



## Web Navigator User Manual

### *Absence Data*

## Absence Data Overview

The Absence Data settings enable you to add new absence reasons or modify existing ones. You have the ability to create absences, modify absences and assign substitutes.

## Absence Reasons



From the menu bar at the top of the web navigator site, select **Reference Data > Absence Reason**.

## Creating an Absence Reason

When employees register absences, they choose from a list you define.



Add an absence reason by clicking the [Add Absence Reason Type](#) link.

**Create Absence Reason**

<b>1 Name</b> <input style="width: 90%;" type="text"/>	<b>6 School</b> <input style="width: 90%;" type="text" value="Victoria County Community Schools"/>
<b>2 External ID</b> <input style="width: 90%;" type="text"/>	<b>7 Employee Type</b> <input style="width: 90%;" type="text" value="undefined"/>
<b>External ID 2</b> <input style="width: 90%;" type="text"/>	All <a href="#">remove</a>
<b>3 Public to Employee</b> <input type="checkbox"/>	<b>8 Needs Approval</b> <input type="checkbox"/>
<b>4 Phone Menu #</b> <input style="width: 40%;" type="text"/>	<b>9 Hold Until Approved</b> <input type="checkbox"/>
<b>5 Data Analysis Category</b> <input style="width: 90%;" type="text"/>	<b>10 Enforce Balances</b> <input type="checkbox"/>
	<b>11 Enforce Notes To Administrator</b> <input type="checkbox"/>

12 Apply Changes
Cancel

- 1 **Name:** Enter the Absence Reason name.
- 2 **External ID:** This ID will be used for data imports.
- 3 **Public to Employee:** Check this to make this absence reason visible to employees.
- 4 **Phone Menu #:** Choose in what order this absence reason will be heard on the phone system.
- 5 **Data Analysis Category:** Choose which category best matches your absence reason.
- 6 **School:** Designate the School Level. Do you want this absence reason available to all schools or just a specific school?
- 7 **Employee Type:** Select which employee type/types you want this absence reason to be available to.
- 8 **Needs Approval:** Check this box if this absence reason will require approval.
- 9 **Hold Until Approved:** Check this box if you want Aesop to hold absences of this reason until they are approved.
- 10 **Enforce Balances:** To prevent employees from entering absences once their balance is exhausted.
- 11 **Enforce Notes to Administrator:** Make the "Notes to Administrator" field a required field.
- 12 Click **Apply Changes** to save the Absence Reason.

## Creating an Absence

There are various ways to enter an Absence for an Employee. Start by choosing the employee:

Date	# Absences/Vacancies	Approved	Fill Rate
03/28/2013	1		0%
03/29/2013	1	1	100%

1. Hover over "Absence/Vacancy" in the black menu bar at the top of the site and choose "Create Absence."
2. Click the "Create Absence" button at the top left of the Web Navigator website.

Now, select the employee that you are creating the absence for.

Choose an Employee

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

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#)

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

OR

General Information | Permission | Configuration Settings | Absence Reasons | Preferred Substitutes | Allocation Groups | Absence Approvers | Reports

Employee General | Address

[Select Another Employee](#) | [Create an Absence](#) | [Add Employee](#) | [Send Letter/Email](#)  
[Make this Employee a Substitute](#)

**Employee: Fox, Tim**  
**General Information**  
 Last Update: 11/9/2012 10:01:37 AM  
[Login to Web Site](#)

Fields marked with an asterisk \* are required.

First Name	Middle Name	Last Name	Active
* <input type="text" value="Tim"/>	<input type="text"/>	* <input type="text" value="Fox"/>	<input checked="" type="checkbox"/>
Identifier	Employee Types		
* <input type="text" value="927206617"/>	* <input type="text" value="Teacher"/>		
Phone (login id)	Alternate Login ID (8,9,11-20 characters)	Title	

From the employee's profile click on the [Create an Absence](#) link.

**Important Note:** Do not press the BACK button while creating an absence – Click the Cancel button to get out of the process.

Next, enter the absence information.

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time	
04/02/2013	04/02/2013	Select One	Yes	Full Day	08:00 AM	03:00 PM	
Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		<b>Substitute Report Time:</b> <input type="checkbox"/> <input type="text" value="Full Day"/> <input type="text" value="07:45 AM"/> <input type="text" value="03:15 PM"/> <small>Modify</small>		Create Absences on these days of the week within the date range specified above			
<b>Budget Code:</b>		-- None Selected --					
<b>Accounting Code:</b>		-- None Selected --					
<input type="button" value="Next &gt;"/> <input type="button" value="Cancel"/>							

- 1 Enter the Start and End Dates of the absence.
- 2 Choose the Absence Reason type.
- 3 Choose if a substitute is required for this absence.
- 4 Choose the Absence Type (Full Day, Half Day AM, Half Day PM, or custom times).
- 5 Select a Budget Code or Accounting Code for the absence (if applicable).
- 6 Click the **Next** button.

**Modify Absence**

Creating an Absence: [Fox, Tim](#)  
School: [Vanderbilt High School](#)

Hold Until:  1

Date	Absence Reason	Absence Type	Start Time	End Time
04/02/2013 <small>Tuesday</small>	Illness > Personal Illness	Full Day	08:00 AM	03:00 PM
<i>Substitute Report Time:</i>		<input type="checkbox"/> Full Day	07:45 AM	03:15 PM

Budget Code:

Accounting Code:

**Notes To Substitute:**  
(Maximum length is 255 characters.)  
255 characters left.

**Notes to Administrator (not viewable by Substitute):**  
(Maximum length is 255 characters.)  
255 characters left.

**Administrator Notes (not viewable by Substitute or Employee):**  
(Maximum length is 255 characters.)  
255 characters left.

