

# Aesop QuickStart Guide for Employees

This guide will show you how to:

- Log on to the Aesop system
- Navigate your Aesop home page
- Create an absence online
- Assign a substitute to an absence\*
- Attach a file to an absence\*
- Check your absence reason balance\*
- Manage your schedule
- Cancel an absence \*
- Manage your personal information\*
- Find substitute phone numbers\*
- Track your absence history
- Select your preferred substitutes\*
- Create an absence as an itinerant employee\*
- Understand absence approvals\*
- Create an absence over the phone
- Access user guides and training videos



\*Indicates functions that might not be used by your school  
February 2011

## Using Aesop Successfully

### Create absences online or on the phone

Aesop offers both phone and Web services, so that you can create an absence anytime, anywhere. Online absences can be created as far as one year in advance. As soon as you register an absence, Aesop starts finding a qualified, available substitute for you.

### Manage your schedule

With Aesop you can track how many absences you have taken and see absences you have already scheduled in the future. You can also track the types of absences you have on record, such as personal or professional development day. Aesop offers an easy way to store all your absence information in one place.

### Leave notes and attachments for the substitute

By writing notes or attaching documents to your absence, you can assure that your substitute is prepared to handle your duties during your absence. Aesop lets both the district and the employee leave notes, as well as attach Word documents and PDF's to the absence.

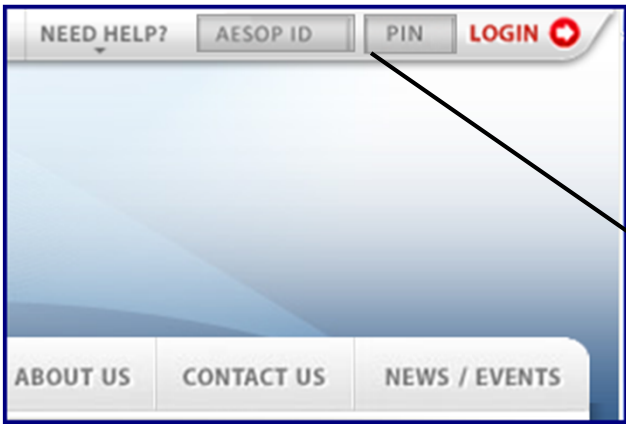


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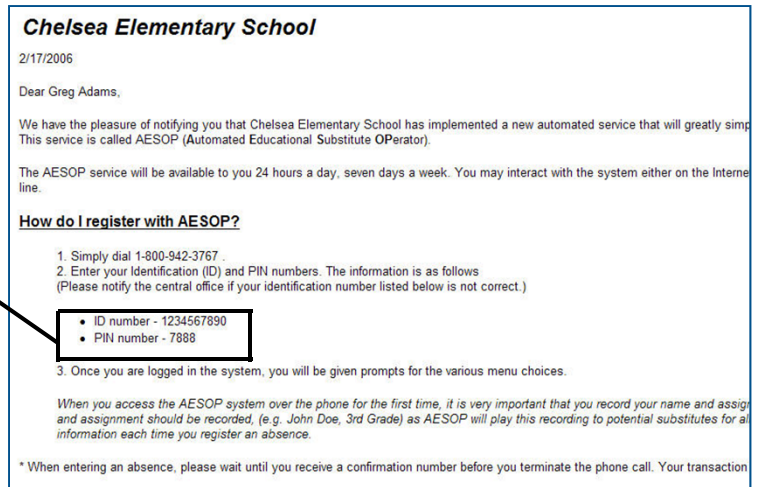
## Online Services

### Log on to Aesop

In your Internet browser address bar enter **www.aesopeducation.com** and click the **Go** button.



Enter your ID and PIN from the personalized welcome letter you received from the district.



### Aesop Login Page

### Personalized Welcome Letter

### Home Page

**Interactive Calendar**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	(29)	30	31	1	2

**Action Menu**

- Create An Absence
- Absence Reason Balances
- View My Schedule
- Absence Approval Status
- Absence Approvers
- Leave Feedback
- View Substitutes
- Experience Feedback
- Change Pin
- Change Personal Information
- Absence History
- Substitute Phone List
- Preferred Substitutes

**Videos and Guides**

- User Guides
- Quick Start User Guide
- Basic Training Video
- Advanced Training Video
- Favorite Five Feature Guide
- Favorite Five Feature Video

**Personal Information**

Email: jfrancis@frontlineplacement.com  
Phone: (999) 222-0054

**Good Morning, Brad Francis** | 1 Absence is awaiting your feedback.

**Messages**  
Posted: 12/25/2009  
Have a Merry Christmas and a Happy New Year! 🎄

**Currently Scheduled Absences for the next 14 days**

Date	School	Absence Reason	Start Time	End Time	Absence Type
1/4/2010	Killy Court High School - No Nuts Sick	Derby, Brown	8:00 AM	12:00 PM	Half Day AM

**Status of Future Absences that Require Approval**

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
43466413	01/07/2010	01/07/2010	1	Denied	Super user	12/28/2009 7:06 PM

**Questions**  
If you have questions about the rules or setup of the system contact **Joseph Cappellini** at (999) 743-1098 or email: [jcappellini@frontlineplacement.com](mailto:jcappellini@frontlineplacement.com).

