

# ABSENCE MANAGEMENT FOR CAMPUS USERS



**Absence Management**  
Formerly Aesop

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## Welcome

Welcome to the wonderful world of Absence Management, formally known as Aesop. Absence Management is used to track employee absences, whether it is personal, professional, or sick leave. It is mandatory that all employees enter leave in Aesop if they do not report to work per their regular schedule.

*\*\*Please note that our work week starts on Saturday\*\**

## Leave Types

There are 3 types of leave

- 1) Personal
- 2) Professional
- 3) Sick

Each leave type falls under one of the three categories. If you are not sure which leave type to enter into Aesop, please reach out to your administrator/school secretary.

### Professional Leave:

- PL>13 CTAE
- PL>13 Fine Arts
- PL>13 Gen Fund
- PL>13 Pre-K
- PL>13 SPED/PEC
- PL>13 Title IV ASP
- PL>17 Gear Up
- PL>17 PEP
- PL>18 Title IIA
- PL>19 PL Dept Use ONLY
- PL>20 Title I
- PL>21 Title I Schl Imp
- PL>26 Title III LEP
- PL>29 SIG
- PL>33 Title III Immgrnt

### Sick Leave:

- Employee Illness
- Family Illness
- Sick Family W/O Pay
- FMLA
- FMLA W/O Pay
- Sick in lieu of W/C
- Sick Maternity
- WC Doc Appt
- WC Indemnity

### Personal Leave:

- Personal Leave
- Admin Leave w/Pay
- Bereavement
- Jury Duty
- Jury Subpoena NonPersonal
- Jury Subpoena Personal
- Leave W/O Pay
- Military Leave
- CriticalDay Personal
- Suspension W/O Pay

Each employee is responsible for verifying in Employee Self Service how much leave balance is available.

**Important Note about Personal Leave:**

Personal Leave:

Personal Leave

CriticalDay Personal

Regarding this personal leave reason, please note that although it is Personal Leave, this leave balance comes from the employees Sick Leave.

If the Employee Self Service states that the employee has 0 sick leave and 24 hours Personal Leave, the employee actually has 0 Personal Leave.

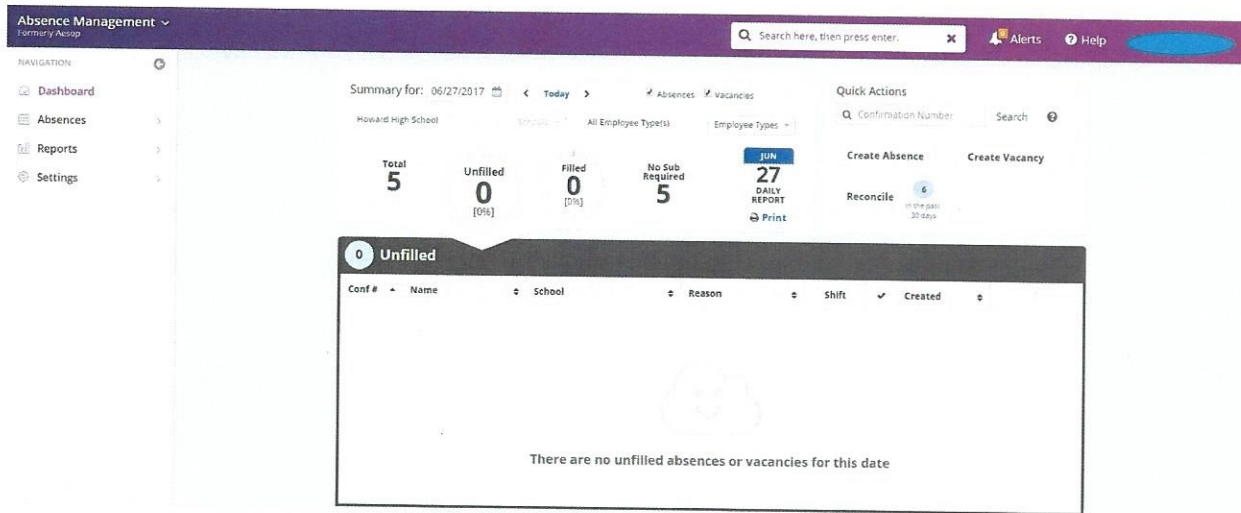
If the leave is denied by the Principal/Director, the employee must report to work. If they do not, the leave will be considered Leave without Pay (LWOP).

CriticalDay Personal: If the leave is approved by the Principal/Director, the leave request will be directed to Dr Jones. If denied, the employee must report to work. If they do not, the leave will be considered Leave without Pay (LWOP).

