobs created in the current month

3-month calendar view

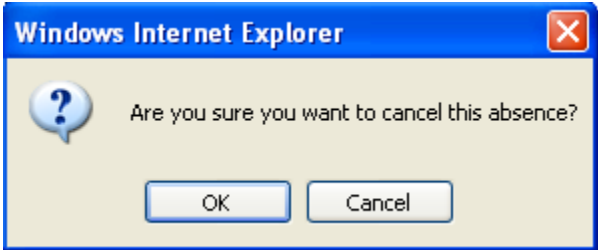
Cancel an Absence

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

Go to Current Week					
Week View from 1/11/2010 - 1/15/2010					
Create an Absence					
	Monday, Jan 11	Tuesday, Jan 12	Wednesday, Jan 13	Thursday, Jan 14	Friday, Jan 15
7:00 AM					
8:00 AM	CONF#: 43440612 Cancellation: 				

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 1/11/2010 - 1/15/2010					
Create an Absence					
	Monday, Jan 11	Tuesday, Jan 12	Wednesday, Jan 13	Thursday, Jan 14	Friday, Jan 15
7:00 AM					
8:00 AM					

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

Other Home Page Features

Messages

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

Messages

Posted: 6/17/2011

Welcome! Click [HERE](#) to view the Aesop QuickStart Guide specifically for Portland Public Schools.

Currently Scheduled Absences for the next 14 days					
Date	School	Absence Reason	Start Time	End Time	Absence Type
STATUS: Filled CONF# 43466411, Starting: 1/4/2010, Substitute: Derby, Brown					
1/4/2010	Killy Court High School - No Nuts	Sick	8:00 AM	12:00 PM	Half Day AM
STATUS: Filled CONF# 43466413, Starting: 1/7/2010, Substitute: Johnson, Lady Bird					
1/7/2010		Professional Dev.	8:00 AM	3:30 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.

Questions

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

Questions

For assistance with the system contact your Aesop Administrator **The Substitute Office**, at (503) 916-3330 or ppssub@pps.k12.or.us.

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			
File	Description	Active From	Active To
No records found. Upload New Files			

Upload Files

File	C:\Documents and Settings\ [User] \ [Folder] \ [File].docx <input type="button" value="Browse..."/>
Description	<input type="text" value="Emerg. Lesson Plans"/>
Active From	<input type="text" value="12/01/2009"/>
Active To	<input type="text" value="02/28/2010"/>

[More](#)

Files must be .doc, .docx, or .pdf and less than 250KB.

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

Absence/Vacancy Files			
File	Description	Active From	Active To
Sign In Sheet.doc	<input type="text" value="Emerg. Lesson Plans"/>	<input type="text" value="12/01/2009"/>	<input type="text" value="02/28/2010"/>
		Tuesday	Sunday



To attach a specific day's lesson plans, see the **Attach a File*** section.

Change PIN

You can change your PIN at any time.

Change your PIN

Current PIN

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

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.

Brad Francis Absence History for the last 366 days and the next 90 days.					
Substitute Name	Start Date	CONF#	Days	School	Status
Johnson, Lady Bird	02/24/2010	43279577	1	Killy Court High School - No Nuts	UnFilled
Derby, Brown	01/07/2010	43466413	1	Killy Court High School - No Nuts	Filled
Derby, Brown	01/04/2010	43466411	0.5	Killy Court High School - No Nuts	Filled
	12/23/2009	43440600	1	Killy Court High School - No Nuts	UnFilled

Change Personal Information

You can edit your phone number and email. You may need to contact your district about any changes; review your district’s policies for details.