### Home Page

\*Indicates functions that might not be used by your school  
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## Manage Absences Online

### Create an absence

1. Select the **Create an Absence** tab on the left
2. Enter the Start and End Dates (see below)
3. Choose the day(s) of the week
4. Choose the Absence Reason Type
5. Select if a substitute is required
6. Specify the Start and End Times (if available)
7. Click the **Next** button

Screen One

#### Single Day or Sequential Multiple Day Absence

For an absence covering a single day or multiple days in a row, enter the Start & End Dates, but leave the days of the week boxes checked.

#### Recurring Absence


For an absence recurring several weeks in a row, enter the Start & End Dates and click the day(s) of the week boxes. The example above shows how to create an absence for every Monday from 5/10/2010 to 6/18/2010.

Absence every Monday for the next five weeks.

\*Note: Only a single substitute can be assigned to a recurring absence created under one confirmation number. Substitutes can only accept the entire confirmation number and all absences contained within.

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- Verify all information.
- Enter any notes for substitutes in the **Notes to Substitute** box. Substitutes can view these notes before they accept an assignment.
- Enter any notes for only the administrator to see in the **Notes to Administrator** box.
- Finalize the absence.

 **NOTE:** You will see "Starting At" and "Ending At" times that you can customize ONLY if your district chooses to allow you to create custom length absences.

- **Save** – Aesop will find a substitute.
- **\*Save & Assign** – Assign your own substitute.

Save   Save & Assign   Cancel

**WARNING!** Clicking the "save and assign" button indicates that you have PREARRANGED with the substitute that you are going to assign on the next page.

Aesop will display the day of the week underneath the date.

### Screen Two: Multiple Day or Recurring Absence

#### Assign a substitute to an absence\*

If you chose **Save & Assign** in the last step, you will need to **find** the substitute you wish to assign from the list and click the [Assign](#) link.

**It is your responsibility to contact the substitute you have selected; Aesop does not contact subs to notify them if they have been assigned to an absence!**

Name	Assign
Aikman, Troy ★★★★★ Phone: 9995559999	<a href="#">Assign</a>
Ann, Raggedy ★★★★★ Phone: 9995559999	<a href="#">Assign</a>
Beaver, Eager (no rating) Phone: 3025558589	<a href="#">Assign</a>
Bird, Big ★★★★★ Phone: 9995559999	<a href="#">Assign</a>
Bush, Barbara (no rating) Phone: 9995559999	<a href="#">Assign</a>

#### Assigning substitute

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## Confirmation Number

Aesop will give you a confirmation number when the transaction is complete.

**Modify Absence** Create a new absence

Confirmation#: 30345673  
 Employee: Doug Brown  
 School: Lincoln Middle School  
 Created on: Dec 29 2008 8:41:25 AM  
 Last Update: Dec 29 2008 8:41:25 AM  
 Status: UnFilled  
 Substitute Required: Yes  
 Employee Hours Per Day: 8

---

Approval Status: Unapproved  
 Approvals Received: 0  
 Last Approval Action:  
 Approvers: [View List](#)  
 Approval Comments: [Show/Hide Comments](#)

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

Date	Absence Reason	Absence Type	Start - End
12/30/2008 Tuesday	*Professional Day	Full Day	7:00 AM-3:00 PM

Notes to substitute:  
 Notes to administrator (not viewable by Substitute):

## Attach a file\*

To attach a file to the absence for the substitute to view, click the [Upload New](#) link once you have finished creating your absence.

## Successfully Created Absence

In the **Upload Files** dialog box select a file using the **Browse** feature. You can attach a Word document or a PDF to the absence.

Type a description and click **Upload** to attach the file.

**Upload Files**

File:

Description:

[More](#)

Files must be .doc, or .pdf and less than 200KB.

**Modify Absence** Create a new absence | Create another absence for this employee

Confirmation#: 10696308  
 Employee: [Tammy Griffin](#)  
 School: [Eldredge Elementary School](#)  
 Created on: Jun 13 2006 8:12:26 PM  
 Last Update: Jun 13 2006 8:12:27 PM  
 Status: UnFilled  
 Reconciled: No   
 Substitute Required: Yes

---

Approval Status: Unapproved  
 Last Approval Action:  
 Approvers: [View List](#)  
 Approval Comments: [Show/Hide Comments](#)

Attachments: [Lesson Plan 36](#)  
[Upload New](#) [Edit](#)


Date	Absence Reason	Absence Type	Start - End
06/14/2006 Wednesday	*Personal	Full Day	8:15 AM-4:30 PM

Notes:

## Upload Files dialog box

The file has been successfully saved and will be displayed in the **Attachments** section.

\*Indicates functions that might not be used by your school  
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 NOTE: Substitutes cannot view attachments until they have accepted the assignment.