**School Default Information**

Default Start Time: 8:00 AM  
Default End Time: 3:00 PM  
Hours in a full day: 8 Hours  
Min Absence Length: 1 Hour  
Max Absence Length: 8 Hours

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

If you choose to Save & Assign the absence, you will now need to choose a sub to assign to the absence.

Enter a Confirmation #:

---

**Assign a substitute for Conf#: 106146113**

[Return to Absence Modify \(Unlock\)](#)

This Absence was entered (0 Days, 0 Hours, 1 Minutes) ago.  
0 % of the lead time (0 Days, 19 Hours, 57 Minutes) has elapsed.

Please type the first few letters.

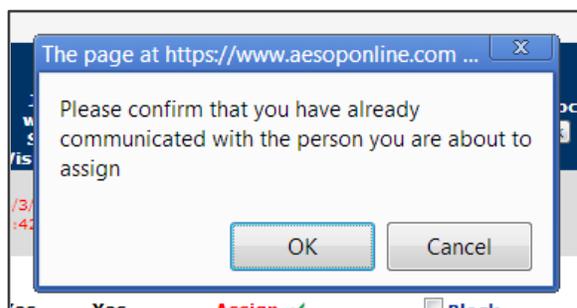
View Qualified and Available  
 View All

Name	Qualified and Available Checks			Other Checks			Job w/in Sub Visibility	In Sub Call Time	Assign	Explicitly Blocked	Block/Unblock	
	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check	Sub Rej. Job					Block	Unblock
<a href="#">Baker, Dee</a> ★★★★★ Phone:(555) 555-6394 <a href="#">Call History</a>	✓	✓	✓	✓	Yes	No	4/1/2013 2:47 PM	Yes	<a href="#">Assign</a> ✓		<input type="checkbox"/> <a href="#">Block</a>	
<a href="#">Baker, Tom</a> ★★★★★ Phone:(864) 735-7367 Pay Code:Regular Sub Rate	✓	✓	✓	✓	Yes	No	Yes	Yes	<a href="#">Assign</a> ✓		<input type="checkbox"/> <a href="#">Block</a>	
<a href="#">Chan, Alice</a> ★★★★★ Phone:(555) 555-6360 <a href="#">Call History</a>	✓	✓	✓	✓	Yes	No	Yes	Yes	<a href="#">Assign</a> ✓		<input type="checkbox"/> <a href="#">Block</a>	
<a href="#">Chen, Julie</a> (No Rating) Phone:(555) 555-6359 <a href="#">Call History</a>	✓	✓	✓	✓	Yes	No	Yes	Yes	<a href="#">Assign</a> ✓		<input type="checkbox"/> <a href="#">Block</a>	
<a href="#">Goins, Jaden</a> ★★★★★ Phone:(555) 555-6395	✓	✓	✓	✓	No	No	Yes	Yes	<a href="#">Assign</a> ✓		<input type="checkbox"/> <a href="#">Block</a>	

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



When you click the **Assign** button you will see a pop up asking you to confirm that you have prearranged this assignment with the substitute you are about to assign.

Click OK to confirm.

**Modify Absence**    Create a New Absence    Create another absence for this employee

**1** CONF#: 106329906

**2** Employee: [Tim Fox](#)

School: [Vanderbilt High School](#)

Created On: 4/3/2013 10:31:27 AM

Last Update: 4/3/2013 10:33:46 AM

Status: Filled

Reconciled: No

Substitute Required: Yes

Fulfilled By: [Tom Baker](#) ★★★★★

Feedback: [Leave Substitute Performance Feedback](#)  
[Leave Substitute Experience Feedback](#)

Employee Hours Per Day: 8

**3** [Upload New](#) [Edit](#)

Date	Absence Reason	Absence Type	Start Time	End Time
04/04/2013 Thursday	Illness > Personal Illness	Full Day	8:00 AM	3:00 PM
		<i>Substitute Report Time: Full Day</i>	7:45 AM	3:15 PM

Budget Code: --None Selected --    Pay Code: Regular Sub Rate  
Accounting Code: -- None Selected --    Hours Substitute Worked: --

Notes To Substitute:  
[Notes to Administrator \(not viewable by Substitute\):](#)  
[Administrator Notes \(not viewable by Substitute or Employee\):](#)

- 1** **CONF #:** Aesop will give you a confirmation number when the transaction is complete.
- 2** Aesop will display the absence details such as the school, approval status (if required), substitute information, date & times, and more.
- 3** **Attaching a file to the absence:** You can attach a file to the absence for the substitute to review.

Click [Upload New](#) link. Choose the file you want to upload, give it a description and click **Upload**.

Now you have successfully added a document to this absence.

You can edit documents linked to this absence by clicking the [Edit](#) link.

