



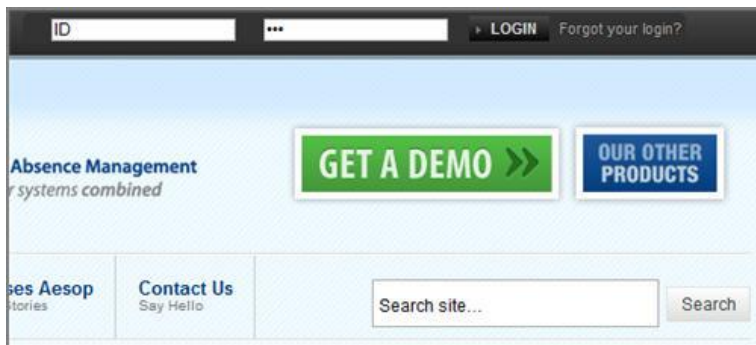
Campus User Web Guide

Introduction

This Campus User Web Guide will cover most of the features in the Aesop website. Be aware that since Aesop is a permission based system you may see some features here that your district has not given you the permission to use.

Logging In

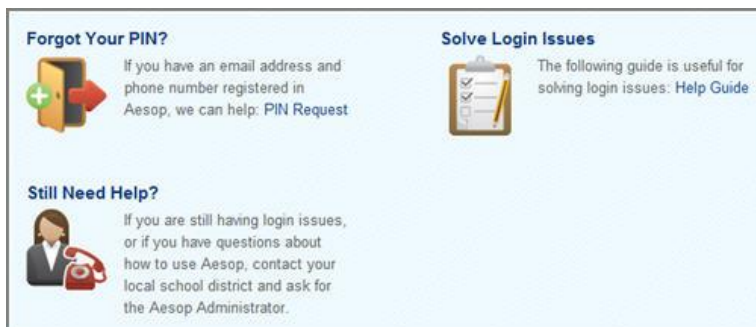
In your internet browser address bar enter **www.frontlinek12.com/Aesop** and click the **Go** button. This will take you to the login page for Aesop. At the top bar of this page you will see a place to enter your **ID** and **PIN**.



Your ID and PIN should have been provided to you by your district. Once you have entered your ID and PIN click the **Login** button.

What if I forgot my PIN?

You can click the “Forgot your login” button which will open a new page. On this page you can have a PIN reminder sent to your email address or view a document on common login issues.



Home Page

Navigation

At the very top of your home page you will see two links.

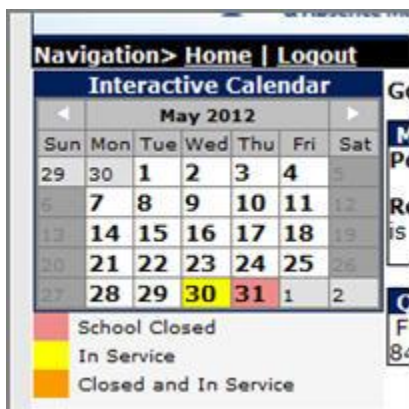


Home – Clicking the Home link from anywhere in the site will bring you back to the home page.

Logout – Click the Logout button to immediately be logged out of Aesop.

Interactive Calendar

The interactive calendar will show what the closed and service days are for your school district. **Closed days** will be in pink and **in service days** will be in yellow. You can navigate forward and backward in this calendar by using the white arrows.



Messages and Contact Info

Any messages or Web Alerts from your district will show up right on your home page. You will also see the contact info for the district's Aesop Administrator.



Main Menu

The main menu on your Aesop home page will be a list of links on the left side of the page. These links will take you to anywhere you need to go in your Aesop site. They are broken down into different sections.



Note: If your district uses VeriTime you may also see a link to access VeriTime in the main menu.

Absence/Vacancy – These links will allow you to create absences and vacancies for your school/schools. You will also be able to approve, reconcile, and edit absences from here if you have been given the permissions to do so.

Preference List – This link will take you to where you can set up a list of preferred substitutes for your school. You may not see this section if your school district has not given you the permission.

Reports – There are numerous reports that you have access to in Aesop showing you everything from absence data to absence type patterns.

Misc – Here is where you can change your PIN in Aesop as well as access the training and reference materials.

Absences and Vacancies

Creating an Absence

In most cases your employees will be creating their own absences in Aesop but there may be occasions where you as the Campus User will have to create an absence for an employee. To create an absence first click on the link on your home page **Create Absence**.



This will take you to a page where you can search for the employee you want to create and absence for.

Please choose the letter of the last name of the employee for which you would like to enter an absence:

A C I M P T W

Or Search by Last Name, Phone, or Identifier TEXT:

Chesterton

Once you have found the employee you are looking for click on their name to be taken to the create absence screen.

Screen 1

Creating an Absence: Chesterton, Ian
School: Walker Middle School

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time
06/28/2012	06/28/2012	Illness > Personal Illness	Yes	Full Day	08:00 AM	03:00 PM

Thursday Thursday

Sun Mon Tue Wed Thu Fri Sat

☐ ☒ ☒ ☒ ☒ ☐ ☐

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

Substitute Report Time: ☐ Full Day 08:00 AM 03:00 PM

Budget Code: -- None Selected --

Accounting Code: -- None Selected --

1. Enter the **Start and End Date**. Use the same date if it is just a one day absence.
2. Choose an **Absence Reason** from the drop-down box.
3. Choose if a substitute will be required. This may be predetermined for the employee.
4. Choose the **Absence Type** (Full Day/Half Day AM/Half Day PM). You may be able to enter custom times if that permission has been given to you.
5. Click the **Next** button.

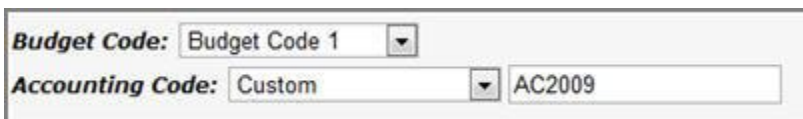
Substitute Report Time

Some districts use a feature that allows a separate report time for the substitutes. This is the time the substitutes would see when accepting the job. You can modify these times by checking the **Modify** box.