## Absence Reason Balances\*

Click **Absence Reason Balances** on the action menu on the home page to view your absence reason balance details. Aesop will deduct from your current balance on the date of the absence. (Pending absences are not deducted until the absence date.)

Barnes, Matt				
Absence Reason Balances				
Your Absence Reason Daily balances are as follows:				
Absence Reason	Initial Balance	Time Used	Current Balance	Pending Absences
Personal Day	3	0	3	0
Sick (category balance)	15	14	1	1

The **initial balance** given to you by the district, your **time used**, **current balance**, and time from **pending absences** are all visible to you here.

## How Are Balances Calculated?

**Absence Reason Balances** can be calculated in days, or hours. This setting is determined by the district. The district may also choose to round absence balances up or down. In the above example balances are being tracked in days. A “Personal Day” balance of 3, means you are permitted to take up to 3 more full day absences for the reason of “Personal Day”. If you would like to know how your district is determining your initial balance or the rounding rules they are using, contact your Aesop Administrator.

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## Manage my Schedule

### Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu on the home page or you can choose a specific date on the **Interactive Calendar**.

Aesop displays three types of days on the calendar:

- **Closed** – you cannot create an absence on this date. You typically see “Closed” days during national holidays.
- **No Substitute Needed** – if you normally need a substitute, Aesop will not find one on this date. This option is most often seen in conjunction with Professional Development days or In-Service days.
- **Absence** – you have created an absence on this date

Interactive Calendar						
December 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

	School Closed Day
	In-Service Day
	Absence

Use the calendar arrows to select different months



## View my schedule

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a date in the 3-month calendar view, and the weekly schedule will change to that week.

Use the **Change Date** drop-down window to review absences further in the past or future.

View the current week

The screenshot displays the 'Week View from 12/21/2009 - 12/25/2009'. The main area shows a grid with time slots from 7:00 AM to 4:00 PM. Assignments are color-coded: yellow for 'School In-Service', blue for 'CONF#', and red for 'School Closed Winter Break'. A 'Change Date' window is open, showing a 3-month calendar view for December 2009, January 2010, and February 2010. A 'Calendar Key' at the bottom right explains the color coding: red for School Closed Day, yellow for In-Service Day, and blue for Absence. Below the calendar, a table lists 'Currently Scheduled Absences for the selected month' with columns for Date, School, Absence Reason, Start Time, End Time, and Absence Type.

Date	School	Absence Reason	Start Time	End Time	Absence Type
<b>STATUS: Filled CONF# 40431891</b> , Starting: 12/9/2009, Substitute: Ann, Raggedy					
12/9/2009	Killy Court High School - No Nuts	Personal MYOB	8:00 AM	3:30 PM	Full Day
12/11/2009		Personal MYOB	8:00 AM	3:30 PM	Full Day
12/15/2009		Personal MYOB	8:00 AM	3:30 PM	Full Day
12/16/2009		Personal MYOB	8:00 AM	3:30 PM	Full Day
<b>STATUS: Filled CONF# 40507608</b> , Starting: 12/14/2009, Substitute: Claus, Santa					
12/14/2009		Sick Family	8:00 AM	3:30 PM	Full Day


3-month calendar view

View all jobs created in the current month

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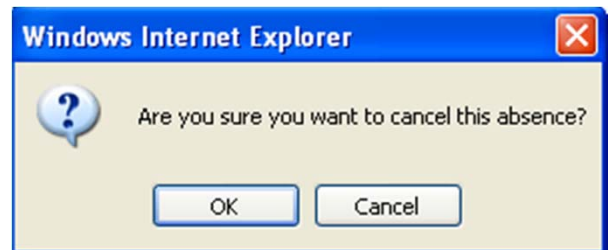
## Cancel an Absence\*

First enter your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab.

Go to Current Week					
Week View from 1/11/2010 - 1/15/2010					
Create an Absence					
	Monday, Jan 11	Tuesday, Jan 12	Wednesday, Jan 13	Thursday, Jan 14	Friday, Jan 15
7:00 AM					
8:00 AM	CONF#: 43440612 Cancellation: 				

You can cancel a scheduled absence by clicking the trash can under the assignment you wish to cancel.

A warning message will appear: "Are you sure you want to cancel this absence?" Click **OK** to cancel.



Go to Current Week					
Week View from 1/11/2010 - 1/15/2010					
Create an Absence					
	Monday, Jan 11	Tuesday, Jan 12	Wednesday, Jan 13	Thursday, Jan 14	Friday, Jan 15
7:00 AM					
8:00 AM					

The canceled absence no longer appears on your calendar and is listed as canceled on your list of currently scheduled absences.

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## Other Home Page Features

### Messages

Any messages from the district office will appear in the **Messages** section.