## Modifying an Absence

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

The screenshot shows the 'Modify Absence' interface. At the top, there are navigation links: 'Modify Absence', 'Create a New Absence', and 'Create another absence for this employee'. The main content area is divided into several sections:

- Employee Information:** Includes fields for CONF# (106432216), Employee (Tim Fox), School (Vanderbilt High School), Created On, Last Update, Status (Filled), Reconciled (No), and Substituted (Yes).
- Feedback:** Shows 'Fulfilled By' (Tom Baker) and two feedback links: 'Leave Substitute Performance Feedback' and 'Leave Substitute Experience Feedback' (marked with a red circle 1).
- Employee Hours:** Set to 8. Includes a 'Remove Sub' button (marked with a red circle 2) and checkboxes for 'Allow substitute to see job after removal' and 'Notify the substitute that they are being removed'. A dropdown menu for 'Navigator User' is set to 'requesting Sub removal'.
- Approval Status:** Shows 'Unapproved' and 'Approvals Received: 0'. Includes a 'Delete Absence Request' button (marked with a red circle 3) and a 'View List' link.
- Approval Action:** Includes 'Approve' and 'Deny All' buttons (marked with a red circle 4).
- Bottom Section:** Features an 'Add Day(s)' input field set to 1 (marked with a red circle 5), and 'Save', 'Save & ReAssign', and 'Cancel' buttons.

At the bottom, a table displays the absence details:

Date	Absence Reason	Absence Type	Start Time	End Time
04/05/2013	Jury Duty	Full Day	08:00 AM	03:00 PM

- 1 **Absence Feedback:** you can click the feedback links to leave or edit feedback for the employee or the substitute.
- 2 **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 choose if you want the sub to see other jobs on this date after they are removed.
- 3 **Delete Absence Request:** deletes the entire absence request.
- 4 **Approval:** approve or deny this absence
- 5 **Add Day(s):** add additional days to this absence

The screenshot displays a web-based form for managing an absence. At the top, there are buttons for 'Add Day(s)', 'Save', 'Save & ReAssign', and 'Cancel'. The main form area is divided into several sections:

- Header Section:** Contains 'Date' (04/05/2013, Friday), 'Absence Reason' (Jury Duty), 'Absence Type' (Full Day), 'Start Time' (08:00 AM), and 'End Time' (03:00 PM). A trash can icon is located to the right of the end time.
- Substitute Report Time:** Includes a 'Modify' checkbox, 'Substitute Report Time' (Full Day), and specific start/end times (07:45 AM to 03:15 PM).
- Code Selection:** 'Budget Code' and 'Accounting Code' are both set to '-- None Selected --'. 'Pay Code' is set to 'Regular Sub Rate'.
- Hours:** A field for 'Hours Substitute Worked' is present.
- Notes:** Three text areas for 'Notes To Substitute', 'Notes to Administrator (not viewable by Substitute)', and 'Administrator Notes (not viewable by Substitute or Employee)'. Each has a 255-character limit.
- School Default Information:** A box listing 'Default Start Time: 8:00 AM', 'Default End Time: 3:00 PM', 'Hours in a full day: 8 Hours', 'Min Absence Length: 1 Hour', and 'Max Absence Length: 8 Hours'.
- Footer:** 'Add Day(s)' (1) and 'Save', 'Save & ReAssign', 'Cancel' buttons.

- 1 **Absence Information:** you can change any information regarding this absence request including Date, Reason, Type, Times, and Budget and Pay Codes
- 2 **Trash Can Icon:** this will remove a single day from the absence request
- 3 **Notes:** notes to the Substitute, to the Administrator, and Administrator notes
- 4 **Save / Save & ReAssign:** Click the **Save** button to save the changes you've made. Click the **Save & ReAssign** button to save the changes and assign a different sub to the absence.

## Removing a Substitute from a Job

Once a substitute has accepted or been assigned to an absence job, you may remove him or her and control the sub's ability to see the job after the removal, notify the sub of the removal, and keep the sub from seeing jobs in the near future.

This screenshot shows a form with the following fields:
 

- Status: Filled
- Reconciled: No (with a Reconcile button)
- Substitute Required: Yes
- Fulfilled By: Tom Baker (with 5 stars and an email icon)
- Feedback: Links for 'Leave Substitute Performance Feedback' and 'Leave Substitute Experience Feedback'
- Employee Hours Per Day: 8
- At the bottom left is an 'Edit/Delete' button, which is highlighted with a red arrow.

To initiate the sub removal, go to the absence Modify page and click the **Edit/Delete** button.

This screenshot shows a dialog box with the following options:
 

- Fulfilled By: Tom Baker (with 5 stars and an email icon)
- Feedback: Links for 'Leave Substitute Performance Feedback' and 'Leave Substitute Experience Feedback'
- Employee Hours Per Day: 8
- Remove Sub: (button)
- Allow substitute to see job after removal:
- Notify the substitute that they are being removed:
- Keep substitute from seeing jobs on this date if job is cancelled within 24 hours of start time:
- Navigator User: dropdown menu showing 'requesting Sub removal'
- Delete Absence Request: (button)

Check the appropriate settings boxes to adjust what the substitute will be able to see after the removal.

A notification box will pop up that says:

*"This will remove the substitute from the assignment. Depending on the checkbox setting, they may or may not be able to still see this assignment in the future. Do you want to continue?"*

Click the **OK** button.

This is a confirmation dialog box with the following text:
 

The page at https://www.aesoponline.com ...

This will remove the substitute from the assignment. Depending on the checkbox setting, they may or may not be able to still see this assignment in the future, Do you want to continue?

Buttons: OK, Cancel

## Removing a Sub from an Individual Day of an Absence

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

**Status:** Filled  
**Reconciled:** No [Reconcile](#)  
**Substitute Required:** Yes  
**Fulfilled By:** [Tom Baker](#) ★★★★★ ✉  
**Feedback:** [Leave Substitute Performance Feedback](#)  
[Leave Substitute Experience Feedback](#)  
**Employee Hours Per Day:** 8  
[Edit/Delete](#) [Split](#) 

To split the multi-day absence, click the **Split** button on the absence Modify page.