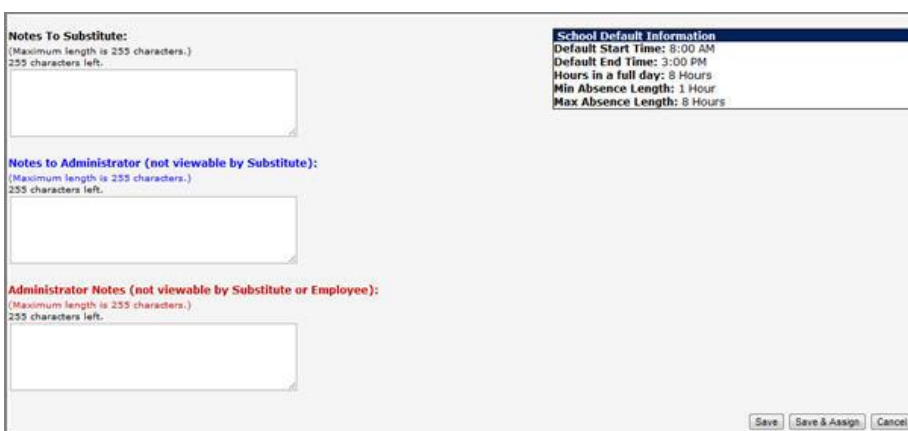


Budget/Accounting Codes

Another optional feature in Aesop is the use of Budget and Accounting Codes. If you have been given the permission to choose these you can do it on screen one of the absence creation.



Screen 2



Once you click the Next button on screen one you will be taken to a screen where you can...

1. Verify all absence information.
2. Add **Notes to Substitute**. These would be notes from the employee to the substitute.
3. Add **Notes to Administrator**. Notes from the employee to the principal. The sub cannot see these notes.

4. Add **Administrator's Notes**. Notes only viewable by the administrator and not viewable by the employee or sub.
5. Finalize absence by clicking **Save** to create the absence or **Save & Assign** to go ahead and assign a prearranged substitute.

Once the absence is created you will be taken to a summary page where you can find the assigned **confirmation number**. This is the same confirmation number the sub will see when they accept the job.

Modify Absence		
CONF#:	89433583	
Employee:	Ian Chesterton	
School:	Walker Middle School	
Created On:	8/13/2012 4:34:44 PM	
Last Update:	8/13/2012 4:38:22 PM	
Status:	UnFilled	
Reconciled:	No <input type="button" value="Reconcile"/>	
Substitute Required:	Yes	
Employee Hours Per Day:	8	
<input type="button" value="Assign Sub"/> <input type="button" value="Edit/Delete"/>		
Date	Absence Reason	Absence Type
08/14/2012 Tuesday	Illness > Personal Illness	Full Day
<i>Substitute Report Time: Full Day</i>		
Budget Code: --None Selected --		
Accounting Code: -- None Selected --		

Assign a Sub to an Absence

When creating an absence you will have the option to assign the absence to a substitute you have already prearranged. To do this click the **Save & Assign** button at the end of the absence creation process.

<input type="button" value="Save"/> <input <img="" alt="red arrow pointing to Save & Assign" type="button" value="Save & Assign"/> <input type="button" value="Cancel"/>
--

This will bring up a list of the qualified and available subs you can assign to this job. To assign the sub click the **Assign** link next to their name.

Baker, Tom Phone: (555) 555-1138 Pay Code: Regular Sub Rate Call History			Yes	No	Yes	Yes	Assign
--	--	--	------------	-----------	------------	------------	------------------------

If you do not see the name of the sub you want to assign on the list the sub may not be qualified or available or the job may not be within their visibility yet. To see a list of all subs, even those not qualified or available, click the radio button for **View All**.



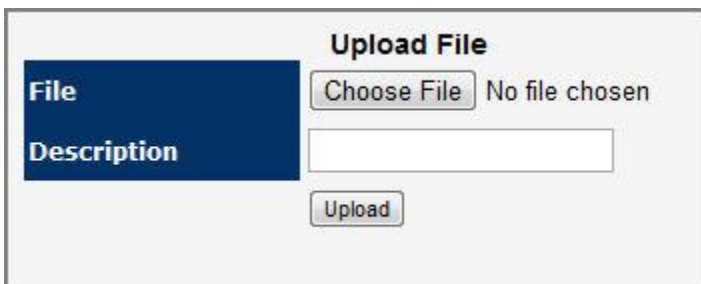
Attaching a File

Files can be attached to a saved absence. In the attachments area click the **Upload New** link. Files must be .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx and less than 600KB.



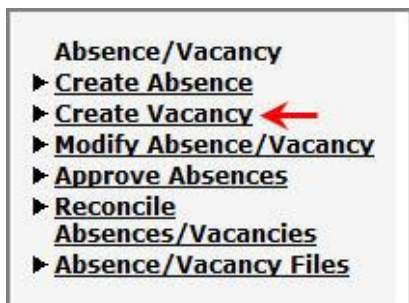
In the Upload Files dialog box select the file to upload using the **Choose File** button and then assign a description.

Click the **Upload** button to load the file.



Vacancies

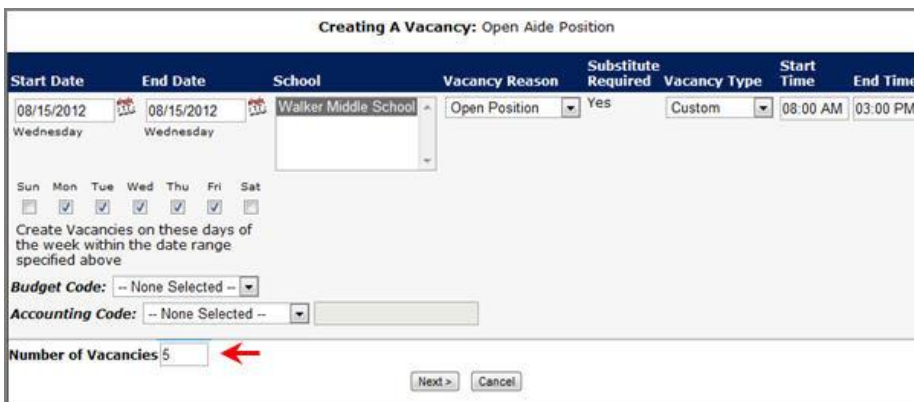
There may be times when you need a substitute in your school to fill an extra position where no employee is actually absent. For these situations you can create what is called a vacancy in Aesop. To create a vacancy click the **Create Vacancy** link on the home page.



Your district will have predetermined what Vacancy types you can use. Choose one from the list.



The process of creating a vacancy is almost identical to creating an absence. You do have the option of creating multiple identical vacancies at once if you need many of the same type of subs on the same day.