Currently Scheduled Absences for the next 14 days					
Date	School	Absence Reason	Start Time	End Time	Absence Type
<b>STATUS: Filled</b> CONF# 43466411 , Starting: 1/4/2010, Substitute: Derby, Brown					
1/4/2010	Killy Court High School - No Nuts	Sick	8:00 AM	12:00 PM	Half Day AM
<b>STATUS: Filled</b> CONF# 43466413 , Starting: 1/7/2010, Substitute: Johnson, Lady Bird					
1/7/2010		Professional Dev.	8:00 AM	3:30 PM	Full Day

Name of substitute

### Currently Scheduled Absences

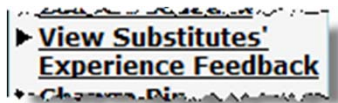
Aesop will show you absences up to 14 days in advance. Aesop will display the details of your absence, as well as the name of the substitute who has accepted the assignment.

### Absences Requiring Approval\*

Review the approval status of your absence request.

- **Unapproved** – request has yet to be reviewed
- **Approved** – request has been approved
- **Denied** – request has been denied approval
- **Partially Approved** – request has been approved by one or more approvers, but not yet finally approved.

2 Absences are awaiting your feedback.



### Questions

If you have any questions regarding Aesop, please contact the individual listed or e-mail the contact at your district.

Status of Future Absences that Require Approval						
CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
43466413	01/07/2010	01/07/2010	1	Unapproved		

### Absence Feedback\*

Click the link in the green box near the top of your Aesop web page to enter a feedback rating (1-5 stars) and write a review of the substitute's performance.

Click the **"View Substitutes' Experience Feedback"** link in your action menu to review the substitute's assessment of their experience in your classroom.\*

Questions
If you have questions about the rules or setup of the system contact <b>School Secretary ext 10</b> at (555) 555-5555 or email: <a href="mailto:suboffice@yourdistrict.org">suboffice@yourdistrict.org</a> .

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### Absence Approval Status\*

On the action menu on the home page, click **Absence Approval Status**. Select a date range to review the status of absences requiring approval.

**Absences Needing Approval**

Start Date: 10/26/2009 End Date: 12/26/2009 Statuses:  Unapproved  Approved  Denied  Partially Approved

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
<a href="#">39848784</a>	10/30/2009	10/30/2009	1	Denied	Jay Francis	10/12/2009 10:53 AM
<a href="#">40431891</a>	12/09/2009	12/16/2009	4	Approved	Super user	12/9/2009 11:08 AM

**Up to 1 Level of Approval Required**

**Level 1 Approvers**

Name	Receives Email Notifications
Jay Francis	Yes
Wayne Newton	Yes

### Absence Approvers\*

Aesop displays the list of users allowed to approve your absences and at what level they approve. For instance, if your requests for “Personal Days” need to be approved by your immediate supervisor and then another supervisor after that, you would see two lists of approvers, one for Level 1 and one for Level 2.

### Absence Files\*

Upload generic notes about your classroom, such as a snack or recess schedule, that will automatically be attached to every absence you create.

**Absence/Vacancy Files**

[Upload New Files](#)  Show Inactive Files

File	Description	Active From	Active To
No records found. <a href="#">Upload New Files</a>			

**Upload Files**

File: C:\Documents and Settings\ [Browse...]

Description: Emerg. Lesson Plans

Active From: 12/01/2009

Active To: 02/28/2010

[More](#)

Files must be .doc, .docx, or .pdf and less than 250KB.

Click the **Upload New Files** link to attach your document. Specify the Active From and To dates and click **Upload**. Aesop will attach this document to every absence created during that time frame.

On the next screen you can:

- edit the description,
- change the active dates, or
- delete the attachment

[Upload New Files](#)  Show Inactive Files

File	Description	Active From	Active To
<a href="#">Sign In Sheet.doc</a>	Emerg. Lesson Plans	12/01/2009	02/28/2010
		Tuesday	Sunday

**To attach a specific day's lesson plans, see the Attach a File\* section.**

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## Change PIN

You can change your PIN at any time.

**Change your PIN**

Current PIN

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

## Substitute Phone List\*

Aesop provides you with a list of available and qualified substitutes. Contact the substitute before entering your absence; confirm the substitute accepted the job and then immediately assign him/her to the absence.

Substitute Name	Phone
Aikman, Troy	(999) 555-9999
Akroyd, Dan	(999) 555-9999
Ann, Raggedy	(999) 555-9999
Beaver, Eager	(302) 555-8589
Bird, Big	(999) 555-9999
Bonds, Barry	(999) 555-9999

## Change Personal Information\*

You can edit all or some of your personal information. You may need to contact your district about any changes; review your district's policies for details.

**Change Personal Information**

**Internal ID** 883958

**School(s)** Killy Court High School - No Nuts

**First Name** Brad

**Middle Name**

**Last Name** Francis

**Title** Middle English

**Phone** (999) 222-0054

**E-Mail** 12monkeys@aesoponline.com

**Room #** Main Office

**Start Time** 8:00 AM

**1st Half End Time** 12:00 PM

**2nd Half Start Time** 12:00 PM

**End Time** 3:30 PM

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**Address**

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**City**

**State/Province**

**Zip**

[Edit Info](#)

## Absence History

View all absences for the past 366 days and the next 90 days. If you need a greater range, refer to **View My Schedule** on the action menu on the home page.

