



Automated Substitute Placement & Absence Management
Selected by more districts than all other systems combined

Employee Load Import Template Guide

This guide will walk through the available fields in the **Employee Import Template** and what they mean. The Import Template is broken down in highlighted sections based on what type of information you are trying to import. They are broken down as follows...

Blue – Employee general info and permissions

Highlighted Blue – Required fields for importing new employees

Orange – Preferred substitute information

Pink – Skill information

Green – Absence balance information

Tips

Every employee import will require the **Identifier** column so Aesop knows which employee to make the changes to.

To keep things simple you may want to delete any columns that are not being used from the Excel template before submitting for import.

Field Name	Description
Identifier	District unique Id number. May be alphanumeric and up to 30 characters . **Recommend an Employee number that matches the employee's ID from your payroll/hr system. This field will be required in all data imports to identify the employee you want to update
Last Name	Employee's last name. Up to 30 characters
First Name	Employee's first name. Up to 30 characters
Middle Name	Employee's middle name. Up to 10 characters
Title	Employee's specific title like "Second Grade" or "Nurse"
Phone	Employee's phone number. This will also be their login id. Don't use spaces or dashes Example: 5556867848
Pin	This will be the employee's PIN to login. Leave blank for new employees if you want Aesop to auto-assign a PIN. Must be 4 or 5 digits and only numeric
School External ID	The external ID of the school you want to assign the employee to. The external ID is a district assigned ID and can be found on the school's general information page. Don't use this field if you are using "Inst_ID" in your import
Inst_ID	The Web ID of the school you want to assign the employee to. The Web ID can be found on the school's general info page. Don't use this field if you are using "School External ID" in your import
Employee Type Description	The employee type you want to assign to the employee. Must match an employee type in Reference Data
Substitute Requirements	Does this employee require a sub?

	O = Employee can decide if sub is required N = Never requires a sub Y = Always requires a sub If you leave this field blank for new employees it will default to O
Room	Put "Main Office" in this field
Email	Employee's email address Example: employee@school.edu
Street 1	Employee's Street Address Example: 501 Trooper Rd
Street 2	Address part two Example: Apt 1
City	The city in the employee's address
State	State code for the address Example: PA or OH
Zip	Zip Code for the address Example: 19464 or 19464-1245
External ID	Miscellaneous data field on the employee's general info page
External ID 2	Miscellaneous data field on the employee's general info page
External ID 3	Miscellaneous data field on the employee's general info page
Start Time	Employee's start time Example: 7:00 AM or 07:00
End Time	Employee's end time Example: 3:00 PM or 15:00
Half Day Break	This would be the end time of a half day am absence Example: 11:00 AM or 11:00
Half Day Break 2	This would be the start time of a half day pm absence Example: 11:00 AM or 11:00
Remove Employee	Put a Y in this column to delete the employee from Aesop
Active	Put a Y in this column to mark the employee as active Put a N in this column to mark the employee as inactive Leaving this column blank for new employees will default to Y
Can Assign Substitute	Put a Y in this column to allow the employee to assign substitutes Put a N in this column to not allow the employee to assign
Can Cancel Absence	Put a 0 (zero) in this column to not allow the employee to cancel absences Put a 1 in this column to allow the employee to cancel only unfilled absences Put a 2 in this column to allow the employee to cancel both filled and unfilled absences
Can Upload Files	Put a Y in this column to allow the employee to upload files to absences Put a N in this column to not allow the employee to upload files to absences
Notes	Notes about the employee that will appear on their general info

	page. Character limit is 50
Accounting Code External ID	External ID of the accounting code you want to assign to the employee
Budget Code External ID	External ID of the budget code you want to assign to the employee
Birth Date	Employee's birth date Example: 5/25/1977 or 05/21/1980
Start Date	Employee's employment start date Example: 9/25/2002 or 11/5/2008
End Date	Employee's employment end date Example: 2/10/2009 or 07/15/2007
Preferred Substitutes List Permission	Allow the employee to edit their preferred sub list 1 = Do not display list 2 = Display list only 3 = Edit list (basic) 4 = Edit list (adv.) 6 = Edit List (Basic) – No Exclude 7 = Edit List (Adv.) – No Exclude
Hours Per Day	Enter the number of hours the employee works per day Example: 8 for eight hours
Email Approval Updates	Do you want this employee to receive email updates of approval status? Y for Yes N for No
Email When Filled	Do you want this employee to receive email updates when their absence is filled by a substitute? Y for Yes N for No Leaving this field blank will default to Yes for new employees
Language Description	Default IVR language the employee hears on the phone. English Spanish French
Gender	M for Male F for Female
Ethnicity Description	Must match the an ethnicity description in reference data
Skill Code	The Skill Code from reference data of the skill you want to assign to the employee
Skill Type	What type of skill? MH for Must Have SH for Should Have MNH for Must Not Have
Skill Expires	The date you want this skill to expire for the employee Format example: 2/10/2013 or 07/15/2012

Remove Skill	Put a Y in this column to remove the skill
Absence Reason External ID	The external ID from reference data of the absence reason you want to give the employee a balance for
Balance	The balance in days or hours (depending on the employee's settings) of the absence reason Example: 3 for 3 days or hours
As Of Date	The date you want the balance to begin being calculated Example: 9/1/2010 or 09/01/2010
Remove Absence Reason	Put a Y in this column to remove the absence reason
Substitute Identifier	The Identifier of the Substitute you want to add to the employee's preference list
Remove Substitute	To remove the substitute from the employee's preference list put a Y in the column
Exclude	To mark the sub as excluded from the employee's preference list put a Y in this column
Visibility Percentage	Set the override visibility percentage for the substitute Example: put 90 for 90 percent
Favorite Rank	Set the favorite five rank for this substitute. You can choose from 1 to 5