# Keying Absence

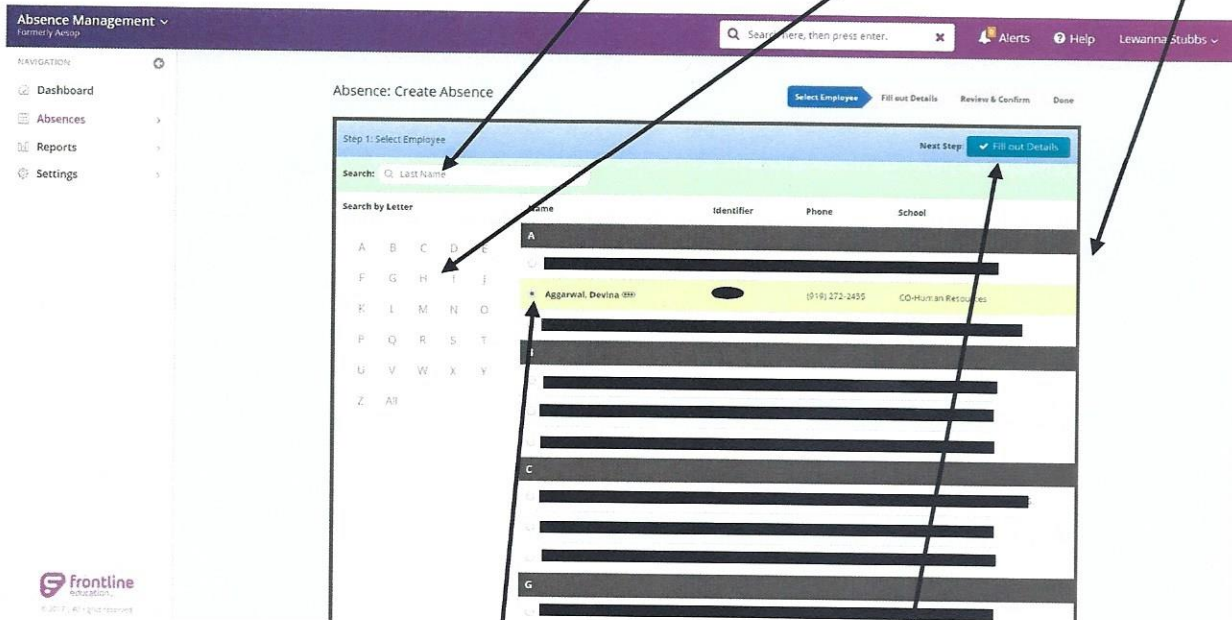
Log in to Aesop with your Campus User information (email address and pin)

The first screen will be your dashboard:



Click "Create Absence"

Search for your employee via Last Name search, Search by Letter, or scroll down the list and find the employee



Once you have selected the employee, click “Fill out Details”  
Enter in the following fields:

- 1) Date Range
- 2) Absence Reason
- 3) Time – start and end time
- 4) Time Absent – 8 hours (School hours); 10 hours (Summer hours)
  - a. Time absent is the total for one day. If multiple days, Aesop will automatically calculate the total hours absent.
- 5) Substitute Required – for teachers (see page 5)
- 6) Notes to Admin – if necessary

Absence: Create Absence

Select Employee Fill out Details Review & Confirm Done

Step 2: Fill out Absence Details for Aggarwal, Devina

Next Step:  Review & Confirm

June 27 - June 29 at CO-Human Resources

Select the day(s) you will be out:

From 06/27/2017 To 06/29/2017

#1

June 2017

SU MO TU WE TH FR SA

27 28 29

+ Add New Variation

Notes & Attachments

Notes to Administrator (Viewable only by Administrator and Employee)

#6

250 character(s) left

Absence Reason #2 SL > Employee Illness (if it is Workers' Compensation related, add Notes to Administrator)

Time #3 Full Day 07:30 AM to 04:30 PM

Time Absent #4 08:00

Accounting Code None Available

Substitute Required No #5

Hold Until No Hold

ABSENCE SUMMARY

Tuesday, June 27, 2017  
Wednesday, June 28, 2017  
Thursday, June 29, 2017

CO-Human Resources  
7:30 AM - 4:30 PM  
SL > Employee Illness (if it is Workers' Compensation related, add Notes to Administrator)

Once completed, click Review & Confirm.

## Substitute Hours:

If the substitute hours vary from the employee, click the chain links and modify the start and end time.

Teachers can leave instructions for the substitute under Notes to Substitute

The screenshot shows a web form for creating a substitute. At the top left, there is a calendar for June 2017 with the 27th selected. The form includes several sections: 'Absence Reason' with a dropdown menu, 'Time' with a dropdown set to 'Full Day' and time pickers for '07:00 AM' and '03:00 PM', 'Substitute Report Time' with a dropdown set to 'Full Day' and time pickers for '07:00 AM' and '03:00 PM', 'Accounting Code' with a dropdown set to 'None Available', 'Substitute Required' with a dropdown set to 'Yes', and 'Hold Until' with a dropdown set to 'No Hold'. Below these sections is a green bar labeled 'Notes & Attachments'. Underneath, there are two text input fields: 'Notes to Administrator' (viewable by Administrator and Employee) and 'Notes to Substitute' (viewable by Administrator, Employee, and Substitute). Both fields have a '250 character(s) left' indicator. Two black arrows originate from the text above: one points to the 'Notes to Substitute' field, and the other points to the 'Substitute Report Time' section.

If a substitute is not required, it is the employee's responsibility to select "No"

This is a close-up of the 'Substitute Required' dropdown menu. The dropdown is open, showing the 'No' option selected. Below it, the 'Hold Until' dropdown is visible, set to 'No Hold'. A black arrow points from the text above to the 'No' option in the 'Substitute Required' dropdown.

Schools – for Vacancy positions:

Click Create Vacancy

Summary for: 06/27/2017 < Today > Absences Vacancies

Howard High School Schools All Employee Type(s) Employee Types

Quick Actions  
Confirmation Number Search  
Create Absence Create Vacancy  
Reconcile 6 in the past 30 days

Total 5 Unfilled 0 [0%] Filled 0 [0%] No Sub Required 5 JUN 27 DAILY REPORT Print

**0 Unfilled**

Conf #	Name	School	Reason	Shift	Created
<p>There are no unfilled absences or vacancies for this date</p>					

Choose the vacancy position that needs to be created, then click Fill out Details.