Brad Francis Absence History for the last 366 days and the next 90 days.						
Substitute Name	Start Date	CONF#	Days	School	Status	
<a href="#">Johnson, Lady Bird</a>	02/24/2010	<a href="#">43279577</a>	1	Killy Court High School - No Nuts	UnFilled	
<a href="#">Derby, Brown</a>	01/07/2010	<a href="#">43466413</a>	1	Killy Court High School - No Nuts	Filled	
<a href="#">Derby, Brown</a>	01/04/2010	<a href="#">43466411</a>	0.5	Killy Court High School - No Nuts	Filled	
<a href="#">Derby, Brown</a>	12/23/2009	<a href="#">43440600</a>	1	Killy Court High School - No Nuts	UnFilled	

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## Preferred Substitutes\*

You probably have a list subs who you prefer. You can create a list of these substitutes who Aesop will contact first, and may even hold the absence for a period of time for these subs, when you create an absence. If they are set and ranked as “Favorite Five” they can receive an email and a call during the first evening after absence creation

Some qualifying points to this:

- Sub must be available for the time (no other job)
- Sub cannot have a Non-Work Day
- Sub must meet any Qualifying Skills the district has set
- Aesop may make the absence available to a larger group of subs right when the absence is entered depending on district settings for absences created close to their start time.

\*\* Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be able available for an absence.

### To add a substitute:

1. Click the **Preferred Substitutes** link
2. Click the **Add New Substitutes** link

Employee: Brad Francis  
Preferred Substitutes

To select Preferred Substitutes you must click "Add New Substitutes" – and check the box to the left of their name. To give the substitutes "Favorite 5" status, you must use the "Favorite 5" radio buttons to select and rank them. Pending availability and qualification, these substitutes will receive instant notification of your absence by email (if they have an email address in the system) and/or phone. You may select up to 5 favorite substitutes to function in this manner, any additional substitutes added to your list would not receive the email.

\* Your District may have applied adjustments to this process.

[Add New Substitutes](#)

Please type the first few letters.

- School Closed Day
- In-Service Day
- Absence
- ▶ [Create An Absence](#)
- ▶ [Absence Reason Balances](#)
- ▶ [View My Schedule](#)
- ▶ [Absence Approval Status](#)
- ▶ [Absence Approvers](#)
- ▶ [Leave Feedback](#)
- ▶ [View Substitutes' Experience Feedback](#)
- ▶ [Change Pin](#)
- ▶ [Change Personal Information](#)
- ▶ [Absence History](#)
- ▶ [Substitute Phone List](#)
- ▶ [Preferred Substitutes](#)
- User Guides
  - ▶ [Quick Start User Guide](#)
  - ▶ [Basic Training Video](#)
  - ▶ [Advanced Training Video](#)
  - ▶ [Favorite Five Feature Guide](#)
  - ▶ [Favorite Five Feature Video](#)

3. The list of names will appear, or you may need to click on the alphabet letter for the desired substitute’s last name, or enter the substitute’s last name into the “Search” box and click **Search**

4. Click the box next to the name of the substitute you wish to select in the **On List** Column.

5. Select either **Exclude\*** or **Include**

Employee: Brad Francis  
Preferred Substitutes

[View Current Substitutes](#)

Please type the first few letters.

On List	Substitute	Exclude	Include
<input type="checkbox"/> All <input type="checkbox"/> None			
<input type="checkbox"/>	Aikman, Troy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Ann, Raggedy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Beaver, Eager (no rating)	<input type="radio"/>	<input checked="" type="radio"/>

6. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes

7. Repeat Steps 2-6 for additional substitutes

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**“Favorite Five” \***

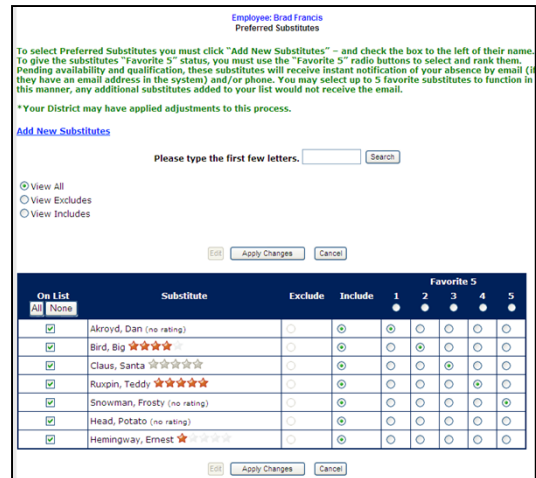
Employees who can set up a substitute preference list can also select five substitutes as their “favorites.”

Substitutes marked as favorites, and who are considered “qualified and available” at the time the absence is created will be notified instantly by e-mail when an absence is entered by/for an employee that has selected them as a favorite.

Further, Aesop will begin calling the favorite substitutes during the next evening calling period, up to 120 nights before the absence.

