Web Navigator Topical Guides

Separate Substitute Report Times

Why Use Separate Substitute Times?

Some Districts prefer to show the Substitute start and end times that may differ from the Employee's actual start and end times. Aesop has an optional feature that allows you to set a relative time frame that a Sub will see (i.e. 15 minutes before an absence's start time). You also have the option to allow Employees to see and make changes to this separate sub time.

Activating the Feature

To see whether the feature is turned on for your district, navigate to a school's general information page; if the feature is on, you'll see settings labeled "Relative Substitute Start" and "Relative Substitute End".

If you do not see this, contact Aesop Client Services and a representative will be happy to activate the feature for your District.

Using Separate Substitute Times

Enter the number of minutes before (or after) the absence's start time that you would like the Substitute to report in the "Relative Substitute Start" box. Also, enter the number of minutes after (or before) the absence's end time that you would like the Sub to be finished for the day in the "Relative Substitute End" box.

Note: If you allow employees to view and modify Substitute report times, but do not want the times to automatically change (for example, 15 minutes before the start time of every absence entered into Aesop), enter a "0" in the relative sub start and end time boxes. This will default the sub report times to the same as the absence's times, allowing the employee to edit the Sub's report times on an absence by absence basis.

What Can The Employee Do?

You can give employees permission to view and / or edit the Substitute report times. These settings can be found on the Employee's General Information page, under the "Permission" tab.

To allow the employee to view the Sub report times, check "Can View Substitute Report Times". To allow the employee to edit the Sub report times, check "Can Modify Substitute Report Times". For both, check both boxes.

Separate Sub Times in the Daily Report

The separate Sub report times will show in italics in the daily report.

Important Thing to Note:

If you decide to have this feature activated and you use payroll integration between Aesop and a 3rd party system, be sure to check with an Aesop Client Services representative or Integration specialist to check that the feature doesn't affect the integration.