Vacancy: Create Vacancy

Select Profile Fill out Details Review & Confirm Done

Step 1: Select Profile Next Step: Fill out Details

Search: [input]

Search by Letter: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Name

- Clerical Support B
- Custodian - Head
- Custodian - Support
- Parapro Alternative Educati...**
- Parapro CTAE Lab QBE
- Parapro ESOL Program QBE
- Parapro Gifted QBE
- Parapro High School Grades...
- Parapro Primary Grades 1-3...
- Parapro Special Education - ...



Please enter in the date range of the vacancy. You may enter it 1 of 2 ways:

- 1) One week at a time Monday-Friday
  - 2) Enter it 2 weeks at a time, using the Semi-Monthly payroll calendar.
- \*Do not overlap pay periods

Once completed, click Review & Confirm.

Step 2: Fill out Vacancy Details for Parapro Alternative Education QBE

Next Step: Review & Confirm

Please select at least one date at Howard High School

Select the day(s) you will be out:

From: To:

Select Start: Select End:

June 2017

SU MO TU WE TH FR SA

20 21 22 23 24 25 26 27 28 29 30 1

Vacancy Reason: None Available

Time: Full Day

07:00 AM to 03:00 PM

Accounting Code: None Available

Substitute Required: No

Hold Until: No Hold

Number of Vacancies: 1

No Dates Selected

Howard High School  
7:00 AM - 3:00 PM  
(Vacancy Position)

## Summer Hours

Please refer to the summer schedule sent out by Communications to determine how to enter in your leave. Those that work during the summer, leave must be entered in Monday-Thursday 10 hours each day.

*Professional Leave:*

Employees that do not work during the summer:

Professional Learning is to be entered as 8 hours per day for the dates of the PL – same process as regular school hours.

Employees that work during the summer:

Professional Learning leave should be keyed at 10 hours per day if the PL is 4 days or less. If the leave is 5 days, please enter in M-F 8 hours.

Here are some examples:

- 1) Professional leave is one day only
  - a. Time Sheet should reflect:

DATE	SAT 10-Jun	SUN 11-Jun	MON 12-Jun	TUES 13-Jun	WED 14-Jun	THU 15-Jun	FRI 16-Jun	WEEK TOTAL
TIME IN				7:30 AM	7:30 AM	7:30 AM		
TIME OUT				5:30 PM	5:30 PM	5:30 PM		
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TOTAL HOURS WORKED				10	10	10		30
OVERTIME								
HOLIDAY PAY								
SICK								
SICK PERSONAL								
ANNUAL LEAVE								
PROFESSIONAL			10					10
OTHER LEAVE								
TOTAL LEAVE TAKEN			10					10
TOTAL HOURS			10	10	10	10		40

b. Aesop leave should be keyed for one day only, 7:30am-5:30pm 10 hours

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time	Time Absent
06/12/2017 Monday	06/12/2017 Monday	PL > 13 Gen Fund PL	No	Custom	07:30 AM	05:30 PM	10:00

2) Professional leave is Monday to Thursday

a. Time Sheet should reflect:

DATE	SAT 10-Jun	SUN 11-Jun	MON 12-Jun	TUES 13-Jun	WED 14-Jun	THU 15-Jun	FRI 16-Jun	WEEK TOTAL
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TOTAL HOURS WORKED								
OVERTIME								
HOLIDAY PAY								
SICK								
SICK PERSONAL								
ANNUAL LEAVE								
PROFESSIONAL			10	10	10	10		40
OTHER LEAVE								
TOTAL LEAVE TAKEN			10	10	10	10		40
TOTAL HOURS			10	10	10	10		40

b. Aesop leave should be keyed for 4 days, 7:30am-5:30pm 10 hours

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time	Time Absent
06/12/2017 Monday	06/15/2017 Thursday	PL > 13 Gen Fund PL	No	Custom	07:30 AM	05:30 PM	10:00

- 3) Professional leave is Monday to Friday  
 a. Time Sheet should reflect:

DATE	SAT 10-Jun	SUN 11-Jun	MON 12-Jun	TUES 13-Jun	WED 14-Jun	THU 15-Jun	FRI 16-Jun	WEEK TOTAL
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TOTAL HOURS WORKED								
OVERTIME								
HOLIDAY PAY								
SICK								
SICK PERSONAL								
ANNUAL LEAVE								
PROFESSIONAL			8	8	8	8	8	40
OTHER LEAVE								
TOTAL LEAVE TAKEN			8	8	8	8	8	40
TOTAL HOURS			8	8	8	8	8	40

- b. Aesop leave should be keyed for 5 days, 7:30am-4:30pm 8 hours

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time	Time Absent
06/12/2017 Monday	06/16/2017 Friday	PL > 13 Gen Fund PL	No	Custom	07:30 AM	04:30 PM	08:00

- 4) Professional leave is Friday, Saturday, Sunday  
 a. Time Sheet should reflect:

DATE	SAT 10-Jun	SUN 11-Jun	MON 12-Jun	TUES 13-Jun	WED 14-Jun	THU 15-Jun	FRI 16-Jun	WEEK TOTAL	SAT 17-Jun	SUN 18-Jun	MON 19-Jun	TUES 20-Jun	WED 21-Jun	THU 22-Jun	FRI 23-Jun	WEEK TOTAL
TIME IN																
TIME OUT			7:30 AM	7:30 AM	7:30 AM						7:30 AM	7:30 AM				
TIME IN			5:30 PM	5:30 PM	5:30 PM						5:30 PM	5:30 PM				
TIME OUT																
TIME IN																
TIME OUT																
TOTAL HOURS WORKED			10	10	10			30			10	10				20
OVERTIME																
HOLIDAY PAY																
SICK																
SICK PERSONAL																
ANNUAL LEAVE																
PROFESSIONAL							10	10	10	10						20
OTHER LEAVE																
TOTAL LEAVE TAKEN							10	10	10	10						20
TOTAL HOURS			10	10	10		10	40	10	10	10	10				40