Change Personal Information

Internal ID 883958

School(s) Killy Court High School - No Nuts

First Name Brad

Middle Name

Last Name Francis

Title Middle English

Phone (999) 222-0054

E-Mail 12monkeys@aesoponline.com

Room # Main Office

Start Time 8:00 AM

1st Half End Time 12:00 PM

2nd Half Start Time 12:00 PM

End Time 3:30 PM

Address

Address 1

Address 2

Address 3

Address 4

City

State/Province

Zip

[Edit Info](#)

Preferred Substitutes

You probably have a list subs who you prefer. You can create a list of these substitutes who Aesop will contact first, and may even hold the absence for a period of time for these subs, when you create an absence. If they are set and ranked as “Favorite Five” they can receive an email and a call during the first evening after absence creation

Some qualifying points to this:

- Sub must be available for the time (no other job)
- Sub cannot have a Non-Work Day
- Sub must meet any Qualifying Skills the district has set
- Aesop may make the absence available to a larger group of subs right when the absence is entered depending on district settings for absences created close to their start time.

** Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be able available for an absence.

To add a substitute:

1. Click the [Preferred Substitutes](#) link
2. Click the [Add New Substitutes](#) link

Employee: Brad Francis
Preferred Substitutes

To select Preferred Substitutes you must click "Add New Substitutes" and check the box to the left of their name. To give the substitutes "Favorite 5" status, you must use the "Favorite 5" radio buttons to select and rank them. Pending availability and qualification, these substitutes will receive instant notification of your absence by email (if they have an email address in the system) and/or phone. You may select up to 5 favorite substitutes to function in this manner, any additional substitutes added to your list would not receive the email.

*Your District may have applied adjustments to this process.

[Add New Substitutes](#)

Please type the first few letters.

- School Closed Day
- In-Service Day
- Absence
- ▶ [Create An Absence](#)
- ▶ [Absence Reason Balances](#)
- ▶ [View My Schedule](#)
- ▶ [Absence Approval Status](#)
- ▶ [Absence Approvers](#)
- ▶ [Leave Feedback](#)
- ▶ [View Substitutes' Experience Feedback](#)
- ▶ [Change Pin](#)
- ▶ [Change Personal Information](#)
- ▶ [Absence History](#)
- ▶ [Substitute Phone List](#)
- ▶ [Preferred Substitutes](#)
- User Guides
 - ▶ [Quick Start User Guide](#)
 - ▶ [Basic Training Video](#)
 - ▶ [Advanced Training Video](#)
 - ▶ [Favorite Five Feature Guide](#)
 - ▶ [Favorite Five Feature Video](#)

3. The list of names will appear, or you may need to click on the alphabet letter for the desired substitute's last name, or enter the substitute's last name into the "Search" box and click **Search**

4. Click the box next to the name of the substitute you wish to select in the **On List** Column.

Employee: Brad Francis
Preferred Substitutes

[View Current Substitutes](#)

Please type the first few letters.

On List	Substitute	Exclude	Include
<input type="radio"/> All <input type="radio"/> None			
<input type="checkbox"/>	Aikman, Troy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Ann, Raggedy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Beaver, Eager (no rating)	<input type="radio"/>	<input checked="" type="radio"/>

5. Select **Include**
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

“Favorite Five”

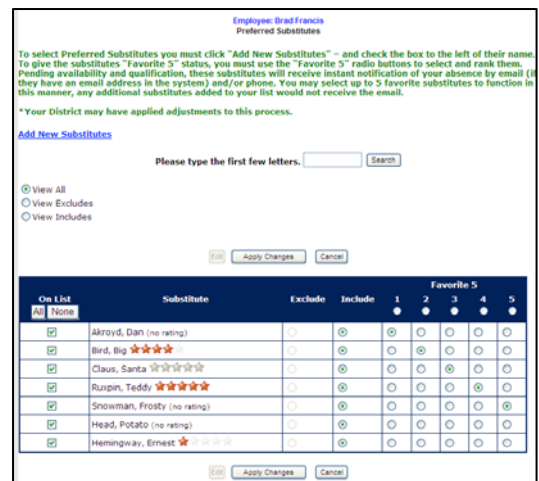
Employees who can set up a substitute preference list can also select five substitutes as their “favorites.”