**Status:** Filled  
**Reconciled:** No  
**Substitute Required:** Yes  
**Fulfilled By:** [Tom Baker](#) ★★★★★ ✉  
**Employee Hours Per Day:** 8  
**Approval Status:** Unapproved  
**Approvals Received:** 0  
**Last Approval Action:**  
**Approvers:** [View List](#)  
**Approval Comments:** [Show/Hide Comments](#)

[Upload New](#)

[Approve](#) [Deny All](#) [Deny Part](#)

[Split](#) [Cancel](#)

Remove Substitute from new Absence

Date	Absence Type	Start Time	End Time	Split Individual	Split At
4/15/2013 Monday	Full Day	8:00 AM	3:00 PM	<input checked="" type="checkbox"/>	
4/16/2013 Tuesday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	
4/17/2013 Wednesday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	

[Split](#) [Cancel](#)

Now, choose the day that you would like to remove the substitute from. We will split this day from the current confirmation number. This will allow us to remove the sub from this single day, instead of from the entire absence.

Check the "Split Individual" box for the day you want to remove the sub from, and then click the **Split** button.

**Modify Absence**  
 Split successful, click here to go to the Confirmation # [106659621](#)

**CONF#:** 106658937  
**Employee:** [Tim Fox](#) ✉  
**School:** [Vanderbilt High School](#)  
**Created On:** 4/8/2013 10:40:19 AM  
**Last Update:** 4/8/2013 10:43:15 AM  
**Status:** Filled  
**Reconciled:** No  
**Substitute Required:** Yes  
**Fulfilled By:** [Tom Baker](#) ★★★★★ ✉  
**Employee Hours Per Day:** 8  
**Related:** [106659621](#)

**Approval Status:** Unapproved  
**Approvals Received:** 0

**Attachments:**  
 [High School Rules](#)

Once you have split the absence, Aesop will inform you that the split was successful and give you a link to the split day (under a new confirmation number). Click the confirmation number.

Clicking on this confirmation number will take you to the day split from the rest of the absence. Now repeat the steps covered in the "Removing A Substitute from a Job" section to remove the sub from this absence.

List Absences/Vacancies	Modify	Absence/Vacancy Log	Approval Log	Call History	Available Su
<b>Modify Absence</b>					<b>Create a</b>
<b>CONF#:</b>	<b>106659621</b>				
<b>Employee:</b>	<a href="#">Tim Fox</a> ✉				
<b>School:</b>	<a href="#">Vanderbilt High School</a>				
<b>Created On:</b>	4/8/2013 10:43:15 AM				
<b>Last Update:</b>	4/9/2013 2:38:07 PM				
<b>Status:</b>	UnFilled				
<b>Reconciled:</b>	No	<input type="button" value="Reconcile"/>			
<b>Substitute Required:</b>	Yes				
<b>Employee Hours Per Day:</b>	8				
<b>Related:</b>	<a href="#">106658937</a>				
<input type="button" value="Assign Sub"/>		<input type="button" value="Edit/Delete"/>			
<input type="button" value="Block All Substitutes"/>		<input type="button" value="Unblock All Substitutes"/>			

Now that you've removed the sub from this split absence day, you can add a new sub by clicking the **Assign Sub** button on the Absence modify page. This will bring up a list of qualified and available subs, where you can choose the substitute to assign. (See details on how to find and add a sub on Page 7 of this help guide).

## Splitting an Absence with "Split At" Feature

There are two ways to split an absence. First, you can use "split individual" as seen in the previous section of this help guide. The second is the "split at" feature. Instead of splitting a single day from a multi-day absence, the "split at" feature allows you to choose an absence date at which every day following will be split into a separate confirmation number.

<b>Status:</b>	Filled
<b>Reconciled:</b>	No <input type="button" value="Reconcile"/>
<b>Substitute Required:</b>	Yes
<b>Fulfilled By:</b>	<a href="#">Tom Baker</a> ★★★★★ ✉
<b>Feedback:</b>	<a href="#">Leave Substitute Performance Feedback</a> <a href="#">Leave Substitute Experience Feedback</a>
<b>Employee Hours Per Day:</b>	8
<input type="button" value="Edit/Delete"/>	<input type="button" value="Split"/> 

To split the multi-day absence, click the **Split** button on the absence Modify page.

Remove Substitute from new Absence

Date	Absence Type	Start Time	End Time	Split Individual	Split At
4/16/2013 Tuesday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	<input type="radio"/> None
4/17/2013 Wednesday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	<input type="radio"/> None
4/18/2013 Thursday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	<input checked="" type="radio"/> None
4/19/2013 Friday	Full Day	8:00 AM	3:00 PM	<input type="checkbox"/>	<input type="radio"/> None

Now click the radio button on the day that you would like to split the absence. Click Split and now you will have two absences (two confirmation numbers) with two days each. The first absence will be for 4/16 & 4/17 and the second will be for 4/18 & 4/19.

### Absence / Vacancy Log

This report allows you to view all activity for a particular absence and research who created the absence, who modified it, and when. Everything that has happened to an absence over time is detailed here.

List Absences/Vacancies	Modify	Absence/Vacancy Log	Approval Log	Call History	Available Substitutes	Approvers
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Enter a Confirmation #:

**Log Entries for Confirmation # 106658937**

Description	Who	Where	Date	Status
Absence Date Range 4/15/2013 - 4/17/2013	Nav. Super User	Web Navigator	4/8/2013 10:40:19 AM	Created
...	...	...	...	...