Please be sure to discuss your schedule for the week with your supervisor to determine if you will have additional time off so as not to go over 40 hours.

b. Aesop leave should be keyed as 3 days, 7:30am-5:30pm 10 hours

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time	Time Absent
06/16/2017 Friday	06/18/2017 Sunday	PL > 13 Gen Fund PL	No	Custom	07:30 AM	05:30 PM	10:00

Please note that it is very important leave is keyed correctly when overlapping pay periods. If it is easier for your school/department to separate pay periods, please have the employee key as 2 leaves, one for Friday and one for Saturday & Sunday:

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time	Time Absent
06/16/2017 Friday	06/16/2017 Friday	PL > 13 Gen Fund PL	No	Custom	07:30 AM	05:30 PM	10:00

And

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time	Time Absent
06/17/2017 Saturday	06/18/2017 Sunday	PL > 13 Gen Fund PL	No	Custom	07:30 AM	05:30 PM	10:00

*Personal Leave:*

As the summer schedule is 4 days at 10 hours each, any personal leave must be entered as 10 hours per day.

Employees that only have 24 hours – if you take all 24 hours (normal school calendar of 3 days), you will need to take 6 hours of LWOP or work 6 hours.

*Custodians:*

Custodians will work 10 hour days. However, if they need to be absent, enter in their start and end time to be 10 hours, time absent 10.5. Aesop will deduct the 30 min lunch equaling time absent 10 hours. In the Notes to Substitute, enter in the sub custodians work hours so they are aware.

If you are printing a sign in/out sheet from Aesop, please make the manual correction for the start and end time.

NOTE: Not all employees work 10 hours during the summer. If you work 8 hours, please enter leave as 8 hours and confirm with your department head if you have any questions

## Reconciling Absences in Aesop

Step 1 – Log in as admin user (email address & pin)

You should see your dashboard:

The screenshot shows the Aesop Dashboard interface. The browser address bar displays "https://adminweb.aesoponline.com". The page header includes "Absence Management Formerly Aesop", a search bar, and "Alerts" and "Help" buttons. A navigation menu on the left lists "Dashboard", "Absences", "Reports", and "Settings". The main content area shows a summary for "02/16/2017" with filters for "CO-Accounting", "Schools", and "All Employee Type(s)". The summary statistics are: Total 1, Unfilled 0 [0%], Filled 0 [0%], and No Sub Required 1. A table below the summary shows 0 Unfilled absences with columns for Conf #, Name, School, and Reason.

Step 2 – Click “Reconcile”



This screenshot shows the Aesop Dashboard with a different set of statistics for "02/16/2017" and filters for "Howard High School" and "All Employee Type(s)". The summary statistics are: Total 11, Unfilled 2 [22.2%], Filled 7 [77.8%], and No Sub Required 2. A "Quick Actions" section on the right includes "Create Absence", "Create Vacancy", and a "Reconcile" button with a badge indicating 14 items in the past 30 days. An arrow points from the text "Step 2 – Click 'Reconcile'" to the "Reconcile" button.

### Step 3 – Find date that needs to be reconciled and click “Reconcile”

Monday, February 13, 2017			
Tuesday, February 14, 2017	8/9	Reconcile	1
Wednesday, February 15, 2017	9/11	Reconcile	2
Thursday, February 16, 2017	0/11	Reconcile	11
<b>Total Events</b>	<b>260/274</b>		<b>14</b>

### Step 4 – Review information is correct

11 Items

Absence DAVIS, NYASHA Full Day (7:00 AM-3:00 PM)   Edit Details

Confirmation #: 235928091 Report Times: (7:00 AM-3:00 PM) Absence Reason: PL > 13 CTAE PL



Employee Type: 190 Teacher Substitute: NANCY CROSBY Accounting Code: None Available

Title: VOCATIONAL TEACHER (9-12)

Location: Howard High School

### Step 5 – Click the Confirmation Number

11 Items

Absence DAVIS, NYASHA Full Day (7:00 AM-3:00 PM)   Edit Details

Confirmation #: 235928091 Report Times: (7:00 AM-3:00 PM) Absence Reason: PL > 13 CTAE PL

Employee Type: 190 Teacher Substitute: NANCY CROSBY Accounting Code: None Available

Title: VOCATIONAL TEACHER (9-12)

Location: Howard High School

## Step 6 – CENTRAL OFFICE: Verify the Time Absent is correct

View Absence #235928091 - DAVIS, NYASHA Status: Filled by NANCY CROSBY / Approved  
Hours Per Day: 8 | Created: 1/5/17 10:18 AM | Last Update: 2/15/17 12:28 PM

**February 16 - February 17**

Absence | Absence Log | Approvers | Approver Log | Available Subs | Call History

Edit Absence | Split Absence | Reconcile Delete

February 16 - February 17 at Howard High School

Select the day(s) you will be out:  
From: 02/16/2017 To: 02/17/2017

**February 2017**

SU	MO	TU	WE	TH	FR	SA
29	30	31	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	1	2	3	4