A screenshot of a web form titled "Creating A Vacancy: Open Aide Position". The form contains several fields and a table. A red arrow points to the "Number of Vacancies" field, which is set to 5.

Start Date	End Date	School	Vacancy Reason	Substitute Required	Vacancy Type	Start Time	End Time
08/15/2012 Wednesday	08/15/2012 Wednesday	Walker Middle School	Open Position	Yes	Custom	08:00 AM	03:00 PM

Below the table, there is a section for "Create Vacancies on these days of the week within the date range specified above". It includes a grid of checkboxes for the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a "Budget Code" dropdown menu.

At the bottom, there is a field for "Accounting Code" and a "Number of Vacancies" field set to 5. A red arrow points to this field.

Once you create the vacancy it will go out to subs to be filled just like an absence would.

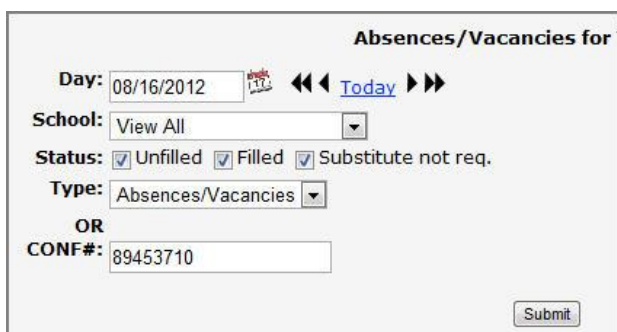
Modify an Absence or Vacancy

Once an absence is created you may, depending on the permissions given by your district, have the ability to edit details of the absence or even delete the absence completely.

To modify an existing absence click the **Modify Absence/Vacancy** link on the home page.

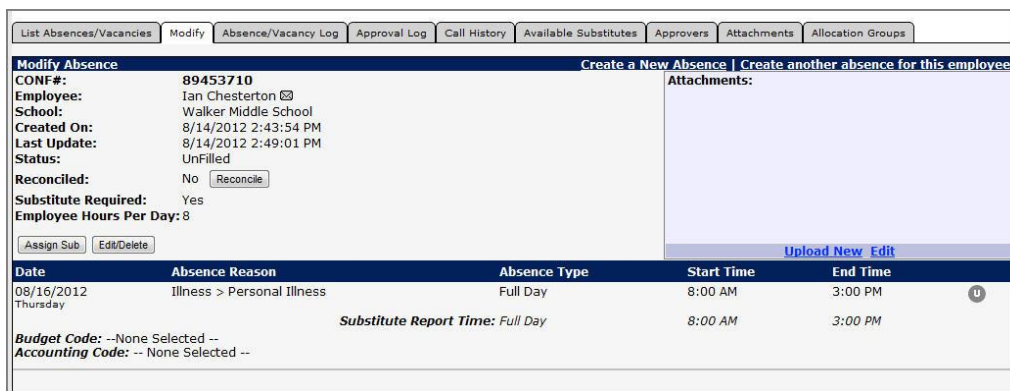


This will open a page where you can search for an absence by date, school, status, type, or confirmation number. Click the Submit button to search.



A screenshot of a search form titled 'Absences/Vacancies for'. The form includes fields for 'Day' (08/16/2012), 'School' (View All), 'Status' (Unfilled, Filled, Substitute not req.), 'Type' (Absences/Vacancies), and 'CONF#' (89453710). There is a 'Submit' button at the bottom right.

Once you search Aesop will give you a list of matching absences or take you straight to the absence if there was only one match. Click the confirmation number of the absence you want to edit in the list of matches. You will be taken to the absence Modify page.

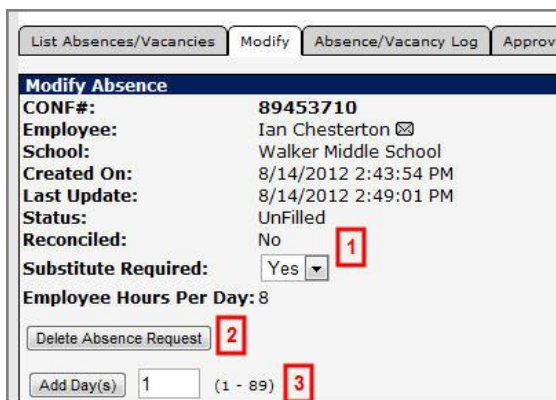


A screenshot of the 'Modify Absence' page. The page shows details for an absence with CONF# 89453710, Employee Ian Chesterton, School Walker Middle School, and Status Unfilled. It includes a table for the absence details and a section for attachments.

Date	Absence Reason	Absence Type	Start Time	End Time
08/16/2012 Thursday	Illness > Personal Illness	Full Day	8:00 AM	3:00 PM
Substitute Report Time: Full Day			8:00 AM	3:00 PM

Budget Code: --None Selected --
Accounting Code: -- None Selected --

On the modify page you will see a few buttons like **Reconcile** (more on that later), **Assign Sub**, and **Edit/Delete**. The Assign Sub button will take you to the assign sub page we covered earlier where you can choose the sub you want to assign to the absence. The Edit/Delete button will open the absence into “edit mode”.

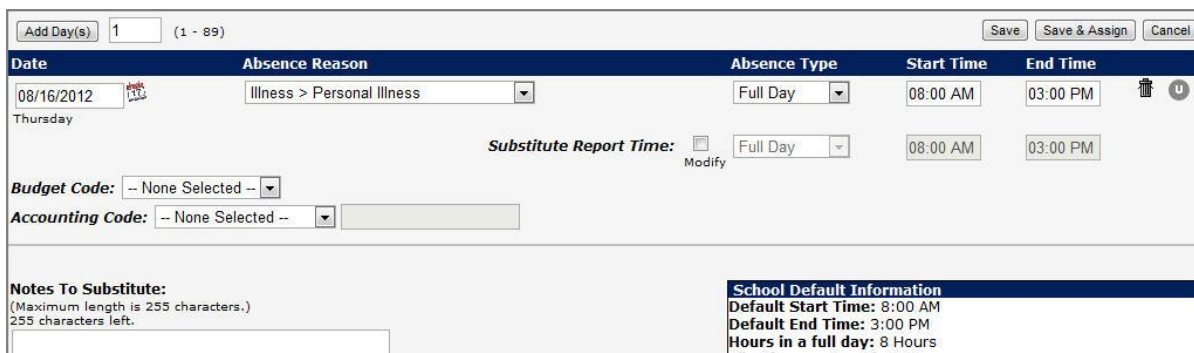


1. **Substitute Required** – You can change if a sub is required for this absence by using the dropdown box.

