



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

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## Employee Type Import Template Guide

This guide will walk through the available fields in the **Employee Type Import Template** and what they mean.

**Blue fields** – General information

**Highlighted blue fields** – Required fields for importing new employee types

**Note: For best results delete any blank columns from your template before uploading.**

Field Name	Description
<b>Description</b>	Description or name of the employee type
<b>Shift Types</b>	The shift type you would like to be available to this employee type. Use the number code below <b>0</b> = Full/Half Day <b>1</b> = Hourly <b>2</b> = Both (Full/Half and Hourly) <b>3</b> = Full Day Only
<b>External ID</b>	An identifying code for the employee type. Can be alpha-numeric
<b>Data Analysis Category</b>	Choose the category that best matches the employee type. Choose from one of the options below <b>Administrative Staff</b> <b>Cafeteria Staff</b> <b>Facilities Staff</b> <b>Nursing Staff</b> <b>Paraprofessional Staff</b> <b>Secretarial Staff</b> <b>Security Staff</b> <b>Teacher\Professional Staff</b> <b>Technology Staff</b> <b>Transportation Staff</b> <b>Other</b>
<b>Enforce Absence Reasons</b>	Would you like to enforce absence reason balances for this employee type? Put <b>Y</b> for yes Put <b>N</b> for no
<b>Deduct Break Time</b>	Would you like Aesop to deduct the break time when calculating absence duration and absence reason balances? Put <b>Yes</b> or <b>No</b>
<b>Balance Tracking Type</b>	How should Aesop track absence reason balances for this employee type? <b>Day</b> = Track balances by day <b>Hour</b> = Track balances by hour

<b>Rounding Rule</b>	<p>Choose what type of rounding rule Aesop should use for absence reason balance tracking. Use the two letter code found below</p> <p><b>No</b> = No rounding  <b>UQ</b> = Round up to next quarter  <b>UH</b> = Round up to next half  <b>UW</b> = Round up to next whole  <b>DQ</b> = Round down to next quarter  <b>DH</b> = Round down to next half  <b>DW</b> = Round down to next whole value  <b>NQ</b> = Round to nearest quarter  <b>NH</b> = Round to nearest half  <b>NW</b> = Round to nearest whole value</p>
<b>Allow Job Search</b>	<p>Allow this employee type to search for jobs? Leave this field blank to default to yes.  Put <b>Y</b> for yes  Put <b>N</b> for</p>