**Absence Reason** PL > 13 CTAE PL  
**Time** Full Day  
07:00 AM to 03:00 PM  
**Time Absent** 08:00  
**Accounting Code** None Selected

**NEXT STEPS**  
Status: Filled by NANCY CROSBY  
★ ★ ★ ★ ★  
Remove Sub Reassign Sub

**ABSENCE SUMMARY**  
Substitute Required Yes  
Thursday, February 16, 2017  
Friday, February 17, 2017  
Howard High School  
7:00 AM - 3:00 PM  
PL > 13 CTAE PL


This is incorrect and will show on the Absence Sub Time Entry Report as 0.92

4	Custom	Custom
11	03:20 PM to 04:15 PM	03:20 PM to 04:15 PM
18	<b>Time Absent</b>	00:55
25	<b>Accounting Code</b>	None Selected
4		

Hours absent should be entered accurately.

Time Absent must be entered in 15 minutes increments, rounded up or down to the nearest 15 minute using the 7 minute mark. See page 17.

## Step 6 – SCHOOLS: Verify the Time Absent is correct

<b>Time</b> Please enter a valid time using the HH:MM:AM format.	<b>Substitute Report Time</b> Please enter a valid time using the HH:MM:AM format.
Custom 	Custom
08:00 AM to 10:00 AM	07:30 AM to 04:30 PM
<b>Time Absent</b> Please enter a valid duration using the HH:MM format.	00:30

Time Absent must be entered in 15 minutes, rounded up or down to the nearest 15 minute increment using the 7 minute mark. See page 17.



## Absence Time Cheat Sheet

Time absent can be keyed one of two ways, time (using " : " ) - format hh:mm (hours:minutes) or numerical using the decimal. Here is a cheat sheet for your reference

Rule of thumb, use the 7 minute marker to determine if time is keyed to the next quarter

Time Absent	Keyed as Time	Keyed as Numerical
1-7 minutes	0	0
8 - 22 minutes	0:15	0.25
23 - 37 minutes	0:30	0.5
38 - 52 minutes	0:45	0.75
53 - 59 minutes	1:00	1
1 hr - 1 hr 7 minutes	1:00	1
1hr 8 - 22 mintues	1:15	1.25
1 hr 23 - 37 minutes	1:30	1.5
1 hr 38 - 52 minutes	1:45	1.75
1 hr 53 - 59 minutes	2:00	2
2 hr - 2 hr 7 minutes	2:00	2
2hr 8 - 22 mintues	2:15	2.25
2 hr 23 - 37 minutes	2:30	2.5
2 hr 38 - 52 minutes	2:45	2.75
2 hr 53 - 59 minutes	3	3
3 hr - 3 hr 7 minutes	3	3
3 hr 8 - 22 mintues	3:15	3.25
3 hr 23 - 37 minutes	3:30	3.5
3 hr 38 - 52 minutes	3:45	3.75
3 hr 53 - 59 minutes	4	4
4 hr - 4 hr 7 minutes	4	4
4 hr 8 - 22 mintues	4:15	4.25
4 hr 23 - 37 minutes	4:30	4.5
4 hr 38 - 52 minutes	4:45	4.75
4 hr 53 - 59 minutes	5	5
5 hr - 5 hr 7 minutes	5	5
5 hr 8 - 22 mintues	5:15	5.25
5 hr 23 - 37 minutes	5:30	5.5
5 hr 38 - 52 minutes	5:45	5.75
5 hr 53 - 59 minutes	6	6
6 hr - 6 hr 7 minutes	6	6
6 hr 8 - 22 mintues	6:15	6.25
6 hr 23 - 37 minutes	6:30	6.5
6 hr 38 - 52 minutes	6:45	6.75
6 hr 53 - 59 minutes	7	7
7 hr - 7 hr 7 minutes	7	7
7 hr 8 - 22 mintues	7:15	7.25
7 hr 23 - 37 minutes	7:30	7.5
7 hr 38 - 52 minutes	7:45	7.75
7 hr 53 - 59 minutes	8	8
8 hours	8	8

Time entered CANNOT exceed 8 hours

# Absence/Sub Time Entry Report

Step 1 – Log in as admin user (email address & pin)

You should see your dashboard:

The screenshot shows the Aesop Dashboard interface. The top navigation bar includes 'Absence Management' and a search bar. The main content area displays a summary for the date 02/16/2017. The summary includes the following statistics:

Category	Count	Percentage
Total	1	
Unfilled	0	[0%]
Filled	0	[0%]
No Sub Required	1	

Below the summary, there is a section for 'Unfilled' absences with a table header:

Conf #	Name	School	Reason
--------	------	--------	--------

Step 2 – Click “Reports” on the left then select “Report Writer”

The screenshot shows the 'Reports' menu in the Aesop system. The 'Reports' option is selected in the left navigation pane. The main content area displays a list of reports, including:

- Absence
- Substitute Sign In
- Absentee Report
- Daily Report
- Absence Feedback
- Absence Approval Status
- Absence Monthly Summary
- Day of Week Absence Analysis
- Absence Call History
- Absence Interactive
- Employee
- Staff List
- Substitute
- Substitute Call History
- Substitute Availability
- Substitute History By Date
- Excluded Substitutes
- School
- School Call History
- Other
- Report Writer

Two arrows point from the text above to the 'Reports' option in the left navigation pane and the 'Report Writer' option in the main content area.