2. **Delete Absence Request** – Completely delete this absence by clicking this button.

3. **Add Day(s)** – You can add days to this absence by putting a number in the box and clicking the Add Day(s) button. This will add day directly after the latest absence date. You can edit the dates before saving the absence.

You can also edit details like the date, absence reason, absence type, start and end times, budget/accounting codes, and notes. Be sure to click the **Save** button when you are finished editing. If you do not want to save your changes click the **Cancel** button.



Removing the Substitute

If a sub has already been assigned to an absence you can remove them while the absence is in edit mode.

Substitute Required:	Yes
Fulfilled By:	Tom Baker ★★★★★ ✉
Employee Hours Per Day:	8
<input type="button" value="Remove Sub"/>	
<input type="checkbox"/> Allow substitute to see job after removal	
<input checked="" type="checkbox"/> Notify the substitute that they are being removed.	
<input type="checkbox"/> Keep substitute from seeing jobs on this date if job is cancelled within 24 hours of start time	
School ▼ requesting Sub removal	

Check the appropriate boxes.

Do you want this sub to be able to see this job after the are removed?

Do you want Aesop to notify this sub that they have been removed?

Do you want the sub to see other jobs on this date after they are removed?

Who is requesting the sub removal?

Use the dropdown box to choose who is requesting that the sub be removed, the school, the substitute, or the employee.

Remove the Sub

Click the Remove Sub button to remove the sub from the absence. You will receive a dialogue box asking if you are sure you want to remove the sub. Click **OK** to complete the process.

Splitting the Absence

If you have a multi-day absence you can split it into multiple absences to allow different subs to take individual days of the absence. You will see a **Split** button while in edit mode. Click this button to start the split process.

Modify Absence	
CONF#:	89453710
Employee:	Ian Chesterton ✉
School:	Walker Middle School
Created On:	8/14/2012 2:43:54 PM
Last Update:	8/17/2012 10:33:34 AM
Status:	Filled
Reconciled:	No <input type="button" value="Reconcile"/>
Substitute Required:	Yes
Fulfilled By:	Tom Baker ★★★★★ ✉
Employee Hours Per Day:	8
<input type="button" value="Edit/Delete"/> <input type="button" value="Split"/> 	

There are two ways to split.

Split Individual – Check the boxes for the individual days you want to split out. Each day you check will become its own separate confirmation number.

Split At – Mark the circle for the day you want to start the split at. That day along with any date after it will be split out as a separate confirmation number.



Date	Absence Type	Start Time	End Time	Split Individual	Split At
8/16/2012 Thursday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	<input type="radio"/> None
8/17/2012 Friday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	<input checked="" type="radio"/>
8/20/2012 Monday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	<input type="radio"/>

When you split an absence, the sub that is currently in the absence will be carried over into the new absences. If you do not want this check the box **Remove Substitute from New Absence**.

Click the **Split** button to complete the process.

Absence Log

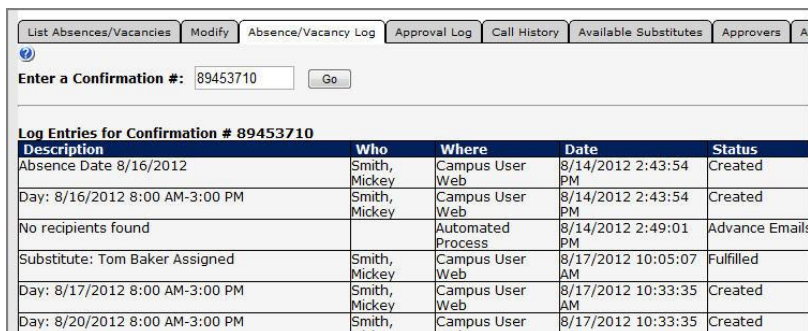
You can view all the activity for a particular absence by clicking the Absence Log tab.



Modify Absence

CONF#: 89453710
Employee: Ian Chesterton ☒
School: Walker Middle School

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



Enter a Confirmation #:

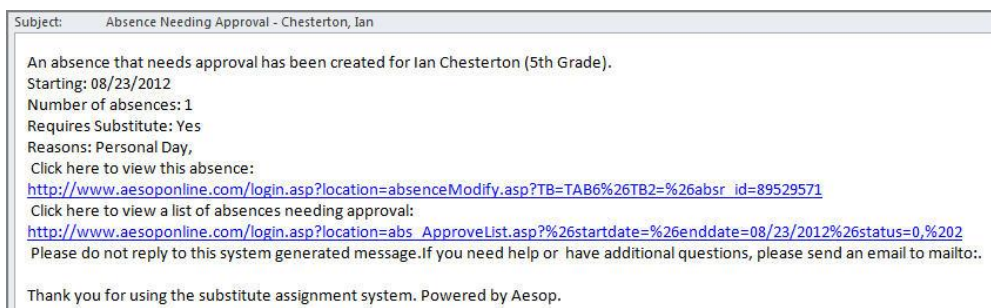
Log Entries for Confirmation # 89453710

Description	Who	Where	Date	Status
Absence Date 8/16/2012	Smith, Mickey	Campus User Web	8/14/2012 2:43:54 PM	Created
Day: 8/16/2012 8:00 AM-3:00 PM	Smith, Mickey	Campus User Web	8/14/2012 2:43:54 PM	Created
No recipients found		Automated Process	8/14/2012 2:49:01 PM	Advance Emails
Substitute: Tom Baker Assigned	Smith, Mickey	Campus User Web	8/17/2012 10:05:07 AM	Fulfilled
Day: 8/17/2012 8:00 AM-3:00 PM	Smith, Mickey	Campus User Web	8/17/2012 10:33:35 AM	Created
Day: 8/20/2012 8:00 AM-3:00 PM	Smith, Mickey	Campus User Web	8/17/2012 10:33:35 AM	Created

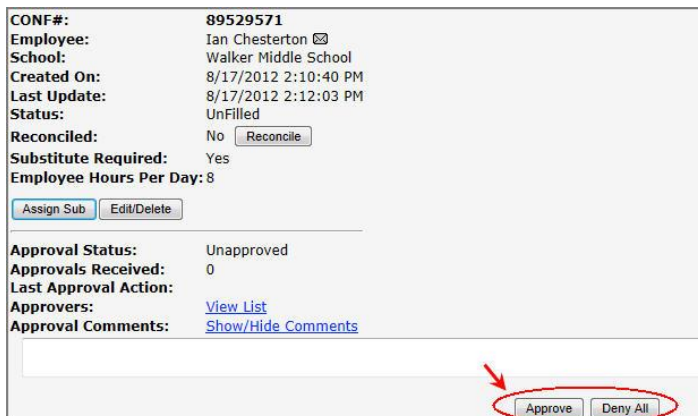
Absence Approval

You as a Campus User may have the responsibility of approving absences for your school. This can be done in Aesop.