### Approval Log

This report allows you to view approval activity for a particular absence. It will show you any approval activity for an absence such as when approval emails were sent and who approved the absence.

List Absences/Vacancies	Modify	Absence/Vacancy Log	Approval Log	Call History	Available Substitutes	Approvers	Attachments	Allocation Group
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Enter a Confirmation #:

**Log Entries for Confirmation # 106658937**

Description	Who	Where	Date	Status
Approval Emails sent to 1 recipients (Terra@titan.com)		Automated Process	4/8/2013 10:40:19 AM	Approval Email Sent
Approval Emails sent to 1 recipients (Terra@titan.com)		Automated Process	4/9/2013 3:42:34 PM	Approval Email Sent

## Call History

Which substitutes were called by Aesop, and which substitutes called into Aesop, and what was the outcome of the phone call.

Date	Time	Direction	Status	Line	Substitute	School	Start Date	End Date	Confirmation #
04/09/2013	4:00:10 PM	O	Aborted	No Answer	<a href="#">Baker, Dee</a>	<a href="#">Vanderbilt High School</a>	04/10/2013	04/10/2013	<a href="#">106646813</a>
04/09/2013	4:00:41 PM	O	Aborted	No Answer	<a href="#">Chan, Alice</a>	<a href="#">Vanderbilt High School</a>	04/10/2013	04/10/2013	<a href="#">106646813</a>

**Direction (I/O):** Inbound call from sub or outbound call to sub

**Status:** Accepted, Rejected, Rejected – End Calls, Aborted

**Line:** Answer, Busy, No Answer, Intercept

## Call History

Clicking this tab allows you to see a list of all qualified and available subs for this job. To Assign a sub to the job click the Assign link. If you do not see the sub you want to assign on the list of available subs.

Click the "View All" radio button to see a list of subs that are not qualified and available and to see why they are not. You may be able to override and assign them.

Available Substitutes												
Assign a substitute for Conf#: 106658937												
Qualified and Available Checks												
Name	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check	Sub Rej. Job	Job w/in Sub Visibility	In Sub Call Time	Call Now (15 calls remaining)	Assign	Explicitly Blocked	Block/Unblock
<a href="#">Baker, Dee</a> ★★★★★ Phone:(555) 555-6394 <a href="#">Call History</a>	✓	✓	✓	✓	Yes	No	Yes	Yes	<a href="#">Call Now</a>	<a href="#">Assign</a>	✓	<input type="checkbox"/> Block
<a href="#">Chan, Alice</a> ★★★★★ Phone:(555) 555-6360	✓	✓	✓	✓	Yes	No	Yes	Yes	<a href="#">Call Now</a>	<a href="#">Assign</a>	✓	<input type="checkbox"/> Block

## Approvers

This section lists the names of approvers for this absence.

List Absences/Vacancies	Modify	Absence/Vacancy Log	Approval Log	Call History	Available Substitutes	Approvers	A
<b>Users allowed to Approve for this Absence</b>							
<b>1 level of Approval Required</b>							
<b>Level 1 Approvers</b>							
Name						Receives En	
<a href="#">Aaron Goins</a> ✉						No	
<a href="#">Dean Winchester</a> ✉						No	
<a href="#">Tara Markov</a> ✉						Yes	

## Attachments

File attachments for this absence can be added, deleted, or edited from here. Click the [Upload New Files](#) link to add a file to the absence.

List Absences/Vacancies	Modify	Absence/Vacancy Log	Approval Log	Call History	Available Substitutes	Approvers	Attachments	A
<b>Attached Files</b>								
<a href="#">Upload New Files</a>								
File							Description	
 <a href="#">Vanderbilt HS Code of Conduct.xlsx</a>							High School Rules	

Click the **pencil icon** to edit the name of the file

Click the **trash can icon** to delete the attached file from the absence

## Feedback

Clicking this tab will allow you to see the feedback left for this absence. You can also edit the feedback here.

List Absences/Vacancies	Modify	Absence/Vacancy Log	Approval Log	Call History	Available Substitutes	Approvers	Attachments	Allocation Groups	Feedback
Substitute Rating		Substitute Experience							
<b>Feedback about Substitute Performance</b>									
CONF#	Substitute	Replacing / Filled	School	Start Date	End Date				
<a href="#">106432216</a>	Tom Baker	Tim Fox	Vanderbilt High School	4/5/2013	4/5/2013				
Rating: ★★★★★									
Was all classroom work collected?									
Was the room left as neat and clean as it was found?									
Was classroom work explained satisfactorily?									
Did students report that they were treated fairly and consistently?									
Were any disciplinary issues reported?									
General Notes / Comments									
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>									

The “Substitute Rating” (what the employee said about how the substitute did) is shown here. You can click the “Substitute Experience” tab to see what the sub said about their experience.

Click the **Edit** button to edit the rating or the details of the feedback.

Click the **delete** button to completely delete the feedback left.

## Creating an Absence for an Itinerant Employee

If an employee works at more than one location, their absences can be entered into the Aesop website with just a few easy steps. Consider the schedule below. A teacher works at three separate locations each day:

Hamner High School from 07:30 a.m. to 09:15 a.m.

Vanderbilt High School from 09:45 a.m. to 11:45 a.m.

Williams High School from 12:15 p.m. to 03:00 p.m

First, create a new absence by clicking the **Create Absence** button in the Web Navigator.