**To mark a substitute as one of the “Favorite 5”:**

1. Go through the steps to add substitutes to your preference list if you haven’t already (see Preferred Substitutes on the previous page).
2. On the preferred substitute page, click **Edit**.
3. Choose your “favorite five” by clicking on the radio buttons in the last 5 columns to rank the subs in the order you want them to be listed. *NOTE: Aesop will call these subs in this order, but email notifications to these subs will be simultaneous. The job will also be able to be viewed by all of your Favorite Five AND any other preferred subs at the same time.*



After you enter an absence, Aesop will send an email immediately to all five of your favorite substitutes who are available. They will also receive a phone call during the first available evening calling period depending upon their call settings and/or response to previous calls.

4. Click the **Apply Changes** button to save your selection(s) or click **Cancel** if you do not wish to save the changes.
5. Repeat Steps 2-4 to change which substitutes are listed as your favorite five or to change the order of your favorite five subs.

On List	Substitute	Exclude	Include	Favorite 5				
All None				1	2	3	4	5
<input checked="" type="checkbox"/>	Akroyd, Dan (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Bird, Big ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Claus, Santa ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Ruxpin, Teddy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Snowman, Frosty (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Head, Potato (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Hemingway, Ernest ★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*Indicates functions that might not be used by your school  
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## Creating an absence for an Itinerant Employee\*

If you are an employee who works at more than one location, you will be able to enter your absences on the Aesop Web site with just a few easy steps. Consider the schedule below.

<b>Monday:</b>	Eagle Trace High	07:30 a.m. to 09:15 a.m.
	Massanutten Elementary	09:45 a.m. to 11:45 a.m.
	Mountainside Middle School	12:15 p.m. to 03:35 p.m.
<b>Tuesday:</b>	Eagle Trace High	09:45 a.m. to 11:45 a.m.
	Massanutten Elementary	12:15 p.m. to 03:35 p.m.

Click on **Create an Absence** on the home page. Then follow the steps below to create an absence for both days listed above.

**Creating an Absence: Francis, Brad**

**Create Absence**

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required	Absence Type
09/13/2010	09/14/2010	Select a School Eagle Trace High Massanutten Elementary Mountainside Middle School	Illness > Sick	Yes	Full Day

Starting at: 7 AM : 30  
Ending at: 3 PM : 35

Monday:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Create absences on these days of the week within the date range specified above

Next > Cancel

**Itinerant Employee Absence Screen One**

\*Indicates functions that might not be used by your school  
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Enter the absence information according to the schedule.

**Creating an Absence: Francis, Brad**

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required	Substitute Absence Type
09/13/2010	09/14/2010	Eagle Trace High	Illness > Sick	YES	Custom
Monday                      Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					Starting at: 7 AM : 30 Ending at: 9 AM : 15
Create absences on these days of the week within the date range specified above					
09/13/2010	09/14/2010	Massanutten Elementary	Illness > Sick	YES	Custom
Monday                      Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					Starting at: 9 AM : 45 Ending at: 11 AM : 45
Create absences on these days of the week within the date range specified above					
09/13/2010	09/14/2010	Mountainside Middle School	Illness > Sick	YES	Custom
Monday                      Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					Starting at: 12 PM : 15 Ending at: 3 PM : 35
Create absences on these days of the week within the date range specified above					
<input type="button" value="Next &gt;"/> <input type="button" value="Cancel"/>					

**Itinerant Employee Absence Screen Two**

Start Date	End Date	School	Absence Reason Type	Substitute Absence Type Required	Substitute Absence Type
09/13/2010	09/14/2010	Eagle Trace High	Illness > Sick	YES	Custom
Monday                      Tuesday Sun Mon Tue Wed Thu Fri Sat <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					Starting at: 7 AM : 30 Ending at: 9 AM : 15
Create absences on these days of the week within the date range specified above					

Both 9/13 and 9/14 are entered in the date range, because the itinerant employee goes to Eagle Trace High on both days. At this point enter 9/13's Start and End times – you will have an opportunity to adjust 9/14's start and end times later.



**Review all absence information before continuing**

Select the Date Range, School, Absence Reason, and Start and End times for each line entry.

Click **Next** when finished.

\*Indicates functions that might not be used by your school  
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### Verification Screen

Review all information and make any necessary changes.

\*Modify the Start and End times for 9/14's absence.

Date	School	Absence Reason	Absence Type	Delete
09/13/2010 Monday	Eagle Trace High	Illness > Sick	Custom	<input type="checkbox"/>
09/13/2010 Monday	Massanutten Elementary	Illness > Sick	Custom	<input type="checkbox"/>
09/13/2010 Monday	Mountainside Middle School	Illness > Sick	Custom	<input type="checkbox"/>
09/14/2010 Tuesday	Eagle Trace High	Illness > Sick	Custom	<input type="checkbox"/>
09/14/2010 Tuesday	Massanutten Elementary	Illness > Sick	Custom	<input type="checkbox"/>

Enter any Notes.