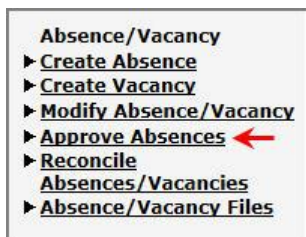
When an absence is created that requires your approval you will receive an email that looks like this.



You can click the first link in the email to be taken to your Aesop site to approve the absence. Once you log in you will see the absence with **Approve** and **Deny** buttons. Click on the appropriate button to approve or deny the absence.



You can also view a list of absences that need to be approved by you by clicking on the **Approve Absences** link on the home page.



Here you can pick and choose which absences to approve by marking the check boxes. A month date range is initially given but you can change the **date range** at the top of the page if you wish. Get more details on an individual absence by clicking the **confirmation number link**. Once you have selected the absences you want by checking the boxes, click the **Approve** or **Deny** button to approve or deny the selected absences.

Approve/Deny Absences

Start Date: 08/17/2012  End Date: 09/16/2012 

☒ Unapproved ☒ Partially Approved ☐ Approved ☐ Denied

<input type="checkbox"/>	CONF#	Employee	Start	End	Length	Absence Reason	Filled	Status	Approvals Received	Notes
<input checked="" type="checkbox"/>	89530133	Chesterton, Ian	08/24/2012	08/24/2012	1 Day	Personal Day	No	Unapproved	0	
<input checked="" type="checkbox"/>	89530167	Massoud, Paul	08/28/2012	08/28/2012	1 Day	Personal Day	No	Unapproved	0	
<input checked="" type="checkbox"/>	89530199	Provov, Lori	09/03/2012	09/03/2012	1 Day	Personal Day	No	Unapproved	0	

Reconcile Absences

Many districts require that absences are reconciled or checked for accuracy before the information is put into a payroll system. To start the reconcile process click the **Reconcile Absences/Vacancies** option on your home page.

Absence/Vacancy

- ▶ [Create Absence](#)
- ▶ [Create Vacancy](#)
- ▶ [Modify Absence/Vacancy](#)
- ▶ [Approve Absences](#)
- ▶ [Reconcile Absences/Vacancies](#) 
- ▶ [Absence/Vacancy Files](#)

At the top of the page you will be able to submit the date range that you want to see all reconciled or not reconciled absences.

Reconcile Absences

Select a date range:

From: 08/22/2012  To: 08/29/2012  Filled: Both ▼

Once you submit your date range you will see a list of the dates with columns for **Reconciled** and **Not Reconciled** absences. At the end of each row will be a button to **Reconcile All** or **Unreconcile All**. If you already have checked the absences for the date you can click the Reconcile All button to reconcile all absences for that date.

Absences/Vacancies from 8/20/2012 - 8/24/2012					
Date	Total Absence/Vacancy	Reconciled	Not Reconciled		
8/20/2012	1	1	0		Unreconcile All
8/21/2012	1	1	0		Unreconcile All
8/22/2012	1	0	1	Reconcile All	
8/23/2012	2	0	2	Reconcile All	
8/24/2012	1	0	1	Reconcile All	

You will also notice that the numbers in the columns are hyperlinks. You can click on a number to be taken to the absence details. From this details page you can make changes to the absences before reconciling. To reconcile click the **Rec** circle and click **Apply Changes**. Click the **No Action** circle to take no action on that specific absence. Click the **Edit** hyperlink to be taken to the absence modify page for that absence.

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

Employee	Substitute	Details	Status	Rec	No Action	Edit
Chesterton, Ian 89529571 Type: Teacher Title: 5th Grade Conf 89529571		Absence Reason: Personal Day Budget Code: Budget Code 2 Accounting Code: (AG) - AG 4	Not Reconciled	<input checked="" type="radio"/>	<input type="radio"/>	Edit
Jackson, Jon 89910786 Type: Teacher Title: Math Teacher Conf 89910786		Absence Reason: Illness > Family Illness Budget Code: Budget Code 2 Accounting Code: (AG) - AG 1	Not Reconciled	<input checked="" type="radio"/>	<input type="radio"/>	Edit

→

Reconcile Part of a Multi-Day Absence

With the above process you can only reconcile entire confirmation numbers. If you need to reconcile part of a confirmation number you can do that at the absence modify page. Let's look at an example of a three day absence. When you go into edit mode on a specific absence you will see icons for each day in the absence indicating if that day has been reconciled. Reconciled absences will be marked with a green **R**. Unreconciled absences will be marked with a gray **U**.

The screenshot shows the 'Absence Modify' interface. At the top, there are buttons for 'Approve', 'Deny All', 'Deny Part', 'Save', 'Save & Assign', and 'Cancel'. Below these is a table with columns: 'Date', 'Absence Reason', 'Absence Type', 'Start Time', and 'End Time'. The table lists three days of absence: 08/24/2012 (Friday), 08/27/2012 (Monday), and 08/28/2012 (Tuesday). Each day has a 'Personal Day' reason and 'Full Day' type. The 'Start Time' is 08:00 AM and the 'End Time' is 03:00 PM. To the right of each day's entry, there is a small icon: a green circle with a white 'R' for reconciled days (08/24/2012 and 08/27/2012) and a gray circle with a white 'U' for unreconciled days (08/28/2012). Red arrows point to these icons. Below the table, there are fields for 'Substitute Report Time', 'Budget Code', and 'Accounting Code'.

To change a date from unreconciled to reconciled or vice versa simply click the green or gray circle to toggle it. Don't forget to save the absence after you have made your changes.

Note: You can only reconcile current dates or dates in the past.

Absence/Vacancy Files

You have the ability to upload files that will be attached to every absence at your school for a time period that you specify. This could be something like parking information or anything that would be pertinent to the entire building.


To upload a file click the **Absence/Vacancy Files** link on your home page.