Creating an Absence: [Fox, Tim](#)

Start Date	End Date	School	Absence Reason	Substitute Required	Absence Type	Start Time	End Time
04/12/2013 Friday	04/12/2013 Friday	<ul style="list-style-type: none"> <li>Hamner High School</li> <li>Vanderbilt High School</li> <li>Williams High School</li> </ul>	Personal Day	Yes	Full Day	08:00 AM	04:00 PM
Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		Create Absences on these days of the week within the date range specified above		Substitute Report Time: <input type="checkbox"/> Full Day <input type="checkbox"/> Modify		08:00 AM	04:00 PM
Budget Code: -- None Selected --		Accounting Code: -- None Selected --					

Now you can fill in the absence details:

1. **Start & End Dates:** Enter the Start and End dates; make sure the Days of Week are selected.
2. **Schools:** While holding down the Ctrl key highlight the schools they will be absent from
3. **Absence Reason Type:** Select the correct reason for the absence
4. **Substitute Required:** Yes or No
5. **Absence Type:** You can leave at Full Day for now. You will be able to put in specific times on the next screen
6. Click **Next**

Enter the absence information according to the schedule. Change the Date Range, School, Absence Reason, Start and End times for each line entry.

Start Date	End Date	School	Absence Reason	Absence Type	Start Time	End Time
04/12/2013	04/12/2013	Hamner High School	Personal Day	Custom	07:30 AM	09:15 AM
Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>						
Create Absences on these days of the week within the date range specified above Substute Report Time: <input type="checkbox"/> Custom <input type="checkbox"/> Modify 07:30 AM 09:15 AM Budget Code: -- None Selected -- Accounting Code: Custom						
04/12/2013	04/12/2013	Vanderbilt High School	Personal Day	Custom	09:45 AM	11:45 AM
Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>						
Create Absences on these days of the week within the date range specified above Substute Report Time: <input type="checkbox"/> Custom <input type="checkbox"/> Modify 09:45 AM 11:45 AM Budget Code: -- None Selected -- Accounting Code: Custom						
04/12/2013	04/12/2013	Williams High School	Personal Day	Custom	12:15 PM	03:00 PM
Friday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>						
Create Absences on these days of the week within the date range specified above Substute Report Time: <input type="checkbox"/> Custom <input type="checkbox"/> Modify 12:15 PM 03:00 PM Budget Code: -- None Selected -- Accounting Code: -- None Selected --						
<input type="button" value="Next &gt;"/> <input type="button" value="Cancel"/>						

Once you have completed entering the absence information, click the **Next** button.

<p><b>Notes To Substitute:</b> (Maximum length is 255 characters.) 255 characters left.</p>	<p><b>School Default Information</b> Not used for multi-location employees.</p>
<p><b>Notes to Administrator (not viewable by Substitute):</b> (Maximum length is 255 characters.) 255 characters left.</p>	
<p><b>Administrator Notes (not viewable by Substitute or Employee):</b> (Maximum length is 255 characters.) 255 characters left.</p>	
<input type="button" value="Save"/> <input type="button" value="Save &amp; Assign"/> <input type="button" value="Cancel"/>	

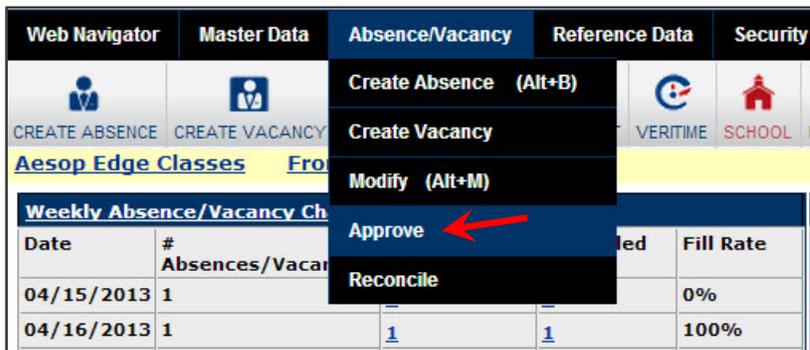
Now you have the option to add notes to the absence. Enter notes to the Sub, to the Administrator, or add administrator's notes.

When you are finished, click **Save**.

Aesop will now update the Daily Report, employee’s Absence History tab, and the employee’s calendar. The sub will see all the school locations associated with this job.

## Absence Approval

Although Absence Approval is typically done at the Principal website you can approve or deny absence requests via the Web Navigator site as well.



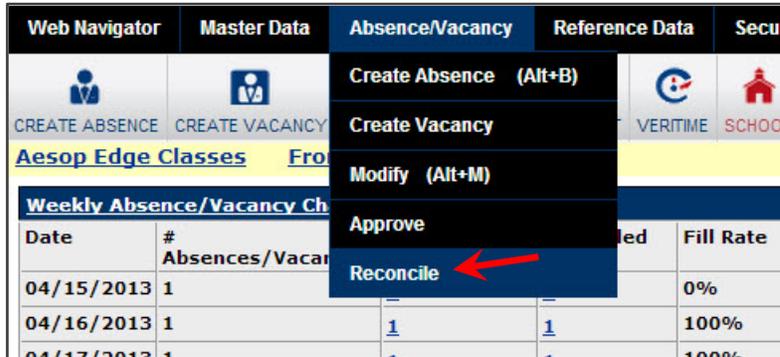
Please refer to Absence Approval [Chapter 12] or the Absence Approval Topical Guide for further instructions.