Click **Save**.

### Iterate Employee Absence Verification Screen

Date	School	Absence Reason	Absence Type	Start - End
09/13/2010 Monday	Eagle Trace High	Illness > Sick	Custom	7:30 AM-9:15 AM
09/13/2010 Monday	Massanutten Elementary	Illness > Sick	Custom	9:45 AM-11:45 AM
09/13/2010 Monday	Mountainside Middle School	Illness > Sick	Custom	12:15 PM-3:35 PM
09/14/2010 Tuesday	Eagle Trace High	Illness > Sick	Custom	9:45 AM-11:45 AM
09/14/2010 Tuesday	Massanutten Elementary	Illness > Sick	Custom	12:15 PM-3:45 PM

Modify Absence Screen

Aesop will now update the Daily Report, your Absence History and your calendar. All Secretaries/Principals at all school that you are an employee at will see ALL segments of this absence, even the segments that occur at schools that are not their own.

The substitute will see all the school locations associated with this job online and hear that this is a "multi-location" absence if they accept the job via phone.

\*Indicates functions that might not be used by your school  
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## Entering an Itinerant Absence on the Phone

When creating an absence on the phone, you can follow the instructions in the **Aesop Phone Guide for Employees**, with a couple exceptions:

- When creating an absence on the phone, Aesop will prompt you to “enter the number of days.” Think of “days” as “Absence Instances”.
- On the phone, you have to create each Absence Instance in a separate step. On the Web, the Absence Instances are displayed as rows that you can modify as you please. For the absence on the preceding pages, you would have to enter the information for the first row, then the second row, etc.



Following is an example of an employee calling in sick early in the morning. The substitute will have to be in two schools during the course of the day because the employee in this example is an itinerant employee.

1. Call Aesop at 1-800-942-3767 and log in.
2. Press **1** to create an absence. Aesop will tell me that it knows I can work at multiple locations.
3. Select the location of the first Absence Instance.
4. Press **1** for today.
5. Aesop asks for the number of days, but enter the number of Absence Instances instead. For this example, enter **2**, because a single day absence at two schools is equal to two Absence Instances.
6. Enter the times for the first Absence Instance. If you are entering a one day absence in which you will be absent from more than one school, you may NOT enter a full day absence. You must select **Half Day AM/PM** or **Custom times**. If you select a full day absence, your absence will be recorded only at the first school selected.
7. Select the reason for the first Absence Instance. (Remember, each row can be different.)
8. Press **1** to confirm this Absence Instance.
9. Select the location of the second Absence Instance.
10. Repeat Steps 4-8.
11. Depending on your profile settings, you may receive a confirmation number at this point. If not, you'll need to: 1) tell Aesop whether or not you need a substitute for this absence, and 2) assign a substitute if you've already **pre-arranged\*** this absence with a substitute (see page 5).

\*Indicates functions that might not be used by your school  
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## The Employee Side of Approvals

A school district may require administrative approval for certain absence reasons, such as personal days and professional development. The absence status will show you if approval is needed after you create the absence. Aesop also handles absences requiring multiple approvers.

Good evening, Brad Francis 2 Absences are awaiting your feedback.

---

**Messages**  
 Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! 😊

---

**Currently Scheduled Absences for the next 14 days**

Date	School	Absence Reason	Start Time	End Time	Absence Type
<b>STATUS: Filled</b> CONF# 43466411 , Starting: 1/4/2010, Substitute: Derby, Brown					
1/4/2010	Killy Court High School - No Nuts	Sick	8:00 AM	12:00 PM	Half Day AM
<b>STATUS: Filled</b> CONF# 43466413 , Starting: 1/7/2010, Substitute: Johnson, Lady Bird					
1/7/2010		Professional Dev.	8:00 AM	3:30 PM	Full Day

---

**Status of Future Absences that Require Approval**

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
43466413	01/07/2010	01/07/2010	1	Unapproved		

The employee creates an absence that needs approval.

The administrator approves or denies the absence.

The employee can check the approval status of the absence via the Aesop website or by calling in to Aesop on the phone.

Aesop can send the employee an e-mail when the absence is approved, partially approved, or denied.

```

This email is to notify you that the absence
Confirmation #43466413 has been Denied by Nav. Super
User.

The following are the details of the job:

*****
Job Summary
*****
Starting on           : 01/07/2010
School District      : Killy Court High School - No
Nuts
Title                : Music
Teacher              : Francis, Brad
Substitute           : Johnson, Lady Bird
Confirmation #       : 43466413      This job
needs a substitute.


*****
Job Days
*****
School/ Reason      :                               Date
From To
-----
Killy Court High School - No Nuts
01/07/2010 8:00AM 3:30PM
Reason: Professional Dev.
    
```

\*Indicates functions that might not be used by your school  
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Once the absence is approved or denied by the next approver, that status appears to the employee on their Web page and a notification comes through e-mail.