On the next page click the **Upload New Files** link.

School: Walker Middle School Absence/Vacancy Files

[Upload New Files](#)
☐ Show Inactive Files

File	Description	Active From	Active To
No Records Found. Upload New Files 			

This will bring up a pop-up where you can choose a file from your computer. You can also enter a **Description** for the file and **Active From and To** dates. When you have finished filling in the info, click the Upload button to upload the file.

File

Choose File

Parking Map.docx

Description

Parking Map


Active From

08/31/2012



Active To

10/31/2012



Upload

[More](#)

Files must be .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx and less than 600KB.

Note: Files must be .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx and less than 600KB.

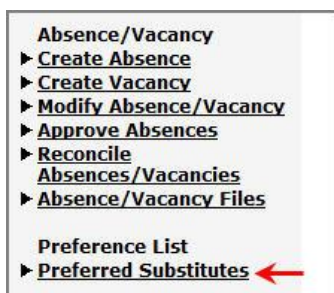
Once you have uploaded some files you will see them in a list. You can edit or delete them using the pencil and trash can icons at the end of each row.

[Upload New Files](#)
☐ Show Inactive Files

File	Description	Active From	Active To	
 Parking Map.docx	Parking Map	08/31/2012 Friday	09/30/2012 Sunday	 
 Dress Code.docx	Dress Code	08/31/2012 Friday	10/31/2012 Wednesday	 

Preferred Substitutes

Your district may have given you the ability to set a preferred list of subs for your school. This will allow you to give certain substitutes an advantage when looking for jobs at your school. To set up the preference list click the **Preferred Substitutes** option on your home page.



Configuration of the Preference List

Let's take a look at the different sections of a preference list.

Calling Sequence: Here you can determine if Aesop will call people on the preference list in a specific call order or in random order. In almost all cases you will leave this setting as random order to give your subs a fair chance of getting called.

Job Visibility: When in "percent visibility" mode, the user is able to define a percentage of the lead time that the job will be visible to the substitute. This concept will be explained in more detail on the next few pages. **These settings have most likely been predetermined by your district and you may want to check before making changes.**



Calling Sequence:

☐ In The Call Order Specified Below

☒ In Random Order (Call Order is not used)

Job Visibility: [Visibility Calculator](#)


% Lead Time Visible:

Minimum: Hours Minutes

Maximum: Days Hours

List Creation: Click "Add New Substitutes" to add more subs to this list.



[Add New Substitutes](#) 

Please type the first few letters.

☒ View All

☐ View Excludes

☐ View Includes

Click the **On List** box to select to add the sub and mark them as “included” or “excluded” as appropriate. Click “Apply Changes” for your selections to be saved.

<div> Edit Apply Changes Cancel </div>												
On List	Substitute	Exclude	% Lead Time Visible		Minimum Visibility		Maximum Visibility		Comments			
			Include	Default	Override	Default	# Hours	# Minutes		Default	# Days	# Hours
<div> All None </div>	Barrowman, George (No Rating)	<input type="radio"/>	<input checked="" type="radio"/>									

List Management: Subs are added as “**included**” on this list if they are preferred for this location. They are added and “**excluded**” if the school does not wish to use this particular substitute.

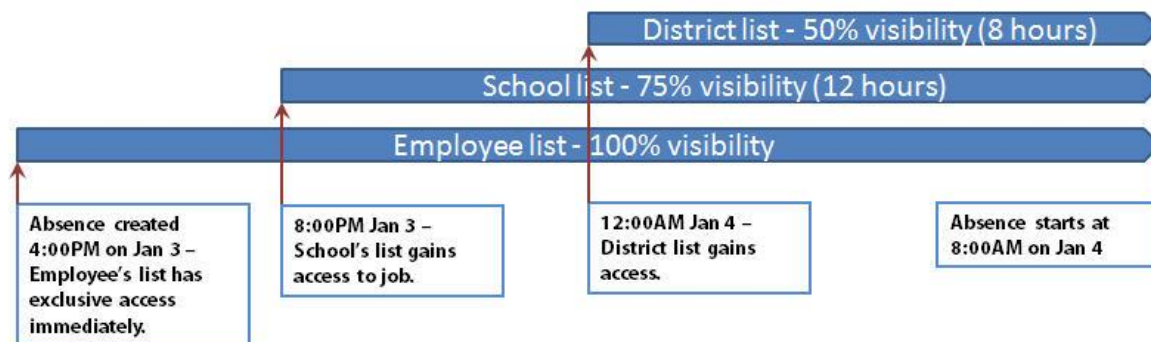
The Concept of Percent Visibility

1. **Most Visibility** – Employee’s preferred or “favorite five” substitute.
2. **Second Most Visibility** – School’s preferred substitute.
3. **Least Visibility**– District level (non-preferred substitute)

Now let’s explore the concept of Percent Visibility as well as to show you where this can be configured quickly and easily.

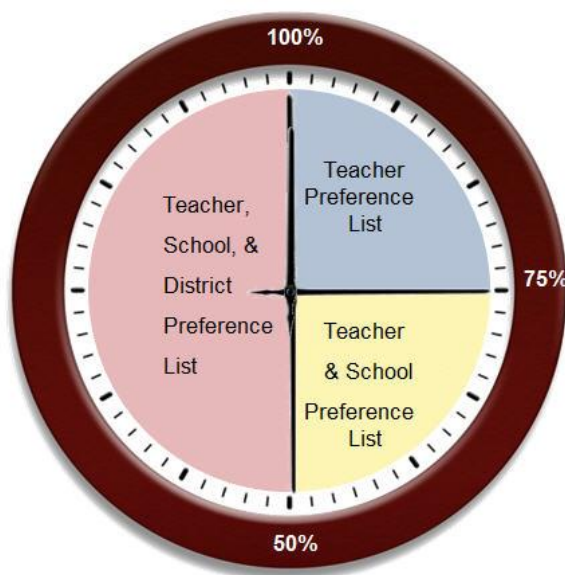
Lead Time is the key concept when dealing with this feature. Lead Time is calculated as the time difference between when the absence is entered and the time that the absence starts.

Example: An 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. The percentage you assign a preference list is the percentage of the lead time you want the subs on the list to see the jobs.



1. Employee'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 4:00PM on Jan 3.
2. In this 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 8:00PM, 12 hours before the absence starts.
3. District preferred subs have been configured to have access to the job for 50% of the lead time. In this case, they would begin to see the job 8 hours before it starts, or at 12:00AM on Jan 4th.

