

Web Navigator Topical Guides

Separate Substitute Report Times



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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



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.





Aesúp Substitute Placement & Absence Management

> 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.

Web Navigator	Master Data	Absence/Vacancy	Reference Data	Security	Reports	Extract / Import	Help			
				E 🛉	Q	2	?	Δεςώρ		
CREATE ABSENCE	CREATE VACANCY	ABSENCE MODIFY	AILY REPORT VER	RITIME SCHOOL	FIND EMPLO	YEE FIND SUBSTITU	JTE LIVE HELP	ricsop		
Aesop Edge Cla	sses Local	lser Groups								
General Information	on Permission	Configuration Setting	s Absence Reaso	ons Preferred	d Substitutes	Allocation Groups	Absence App	provers Reports	Optional Features	
Employee General	Address									
Select Another Er Make this Employ	nployee <u>Creat</u> ee a Substitute	e an Absence Add	Employee 🞱 Se	end Letter/En	nail					
Employee: Chesterton, Ian General Information Last Update: 2/4/2013 1:08:38 PM Login to Web Site Remove Edit Apply Changes Cancel										
				Fields marked	with an aster	isk * are required.				
First Name			le Name		Last Name			Active		
* lan						* Chesterton		\checkmark		
Identifier		Emp	loyee Types							
* 927206625		* Te	acher							
Phone (login id)		Alter (8,9	mate Login ID ,11-20 characters)			Title				
* 5555551291						5th Grade				
Pin		Pin I	xpired			Pin Expires				
* 4549 <u>Char</u>	ige Pin									

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.





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Separate Sub Times in the Daily Report

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

Run Date: 02/21/20 Employee Types	: View All	triangle to the second secon	School(s): Absences/Vacano	View All	By: School	Employee	Name		
Submit isplay Options: Thursday, February 2	Show All 1, 2013	© Choose Sectio	ns		÷.		Title	Emp Start/End Sub Start/End	
					I: Wall	I: Walker Middle School			
Name	Title Emp Sub	p Start/End	Emp Duration Sub Duration	Reason	her			0.00 444 0.00 014	
School: <u>Sawyer El</u> Teacher	ementary S	School_			erton, I	an_	5th Grade	7:45 AM - 3:15 PM	
<u>Gallow, Tara</u>	8:00 <i>7:30</i>	0 AM - 3:00 PM 0 AM - 3:30 PM	Full Day 07:59	Professional C	ay				
Name	Title	Emp Start/End	Emp Duration	Reason	~	Title	Emp 9	Start / End	
School: <u>Walker Mi</u>	ddle School	Sub Start/End	Sub Duration			nue	Sub S	tart/End	
Chesterton, Ian_	5th Grade	8:00 AM - 3:00 PM 7:45 AM - 3:15 PM	5ar Day 07:29	Personal Day	Baker, vee	(222) 222-0234	2/20/	2013 210	
				Su	bstitute Not Nee	ded			
Name Title	Emp S Sub St	tart/End art/End	Emp Duration Sub Duration		Reason	More Days	Time Reco	orded	

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.



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