## Absence Reconcile

Reconciling absences at the school level is an important aspect of ensuring accurate payroll integration between Aesop and whatever payroll/HR system you are using. The act of “reconciling” is defined as the school level contact putting a “stamp of approval” on the absence, indicating that “person A” was indeed absent and “person B” did in fact substitute for this person. In essence, it is viewed as the “OK to pay” stemming from the school location. Most districts that

tie their payroll system to Aesop will check for this “reconciled” flag before processing payment for the substitute.



To reconcile absences from the Web Navigator follow this path from the black menu bar.

Reconcile Absences

Select a date range:

From: 04/04/2013 To: 04/11/2013

School: Victoria County Community Schools Filled: Both

Submit

**Absences/Vacancies from 4/4/2013 - 4/11/2013**

Date	Total Absence/Vacancy	Reconciled	Not Reconciled	
4/4/2013	1	0	<a href="#">1</a>	Reconcile All
4/5/2013	1	0	<a href="#">1</a>	Reconcile All
4/10/2013	1	0	<a href="#">1</a>	Reconcile All

1. Enter a date range
2. Choose School
3. Choose “Filled” or “Unfilled” or “Both”
4. Click **Submit**



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

Employee	Substitute	Details	Status	Rec	No Action	Edit
<a href="#">Fox, Tim</a> 106329906 Type: Teacher Title: High School Science Conf <a href="#">106329906</a>	<a href="#">Baker, Tom</a> Duration: 1 Full Day	Absence Reason: Illness > Personal Illness Budget Code: -- None Selected -- Accounting Code: -- None Selected -- Pay Code: Regular Sub Rate Hours Substitute Worked Per Day: <input type="text"/>	Not Reconciled	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>

Apply Changes Undo Changes

Clicking on the individual number link will open a page that will show more details of the absences and allow you to edit and/or reconcile the absences. If the absence has already been reconciled you will have the option to un-reconcile it.

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

Employee	Substitute	Details	Status	Rec	No Action	Edit
<a href="#">Fox, Tim</a> 106329906 Type: Teacher Title: High School Science Conf <a href="#">106329906</a>	<a href="#">Baker, Tom</a> Duration: 1 Full Day	Absence Reason: <b>1</b> Illness > Personal Illness Budget Code: -- None Selected -- Accounting Code: -- None Selected -- Pay Code: Regular Sub Rate Hours Substitute Worked Per Day:	Not Reconciled	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <b>4</b>

- 1** Here absence details such as Absence Reason and Budget and Pay codes can be edited.
- 2** To Reconcile an Absence mark the Reconcile circle and click **Apply Changes**.
- 3** If you would like to keep changes made to the details of an absence but not reconcile the absence then mark the "No Action" circle before you click **Apply Changes**.
- 4** You can also click the [Edit](#) link to bring up the absence in an edit mode if you would like to change details such as date or times in the absence.

**Note:** If you are reconciling a multi-day absence that has days in the future Aesop will only reconcile up to the current date. You cannot reconcile absence days that have not occurred yet.

### Reconciling A Multi-Day Absence

Aesop also allows you to reconcile a multi-day absence at the Modify Absence page one day at a time rather than reconciling the whole confirmation number at once. This brings the absence reconciliation down to the absence day level and not the absence request level. As you can see in the screen shot below, by clicking the "U" or "R" on the absence day record, you can mark certain days as reconciled while other days remain un-reconciled.

List Absences/Vacancies | Modify | Absence/Vacancy Log | Approval Log | Call History | Available Substitutes | Approvers | Attachments | Allocation Groups | Feedback

**Modify Absence**

CONF #: 106658937

Employee: [Tim Fox](#)

School: [Vanderbilt High School](#)

Created On: 4/8/2013 10:40:19 AM

Last Update: 4/15/2013 8:06:38 AM

Status: Filled

Reconciled: Partially

Substitute Required: Yes

Fulfilled By: [Tom Baker](#) ★★★★★

Feedback: [Leave Substitute Performance Feedback](#)  
[Leave Substitute Experience Feedback](#)

Employee Hours Per Day: 8

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Approval Status: Unapproved

Approvals Received: 0

Last Approval Action:

Approvers: [View List](#)

Approval Comments: [Show/Hide Comments](#)

**Attachments:**

[High School Rules](#)

[Upload New](#) [Edit](#)

Date	School	Absence Reason	Absence Type	Start Time	End Time	
04/15/2013 Monday	Vanderbilt High School	Personal Day	Full Day	8:00 AM	3:00 PM	<span style="color: green; font-weight: bold;">R</span>
		<i>Substitute Report Time: Full Day</i>		7:45 AM	3:15 PM	
		<i>Budget Code: --None Selected --</i>		<i>Pay Code: Regular Sub Rate</i>		
		<i>Accounting Code: -- None Selected --</i>		<i>Hours Substitute Worked: --</i>		
04/16/2013 Tuesday	Vanderbilt High School	Personal Day	Full Day	8:00 AM	3:00 PM	<span style="color: grey; font-weight: bold;">U</span>
		<i>Substitute Report Time: Full Day</i>		7:45 AM	3:15 PM	
		<i>Budget Code: --None Selected --</i>		<i>Pay Code: Regular Sub Rate</i>		
		<i>Accounting Code: -- None Selected --</i>		<i>Hours Substitute Worked: --</i>		

To reconcile a single day within a multi-day absence, start by clicking the **Edit/Delete** button on the absence modify page.

**Note:** Notice that the status of 'Partially' reconciled indicates one or more of the days in this absence are reconciled. The letter 'R' in the green circle Reflects this day of the absence has been reconciled.

Click the "U" in the grey circle to reconcile an individual day, alternatively you can click the "R" in the green circle to un-reconcile an individual day.