Another way to view the concept of Percent Visibility is a pie chart. The **lead time** of an absence always equals 100% of the visibility. In the example below, read the pie chart clockwise starting at the top where 100% of the visibility begins. This chart presumes you are using the default Aesop recommendations of 100% for employee preferred sub lists, 75% for the level 2 and 3 school preference lists, and 50% for the district list of subs.



The first subs that will see the job as available are the subs that are preferred by the **employee**. Employee preferred subs see jobs for 100% of the lead time.

If the job remains unfilled, the **school's** preferred subs are then able to see the job with 75% of the lead time remaining.

If the job remains unfilled with 50% of the lead time left, the general **district** list of subs then get visibility to see and accept the job.

Reports

There are a number of reports that you will have access to from your Aesop home page. You can find these reports listed under the **Reports** header on your menu.

Note: You will only be able to see the reports that have been made visible to you by your district.




Let's take a look at some of the more commonly used reports.

Daily Report

This is the most widely used report within Aesop. The Daily Report lists all absence information for a specific day's absences. The report lists filled, unfilled, and sub not needed absences, and has a number of filters to choose from at the top of the page.

Walker Middle School Daily Report

Run Date: 09/03/2012  << Today >> School(s): Walker Middle School

Employee Types: View All Type: Absences/Vacancies Order By: ☒ School ☐ Employee

Name

Display Options: ☐ Show All ☒ Choose Sections

☐ UnFilled ☒ Filled ☐ Substitute Not Needed

Monday, September 03, 2012

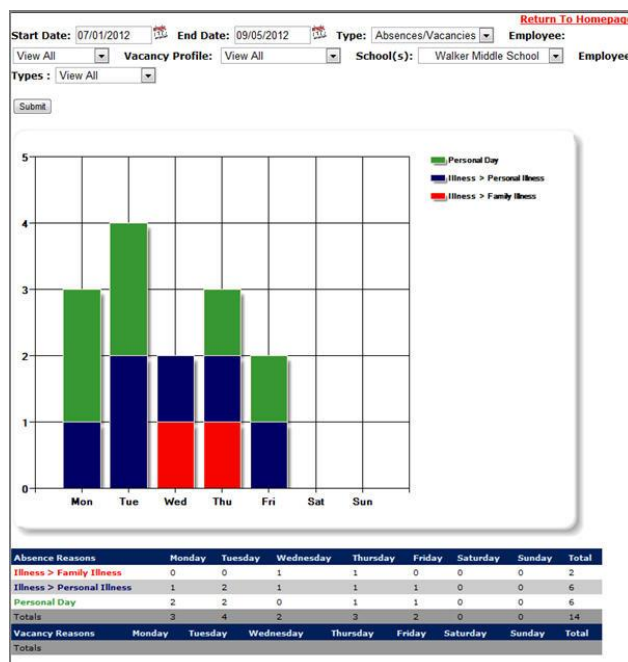
[Watch training video about absence/vacancy log](#)

Filled

Name	Title	Emp Start/End Sub Start/End	Emp Duration Sub Duration	Reason	Replaced by	Phone	More Days	Time Recorded	CONF#
School: Walker Middle School									
Teacher									
Provov, Lori		8:00 AM - 3:00 PM 8:00 AM - 3:00 PM	Full Day Full Day	Personal Day	Baker, Tom	(555) 555-1138	...	8/17/2012 2:27 PM	89530199

Day of Week Absence Analysis

This report breaks absences down by day, absence reason and employee. Maximum date range is 92 days.



Absentee Report

The same information as the Daily Report except for here you have 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.

Start Date: 03/01/2012 End Date: 09/05/2012 School(s): Walker Middle School

Type: Absences/Vacancies Employee: Chesterton, Ian Absence Reason:

View All Vacancy Profile: View All Vacancy Reason:

View All

Employee Types: View All Order By: ☒ Date ☐ Employee

Print with page breaks ☐

Submit

Absentee Report

Date	School Name	Employee Type	Title	Absence/Vacancy Reason	Start/End	Duration	Substitute	CONF#
05/04/2012	Walker Middle School	Chesterton, Ian	5th Grade	Illness > Personal Illness	8:00 AM - 3:00 PM	Full Day	Baker, Tom	87268420
Total Absence/Vacancy: 1								
05/08/2012	Walker Middle School	Chesterton, Ian	5th Grade	Illness > Family Illness	8:00 AM - 3:00 PM	Full Day	Kenobi, Ben	85516010

Absence Approval Status

Use this report to view the approval status of all absences within a date range. The report can be filtered by employee name as well as absence reason.

Absence Approval Status

View All
Walker Middle School

Start Date: 07/01/2012
End Date: 09/05/2012
School:
Employee:

View All
Assaad, Tamer
Canelo, Henry
Chesterton, Ian

View All
Bereavement > Immediate Family
Bereavement > Non Immediate Family
Illness > Family Illness
Illness > Personal Illness
Jury Duty

Absence Reasons:

Statuses:
☒ Unapproved
☒ Approved
☒ Denied
☒ Partially Approved

Submit

CONF#	Employee	Absence Start	Absence End	# Of Absence Days	Absence Reasons	Substitute Status	Last Approver	Last Approval Action
89529571	Chesterton, Ian	08/23/2012	08/23/2012	1	Personal Day	--	Approved	Mickey Smith 8/17/2012 2:18 PM
89530133	Chesterton, Ian	08/24/2012	08/28/2012	3	Personal Day	--	Unapproved	
89530167	Massoud, Paul	08/28/2012	08/28/2012	1	Personal Day	--	Unapproved	
89530199	Provov, Lori	09/03/2012	09/03/2012	1	Personal Day	Baker, Tom	Unapproved	

Substitute History by Date

This report will show you absence history for any sub who has worked at your building.

Return To Homepage

Start Date: 07/01/2012
End Date: 09/05/2012
School(s): Walker Middle School
Substitute:

View All

Print with page breaks

Submit

Substitute History By Date: Walker Middle School

Date	Filled/Replaced	School	Title	Absence/Vacancy Reason	Start/End	Duration	Active	CONF#
Baker, Tom								
8/16/2012	Chesterton, Ian	Walker Middle School	5th Grade	Illness > Personal Illness	8:00 AM - 3:00 PM	Full Day	Yes	89453710
8/17/2012	Chesterton, Ian	Walker Middle School	5th Grade	Illness > Personal Illness	8:00 AM - 3:00 PM	Full Day	Yes	89453710
8/20/2012	Chesterton, Ian	Walker Middle School	5th Grade	Illness > Personal Illness	8:00 AM - 3:00 PM	Full Day	Yes	89453710
9/3/2012	Provov, Lori	Walker Middle School		Personal Day	8:00 AM - 3:00 PM	Full Day	Yes	89530199
Total Absences/Vacancies 4								

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.