Status of Future Absences that Require Approval						
CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
43466413	01/07/2010	01/07/2010	1	Denied	Super user	12/28/2009 7:06 PM

Status of approvals

 NOTE: Your district may choose to "Hold" absences until they are fully approved. This means that some absences will be "hidden" from the substitutes until the absence has been approved.

\*Indicates functions that might not be used by your school  
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# Absence Feedback - Employee page

Good Morning, Brad Francis 1 Absence is awaiting your feedback.

**Messages**  
Posted: 12/25/2009  
**Have a Merry Christmas and a Happy New Year!** 😊

**Currently Scheduled Absences for the next 14 days**

Date	School	Absence Reason	Start Time	End Time	Absence Type
STATUS: Filled CONF# 43466411 , Starting: 1/4/2010, Substitute: Derby, Brown					
1/4/2010	Killy Court High School - No Nuts	Sick	8:00 AM	12:00 PM	Half Day AM

**Status of Future Absences that Require Approval**

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
43466413	01/07/2010	01/07/2010	1	Denied	Super user	12/28/2009 7:06 PM

**Questions**  
If you have questions about the rules or setup of the system contact **Joseph Cappellini** at (999) 743-1098 or email: [jcappellini@frontlineplacement.com](mailto:jcappellini@frontlineplacement.com).

- ▶ Create An Absence
- ▶ Absence Reason Balances
- ▶ View My Schedule
- ▶ Absence Approval Status
- ▶ Absence Approvers
- ▶ Leave Feedback
- ▶ View Substitute's Experience Feedback
- ▶ Change Pin
- ▶ Change Personal Information
- ▶ Absence History
- ▶ Substitute Phone List
- ▶ Preferred Substitutes

Click to leave feedback about the substitute's performance

Click to View Substitute Feedback on your absence

Click on the link in green next to your name, or click on the "Leave Feedback" link on your absence menu to leave feedback about your substitute

CONF#	Substitute	Start Date	End Date	
<a href="#">40431891</a>	Raggedy Ann	12/9/2009	12/16/2009	<a href="#">Leave Feedback</a>
<a href="#">40507608</a>	Santa Claus	12/14/2009	12/14/2009	<a href="#">Leave Feedback</a>

## Feedback about Substitute Performance Survey.

An employee can Rate the Substitute's performance (1-5 stars) and give details by answering a series of questions. These questions may have been customized for your position (i.e. questions for "teachers", questions for "paras", etc.).

Click to leave feedback

The Employee completes the rating section and Answers to questions, then click "Save"

**Feedback about Substitute Performance**

CONF#	Substitute	Start Date	End Date
<a href="#">40507608</a>	Santa Claus	12/14/2009	12/14/2009

Select an overall score that represents how you think the substitute performed his/her duties.

★★★★★ (Outstanding)  
 ★★★★☆ (Above average)  
 ★★★☆☆ (Average)  
 ★★☆☆☆ (Below Average)  
 ★☆☆☆☆ (Poor)

Please Answer the following questions:  
(Questions marked with an \* are required)

If we had a staring contest, who would win?

Was all classroom work collected? Yes.

Was the room left as neat and clean as it was found? It was CLEANER than how I left it!

Was classroom work explained satisfactorily?

Did students report that they were treated fairly and consistently? They LOVED Santa.

Were any disciplinary issues reported? One kid was put on the naughty list, but she probably deserved it. :)

General Notes/Comments

\*Indicates functions that might not be used by your school  
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## Saved Feedback

Feedback about Substitute Performance			
CONF#	Substitute	Start Date	End Date
<a href="#">40507608</a>	Santa Claus	12/14/2009	12/14/2009
Rating: ★★★★★			
<b>Was all classroom work collected?</b>	Yes.		
<b>Was the room left as neat and clean as it was found?</b>	It was CLEANER than how I left it!		
<b>Was classroom work explained satisfactorily?</b>			
<b>Did students report that they were treated fairly and consistently?</b>	They LOVED Santa.		
<b>Were any disciplinary issues reported?</b>	One kid was put on the naughty list, but she probably deserved it. :)		
<b>General Notes/Comments</b>			
<b>If we had a staring contest, who would win?</b>			



NOTE: An employee cannot change the feedback once it is saved.

## User Guides and Training Videos

### QuickStart User Guide

Print out your [Web Guide](#) and the [Phone Guide](#).


### Favorite Five Feature Guide

Covers the basics for choosing your Favorite Five substitutes.

[Web Guide](#) (Revised March 2009)

- **Phone Guides**
  - [English](#) (Revised January 2007)
  - [French \(NEW\)](#) (Revised November 2009)
  - [Spanish \(NEW\)](#) (Revised November 2009)

Adobe Acrobat reader is required to view the manual.



### Basic Training Video

This video walks you through the Aesop welcome letter, logging on to the Aesop home page and creating an absence.

### Advanced Training Video

The advanced training video discusses Aesop's functions beyond creating absences, many of which are covered in this QuickStart Guide.



### Favorite Five Feature Video

This video explains how to select your Favorite Five substitutes to be notified by Aesop first.

\*Indicates functions that might not be used by your school  
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