### Step 3 – Change the filter to “Any Time” Click Search

The screenshot shows the 'Report Writer' interface. On the left is a navigation menu with 'Dashboard', 'Absences', 'Reports', and 'Settings'. The main area has a search bar with a 'Search' button. A dropdown menu is open, showing filter options: 'within the last month', 'within the last week', 'within the last month', 'within the last year', and 'any time'. The 'any time' option is highlighted. Below the search bar, the text 'No Records Found.' is displayed.

### Step 4 – Find “Absence/Sub Time Entry Report”

The screenshot shows the 'Report Writer' interface with the filter set to 'any time'. A table titled 'Absence Data' is displayed. The table has columns for 'Name', 'Access', 'Created', and 'Last Run'. The 'Absence/Sub Time Entry Report' is highlighted. The 'frontline education' logo and '© 2017 | All rights reserved' are visible in the bottom left corner.

Name	Access	Created	Last Run
Absence Summary Report	Public	11/2/2016 9:18 AM by: Connie Chin	
Absence/Sub Time Entry Report	Public	9/12/2016 4:51 PM by: Connie Chin	
Absentee Report	Public	9/29/2016 10:11 AM by: Connie Chin	
Professional Leave Approvals	Public	1/26/2016 10:17 AM by: Connie Chin	

Step 5 – Click “Run with New Filters” Click “Search”

Report Writer

Show reports last run or created within the last month  Name:

Absence Data						
Name	Access	Created	Last Run	Runs	Actions	
Absence Summary Report	Public	11/2/2016 9:18 AM by: Connie Chin	2/15/2017 3:03 PM	23	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>	
Absence/Sub Time Entry Report	Public	9/12/2016 4:51 PM by: Connie Chin	2/16/2017 10:08 AM	13	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>	
Absentee Report	Public	9/29/2016 10:11 AM by: Connie Chin	2/15/2017 3:18 PM	16	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>	

Step 6 – Change the date range to the appropriate payroll weeks then click Run

**Absence/Sub Time Entry Report**

Available Fields	Filters
<p>Common Fields</p> <input type="button" value="CONF#"/> <input type="button" value="Date"/> <input type="button" value="Employee Full Name"/> <input type="button" value="Employee Identifier"/> <input type="button" value="School Name"/> <input type="button" value="Substitute Full Name"/> <input type="button" value="Start Time (Substitute)"/> <input type="button" value="Substitute Identifier"/> <input type="button" value="End Time (Substitute)"/> <input type="button" value="Filled"/> <input type="button" value="Start Time (Absence)"/> <input type="button" value="End Time (Absence)"/> <input type="button" value="Absence Reason"/> <input type="button" value="Vacancy (Yes/No)"/>	<p><b>Date</b> Start: <input type="text" value="1/14/2017"/> End: <input type="text" value="1/27/2017"/></p> <p><input type="radio"/> Relative <input checked="" type="radio"/> Fixed <input type="radio"/> Relative <input checked="" type="radio"/> Fixed</p> <p><b>Reconciled</b> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Approval Status</b> Does not contain <input type="text" value="denied"/></p> <p><b>Cancelled</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

Step 7 – Uncheck “HTML” and check “Excel” then click “Run”

**REPORTwriter** Execute Report [Return To Aesop](#)

**Absence/Sub Time Entry Report**  
Template ID: 0

**Output Types**

- HTML
- Excel Compatible (csv)
- Delimited Text Delimiter: Tab
- Fixed Length Text

**Delivery Options**

Email address:

Static File Name:

Attach results to email:

Deliver to FTP Server:

**Schedule:**

- I want to run the report right away.
- Let me know when the report is ready

**Report Options**

- Exclude Header Row
- Mark as Extracted

Run Cancel

Review report for Errors, correct in Aesop.

## Hours cannot be:

	<u>Date</u>	<u>Absence Type</u>	<u>Time Absent</u>	<u>Time (hh:mm)</u>
More than 8 hours	2/8/17	PL > 17 Gear Up PL	16	16:00
	2/9/17	PL > 17 Gear Up PL	16	16:00
Equal 0 hours	2/8/17	PL > 17 Gear Up PL	0	00:00
	2/9/17	PL > 17 Gear Up PL	0	00:00
Blank	2/8/17	PL > 17 Gear Up PL		
	2/9/17	PL > 17 Gear Up PL		

## Hours must be:

	<u>Date</u>	<u>Absence Type</u>	<u>Time Absent</u>	<u>Time (hh:mm)</u>
In 15 minute increments	2/9/17	SICK>Family Illness	7.83	7:50

\*Remember, if an absence is more than 2 days, time absent must be entered at 8.00 or 8:00. The time absent is per day, not the total hours absent.



# ABSENCE MANAGEMENT ENTRY REQUEST

Date of Request: \_\_\_\_\_

School/Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Select one of the following absence reasons:

Professional Leave:

Sick Leave:

Personal Leave:

- PL>13 CTAE
- PL>13 Fine Arts
- PL>13 Gen Fund
- PL>13 Pre-K
- PL>13 SPED/PEC
- PL>13 Title IV ASP
- PL>17 Gear Up
- PL>17 PEP
- PL>18 Title IIA
- PL>19 PL Dept Use ONLY
- PL>20 Title I
- PL>21 Title I Schl Imp
- PL>26 Title III LEP
- PL>29 SIG
- PL>33 Title III Immgrnt

- Employee Illness
- Family Illness
- Sick Family W/O Pay
- FMLA
- FMLA W/O Pay
- Sick in lieu of W/C
- Sick Maternity
- WC Doc Appt
- WC Indemnity