☐ Absence/Vacancy
 ☒ Substitute
 ☐ Employee
 ☐ School

Substitution:

Date Range:

Date	Time	Direction	Status	Line	Substitute	School	Start Date	End Date	Confirmation #
08/13/2012	4:42:04 PM	O	Aborted	Busy	Baker, Tom	Walker Middle School	08/14/2012	08/14/2012	89433583
08/14/2012	4:00:04 PM	O	Aborted	NoAnswer	Baker, Tom	Walker Middle School	08/16/2012	08/20/2012	89453710
08/15/2012	4:00:03 PM	O	Aborted	NoAnswer	Baker, Tom	Walker Middle School	08/16/2012	08/20/2012	89453710
08/21/2012	4:00:03 PM	O	Aborted	NoAnswer	Baker, Tom	Walker Middle School	08/23/2012	08/23/2012	89529571
08/22/2012	4:00:05 PM	O	Aborted	NoAnswer	Baker, Tom	Walker Middle School	08/23/2012	08/23/2012	89529571
08/23/2012	4:00:03 PM	O	Aborted	NoAnswer	Baker, Tom	Walker Middle School	08/24/2012	08/28/2012	89530133
08/26/2012	4:45:10 PM	O	Aborted	NoAnswer	Baker, Tom	Walker Middle School	08/28/2012	08/28/2012	89530167
08/27/2012	4:15:17 PM	O	Aborted	NoAnswer	Baker, Tom	Walker Middle School	08/28/2012	08/28/2012	89530167

Total Calls: 8

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.

Date:

Show Skills? ☒

Skills:

[Return To Homepage](#)

Please type the first few letters.

Name	Excluded	Sub Preference	Phone #	Skills
Baker, Dee		Yes	5555556394	Certified Teacher
Baker, Tom		Yes	5555551138	Aide Certified Teacher
Barker, Bob	Yes	Yes	5556865555	Aide Special Education
Barrowman, George		Yes	5555556361	
Caughill, David		No	1000000001	Aide

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."

School(s): Walker Middle School

Submit

Having proper voice recordings on file for your employee names and titles is critical to ensure optimal results from the automated phone system. The voice recording is played to substitutes when the automated system is describing an available assignment so the substitute is aware of who they are being requested to act as. These recordings can be made either by the individual employee, or they can be created or modified by you through following the below instructions.

Step 1: Call the automated telephone system at 1-800-94-AESOP or 1-800-942-3767. When prompted to enter your ID, enter 39964 followed by the # key. Next enter your Pin number followed by the # key. After entering your Pin, the automated system will welcome you to the Voice-Recording menu.

Step 2: Follow the prompts to record employee names and titles. The ID number that the system will ask you for is the "Recording ID" found in the left column of the report below.

Recording ID	Employee Name	Employee Title	School	Number Of Schools Employee In	Recorded
1106095	Tamer Assaad		Walker Middle School	3	YES
1106114	Henry Canelo		Walker Middle School	1	YES
1106102	Ian Chesterton	5th Grade	Walker Middle School	1	YES
1106108	Jon Jackson	Math Teacher	Walker Middle School	1	YES
1106096	Paul Massoud		Walker Middle School	1	YES
1106120	Lori Provov		Walker Middle School	1	YES
1106126	Vince Trelvelino		Walker Middle School	1	YES
1106084	Bill Withers		Walker Middle School	1	YES

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.

Absence Interactive Report

Date Range: Quick: Last School Year

Schools: View All Walker Middle School

Type: Absences/Vacancies

Absence Reasons: View All Bereavement > Immediate Family Bereavement > Non Immediate Family Illness > Family Illness Illness > Personal Illness Jury Duty

Vacancy Reasons: View All (Vacancy Position) Extra Sub Open Position Whooping Cough

Employee Types: View All Janitor Nurse Paraprofessional

Accounting Codes: View All 2001 2001 2002 2002 AC2009

Group By: Date(Daily)

Threshold for details: 50 items

Show Absence as percent of day?

Submit

From: 9/1/2011 To: 5/30/2012 Grouped By: Date(Daily) Need Sub Filled: Need Sub or Not Need Sub Filled or Unfilled

Export to Excel

Previous Page

CONF#	Title	Employee	Employee Type	Substitute	Weekday	Date	Start	End	Type	Duration	School	Absence/Vacancy Reason	Acc Code Ext ID	Acc Code Desc	Ora Ext ID	Is Vacancy
86021222		Canelo, Henry	Teacher	Barrowman, George	Fri	04-27-12	08:00	15:00	Full Day	07:00	Walker Middle School	Illness > Family Illness				0
87268420	5th Grade	Chesterton, Ian	Teacher	Baker, Tom	Fri	05-04-12	08:00	15:00	Full Day	07:00	Walker Middle School	Illness > Personal Illness				0

Change Your PIN

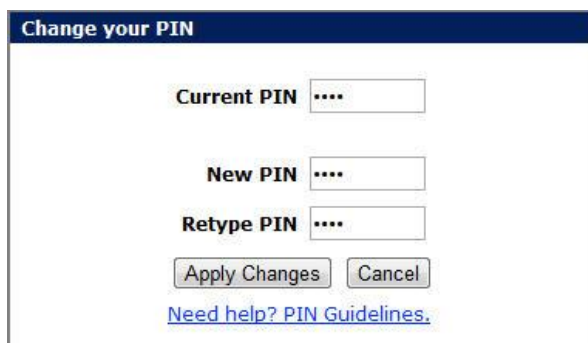
When you first start using Aesop you will be provided with a PIN to use to get into the system. This PIN can be changed. To change your PIN click the **Change Pin** link under the **Misc** section on your home page.

Enter your current PIN.

Enter your new PIN.

Confirm your new PIN.

Click **Apply Changes**.



Here are the PIN guidelines.

- PIN must be between 4 and 5 digits long
- PIN must not have all consecutive digits (ascending or descending)
- PIN must not have 4 or more consecutive digits the same
- New PIN must not be the same as previous 5 PINS