Once you've finished reconciling, be sure to click the **Save** button.

### Absence Reconciliation Report

There is also a report you can access from the Web Navigator that will give you details on the reconciliation status of absences in your system. Follow these steps to get to the Absence Reconciliation Report.



You can access the Absence Reconciliation Report by going to the Black Menu Bar at the top of the site and choosing **Reports > Absence > Absence Reconciliation**.

The report will look something like this:

**Absence Reconciliation** [Return to Report Menu](#)

Start Date: 02/01/2013 End Date: 04/15/2013 School(s): View All

Type: Absences/Vacancies Employee: Assaad, Tamer; Bauer, Jack; Blanche, Barry Vacancy Profile: View All; Open Aide Position; Open Nurse Position; Test Vacancy Substitute(s): View All; Aylestock, Aaron; Baker, Dee; Baker, Tom

Submit

Reconcile Absences for this date range.

School	Reconciliation Status	CONF #	Date	Reconciled?	Absence/Vacancy Reason	Start Time	End Time	Duration	Budget Code	Pay Code
<b>Columbia Elementary School</b>										
UNRECONCILED										
Confirmation # 102758475, Starting: 2/20/2013, Employee: Noble, Donna (Identifier: BARNE557821), Fulfilled by: Baker, Tom (Identifier: BAKER55346)										
			2/20/2013	N	Personal Day	8:00 AM	4:30 PM	Full Day	Budget Code One	Regular Sub Rate
<b>Dell Middle School</b>										
UNRECONCILED										
Confirmation # 102757758, Starting: 2/19/2013, Employee: Noble, Donna (Identifier: BARNE557821), UNFILLED										
			2/19/2013	N	Personal Day	8:00 AM	4:30 PM	Full Day	Budget Code One	none
<b>Hamner High School</b>										
UNRECONCILED										
Confirmation # 104695539, Starting: 3/5/2013, Employee: Cody, Jeff (Identifier: TK421), Fulfilled by: Baker, Dee (Identifier: 927206697)										
			3/5/2013	N	Personal Day	8:00 AM	4:00 PM	Full Day	none	none
Confirmation # 104695682, Starting: 3/28/2013, Employee: Cody, Jeff (Identifier: TK421), UNFILLED										
			3/28/2013	N	Personal Day	8:00 AM	4:00 PM	Full Day	none	none

## Substitute Hours Worked

The purpose of this feature is to define a substitute's actual work time when their work time does not coincide with the times of the absence. To turn this feature on, go to **Master Data > Organization Information > Miscellaneous**.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
Past Absence/Vacancy Relative Offset	Past Absence
5	09/09/201
for	Disable Emplo
Use Substitute Hours Worked Feature (Whats this?)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>
Show Absence/Vacancy Reason on Substitute Sign In Report	Show Substitu
<input type="checkbox"/>	<input type="checkbox"/>

Now, click the **Edit** button at the bottom of the page. Check the box under "Use Substitute Hours Worked Feature."

Click **Apply Changes**.

### Entering Substitute Hours Worked on the Absence

To enter Substitute Hours Worked, first click **Edit/Delete** on the absence modify page.

The screenshot shows a web interface for managing absences. At the top, there are options to 'Keep substitute from seeing jobs on this date if job is cancelled within 24 hours of start time' and a dropdown for 'Navigator User' with the text 'requesting Sub removal'. Below this is a 'quest' field and a status indicator 'Unapproved' with 'ved: 0'. There are links for 'View List' and 'Show/Hide Comments', and an 'Upload New' button. A row of buttons includes 'Approve', 'Deny All', and 'Deny Part'. At the bottom right of this section are 'Save', 'Save & ReAssign', and 'Cancel' buttons. The main part of the interface is a table with columns: School, Absence Reason, Absence Type, Start Time, and End Time. The first row shows 'Vanderbilt High School', 'Personal Day', 'Full Day', '08:00 AM', and '03:00 PM'. Below this row, there is a 'Substitute Report Time' section with a 'Modify' checkbox and a 'Pay Code' dropdown set to 'Regular Sub Rate'. The 'Hours Substitute Worked' field is a text input box, which is highlighted with a red arrow. Below the table, there are more dropdown menus and another row of the table with the same data as the first row.

Now, enter the number of hours that the substitute worked in the “Hours Substitute Worked” box.

Click the **Save** button.

### Requiring Substitute Hours Worked

You can choose to require that “Hours Substitute Worked” be entered before reconciling absences for certain Pay Codes. This feature can be configured at **Reference Data > Pay Codes**. Here, you can designate which Pay Codes require that a value be entered in the Hours Substitute Worked box for any absence in which that Pay Code is used before absence reconciliation.

Pay Codes						
	Description	Full Day Rate	Half Day Rate	Hourly Rate	Hours Worked Required	
+					<input checked="" type="checkbox"/>	
	Overtime Rate				<input type="checkbox"/>	

## Phone and E-Mail Notification Regarding Absences

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Aesop will notify your Substitutes and Campus Users about absences.

### **Subs will receive phone and email notifications in the following situations:**

- Single day absence deleted
- Sub removed from absence
- All days of a multiple day absence deleted
- They are assigned as a permanent sub
- Preferred Sub Alert

### **Subs will receive only email notification in the following situations:**

- Start date of the absence changes
- Sub is assigned to a job

### **Campus Users will receive Event Notification emails in the following situations:**

- When an absence is created
- When an absence is filled by a sub
- When a sub is assigned to an absence
- When an absence is edited
- When a sub is removed from a job
- When an absence is cancelled