Substitutes marked as favorites, and who are considered “qualified and available” (licensed appropriately for your absence ex. Advanced Math teacher the “favorite” must hold an Advanced Math endorsement) at the time the absence is created 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 nights before the absence.

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 on the previous page).
2. On the preferred substitute page, click **Edit**.
3. Choose your “favorite five” by clicking on the radio buttons in the last 5 columns to rank the subs in the order you want them to be listed.
NOTE: Aesop will call these subs in this order, but email notifications to these subs will be simultaneous. The job will also be able to be viewed by all of your Favorite Five AND any other preferred subs that you have selected at the same time.



On List	Substitute	Exclude	Include	Favorite 5					
				1	2	3	4	5	
<input checked="" type="checkbox"/>	Akroyd, Dan (no rating)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Bird, Big ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Claus, Santa ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Ruxpin, Teddy ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Snowman, Frosty (no rating)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Head, Potato (no rating)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Hemingway, Ernest ★★★★★	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After you enter an absence, Aesop will send an email immediately to all five of your favorite substitutes who are available. They will also receive a phone call during the first available evening calling period depending upon their call settings and/or response to previous calls.

You can choose to have 1 to 5 favorite subs. Example – 5 preferred subs and only 1 has the favorite five radio button selected, the 1 favorite sub will get an immediate email and a phone call during the next call out period. All preferred subs would see the job online or hear the job over the phone at the same time. If you have 5 favorite subs ranked in order 1 to 5 they would all receive an email immediately and would get called in the rank order during the next call out period.

4. Click the **Apply Changes** button to save your selection(s) or click **Cancel** if you do not wish to save the changes.

5. Repeat Steps 2-4 to change which substitutes are listed as your favorite five or to change the order of your favorite five subs.

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.

Monday:	Eagle Trace High Massanutten Elementary Mountainside Middle School	07:30 a.m. to 09:15 a.m. 09:45 a.m. to 11:45 a.m. 12:15 p.m. to 03:35 p.m.
Tuesday:	Eagle Trace High Massanutten Elementary	09:45 a.m. to 11:45 a.m. 12:15 p.m. to 03:35 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

Enter the Start and End Dates

Select the days of the week

Leave the Absence Type as Full Day

Click **Next**

Iterate Employee Absence Screen One

Enter the absence information according to the schedule.

Creating an Absence: Francis, Brad

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required	Substitute Absence Type
09/13/2010	09/14/2010	Eagle Trace High	Illness > Sick	YES	Custom
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Starting at: 7 AM : 30 Ending at: 9 AM : 15			
09/13/2010	09/14/2010	Massanutten Elementary	Illness > Sick	YES	Custom
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Starting at: 9 AM : 45 Ending at: 11 AM : 45			
09/13/2010	09/14/2010	Mountainside Middle School	Illness > Sick	YES	Custom
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Starting at: 12 PM : 15 Ending at: 3 PM : 35			

Itinerant Employee Absence Screen Two

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required	Substitute Absence Type
09/13/2010	09/14/2010	Eagle Trace High	Illness > Sick	YES	Custom
Monday Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Starting at: 7 AM : 30 Ending at: 9 AM : 15			

Both 9/13 and 9/14 are entered in the date range, because the itinerant employee goes to Eagle Trace High on both days. At this point enter 9/13's Start and End times – you will have an opportunity to adjust 9/14'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.

Verification Screen

Review all information and make any necessary changes.

*Modify the Start and End times for 9/14's absence.

Enter any Notes.

Click **Save**. 

Iterate Employee Absence Verification Screen

Modify Absence Screen

Aesop will now update the Daily Report, your Absence History and your calendar. All Secretaries/Principals at all school that you are an employee at will see ALL segments of this absence, even the segments that occur at schools that are not their own.

The substitute will see all the school locations associated with this job online and hear that this is a “multi-location” absence if they accept the job via phone.

Entering an Itinerant Absence on the Phone

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”.
- 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 because the employee in this example is an itinerant employee.

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).