- Personal Leave
- Admin Leave w/Pay
- Bereavement
- Jury Duty
- Jury Subpoena NonPersonal
- Jury Subpoena Personal
- Leave W/O Pay
- Military Leave
- CriticalDay Personal
- Suspension W/O Pay

Vacancy Name (if applicable): \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ Start & End Time of Absence: \_\_\_\_\_

Please explain why this was not entered into Absence Management (Aesop):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature \_\_\_\_\_

\_\_\_\_\_ Date

Principal/Director's Signature \_\_\_\_\_

\_\_\_\_\_ Date

*Please submit this form to Devina Aggarwal in the Human Resources Department.*

HUMAN RESOURCES DEPARTMENT ONLY:

Received Date: \_\_\_\_\_ Entered into Absence Management: \_\_\_\_\_

Number of request from School/Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Copy given to Paige Busbee:



# LONG TERM SUBSTITUTE TEACHER REQUEST

**School:**

**Date of Request:**

**Name of Substitute:**

**Employee ID #:**

**Teacher/Vacancy Position:**

**Dates of Job:**

I, \_\_\_\_\_, request that the above named Substitute Teacher be approved to be a long term substitute in our school for the above mentioned position. I have verified that they are active in our system and hold at least a Four year degree.

**Electronic Signature:**  
**(School Principal)**

**Date:**

*Please submit this form to Devina Aggarwal in the Human Resources Department.*

---

HUMAN RESOURCES DEPARTMENT ONLY:

**Resulting Action:**

Click here to enter text.



## **SUBSTITUTE TEACHER PERFORMANCE ISSUE REPORT**

*Please complete this form when you have concerns about the performance of a Substitute Teacher.*

**Name of Substitute:** [Click here to enter text.](#) **Employee ID #:** [Click here to enter text.](#)

**Date(s) of the event(s) that caused this write-up:**

[Click here to enter text.](#)

**Please describe the specific event(s) which caused you to have concerns about the substitute:**

[Click here to enter text.](#)

**I have the following concerns about the performance of the Substitute Teacher named above:**

- |   |   |
|---|---|
| <input type="checkbox"/> Punctuality                                      | <input type="checkbox"/> does not follow teacher's lesson plans             |
| <input type="checkbox"/> Dependability                                    | <input type="checkbox"/> Physically/Verbally aggressive/abusive to students |
| <input type="checkbox"/> Rapport with students                            | <input type="checkbox"/> Failure to perform duties assigned                 |
| <input type="checkbox"/> Rapport with staff                               | <input type="checkbox"/> Violation of school/district policy or rules       |
| <input type="checkbox"/> Behavior Management                              | <input type="checkbox"/> Use of profanity with students/staff               |
| <input type="checkbox"/> Inappropriate dress                              | <input type="checkbox"/> inappropriate topic/conversation                   |
| <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a> |   |

**Reported by:** [Click here to enter text.](#)

**Title/Position:** [Click here to enter text.](#)

**Location/School/Department:** [Click here to enter text.](#)

I have investigated this issue and discussed the performance issues with the Substitute Teacher.

I recommend the following action(s) for this Substitute Teacher: [Click here to enter text.](#)

Please remove Substitute from this location for future jobs

Electronic Signature:  
(School Principal)

Date: [Click here to enter a date.](#)

*Please submit this form to Devina Aggarwal in the Human Resources Department.*

---

HUMAN RESOURCES DEPARTMENT ONLY:

**Resulting Action:**

[Click here to enter text.](#)



## FAQ's

### **What is the difference between logging in with an email address or phone number?**

For Campus Users, the email address allows you to reconcile, approve, and add/delete/edit absences for your staff members.

The phone number login is for your own personal absence.

### **How long before an employee/substitute is entered into Aesop?**

If you cannot find a new hire employee or substitute, please note that they will be added into Aesop AFTER they have been added into Munis and Devina Aggarwal receives notification. Please allow at least 48 hrs after Munis notification for them to be added into Aesop.

All new substitutes WILL NOT be in IS effective February 2017.

### **What is the cutoff time for entering in a past absence?**

The employee has **24 hours** after the start time of the absence to enter it in. If the absence is not created within that time, the secretary must go in and enter in the absence. Absences must be added and reconciled before payroll's cutoff date and time

### **Who is responsible for entering time absence in payroll?**

The **employee** is responsible for entering in their time. If it is past the 24 hour cutoff time, the secretary is responsible for entering in the time.

### **How often should I reconcile absences?**

As often that work for you, keep in mind that all information must be verified and corrected before payroll closes.

Please run the Absence/Sub Time Entry Report to verify absences are correct and all entered.

You may click this link for a 3 minute video training: [Reconcile Absence & Report Writer \(AESOP\)](#)

### **Who do I contact to enter in an absence after payroll is closed?**

Once payroll informs you that absence manage has been closed, an Absence Management Entry Request form is to be completed by the employee and submitted to their director/principal, then submitted to Devina Aggarwal

All employees are responsible for entering in time correctly and as quickly as possible. However, it is the responsibility of the director/principal to discuss errors with their staff.

### **I have trouble logging into Aesop. Please advice**

Here are the steps users/subs MUST take if they are experiencing issues:

1. Try using your 10-digit phone number (no dashes or spaces) along with your 4- or 5-digit pin as your login credentials. Manually type in these credentials instead of having them pre-populated by your web browser.

- a. If you do not remember your username or your password, go back to the login screen and click "I forgot my ID or username" or "I forgot my PIN or password." You will be able to recover this information in an email sent to the address you have on file.
2. Clear your web browser's cache. The cache is like the short-term memory of your browser. When this memory stores incorrect data, you could be having login troubles even though you're entering the correct information. Clear your cache, close ALL web browsers, and try to log in again. <http://www.refreshyourcache.com/en/home/> will walk you through that process.
3. Avoid using a bookmark or a saved link. Open your web browser and manually type [www.aesoponline.com](http://www.aesoponline.com) directly into the address bar.
  - a. Manually type your login ID and Pin number as well
4. 5) Ensure that you are using an up-to-date web browser. Most individuals use Google Chrome, Internet Explorer, Microsoft Edge, Mozilla Firefox, or Apple Safari. Frontline's browser support policy provides on a rollover basis an optimal experience for all these browsers released within the past three years.
  - a. If you are using an iPhone, please do not use Safari web browser as it does not communicate well with Aesop.
5. If you are using a handheld device (like a mobile phone or a tablet), make sure that the web browser has cookies enabled.
6. Make sure that your device (phone, tablet, computer) shows the CORRECT TIME – this has caused more issues than normal

If none of the above work, please take a screen shot and email it to [devina.aggarwal@bcsdk12.net](mailto:devina.aggarwal@bcsdk12.net)

**Who do I contact if an employee has multiple active profiles?**

Please send Devina Aggarwal an email with both employee ID #'s.

**Who is responsible to verify Staff List is updated?**

You are responsible for checking the staff list, either once a month if you have high turnover, or every couple of months. Please be sure to follow all proper procedures when a staff is no longer in your department. Once paperwork is complete, Devina will get a notification and remove/move them from Aesop. Please allow 2 weeks for this to be completed before reaching out to Devina.

**What do I need to do if a phone number/name/email address etc is incorrect in Aesop?**

Phone/email/home address should be updated in Munis Employee Self Service. Name changes should be submitted to HR on the Personnel Form. For questions, please call Human Resources 478-765-8560

**Why aren't substitutes getting pay stubs in the mail anymore?**

All stubs can now be found online for all employees and substitutes. Please be sure to verify that the substitute has a valid email address and there will be no correspondence via mail going forward.

**What are the new Substitute Pay Rate?**

Effective February 11, 2017:

Substitutes with Less than a 4 year degree - \$72/day (\$9.60/hour)

Substitutes with a 4 year degree or higher - \$96/day (\$12.80/hour)

Long-term Substitutes, must have a 4 year degree or higher - \$115/day (\$15.33/hour)

Substitute Teachers work 7.5 hour days. Time entered into Aesop is 8 hours, their 30 minute lunch break will be automatically deducted.

Regular Pay is the same whether subbing for a Teacher or Paraprofessional. Long-term Substitute Pay is for Teaching or Teacher Vacancy positions only.

**What is the time frame that a sub can go online and fill a job?**

Jobs show immediately in Aesop from when they are created in Aesop, up to 120 days in advance

**Is there a Substitute Teacher Handbook?**

Yes, located online under Human Resources > Employee Handbooks tab and Substitute Teacher tab

**What are the qualifications for a Long-term substitute and what happens if they do not fulfill it?**

Long-Term substitutes must work for a minimum of 15 consecutive school work days in the same job. Their pay will be effective beginning Day 1. Timesheets submitted must state that they are a long term sub for those days.

*This is effective starting February 11, 2017. Any days prior do not count towards the new long-term sub*

Should a substitute not fulfill their long term requirement days, you must inform payroll when sending down the next payroll sheet and let payroll know the effective dates of when they will need to retro back the pay.

\*\* If the substitute is covering a vacancy, you must enter in the vacancy for a minimum of 15 school work days to track that the substitute did work the same job for the minimum days required.

**If a Substitute does not have a 4 year degree, can they be a long term sub?**

Exceptions will be made, only if requested by the principal via email, however, the substitute should be informed that they will not receive the \$115/day rate.

**What is the proper procedure for a substitute if they are scheduled for one class but moved to another?**

The secretary MUST first seek the approval of the substitute teacher to move them from one assignment to another. If the substitute teacher agrees, the secretary is to complete the change of assignment form and must have signatures of the Principal and Substitute Teacher. Form is to be submitted to Devina Aggarwal [devina.aggarwal@bcsdk12.net](mailto:devina.aggarwal@bcsdk12.net).

The secretary must then go into Aesop and edit the absence.

**What do I do if I have concerns with a substitute teacher?**

Discuss the issues with the substitute teacher. Fill out the Substitute Teacher Performance Report and submit to Devina Aggarwal [devina.aggarwal@bcsdk12.net](mailto:devina.aggarwal@bcsdk12.net)

**What other types of Substitutes do we have and who reports their time?**

*Substitute Custodians* – report to school 8.5 hours and are paid for 8 hours. Aythea Jackson will inform you who will be the Sub Custodian, Secretary is responsible for entering them into Aesop and submitting time sheet to payroll. Sign in/out sheet goes back to Aythea Jackson.

*Substitute Nutrition* – all handled by CO-Nutrition

*Substitute Transportation* – all handled by CO-Transportation

**Why would a Substitute in Aesop be excluded from a job if they are NOT on the excluded list?**

This is an Aesop setting in that employee's profile that can be fixed by Devina Aggarwal or Connie Chin.

**What is the difference between the preferred school list and the substitute call list?**

The preferred school list for substitute calls determines which school absences the substitute will get call for. Default is Bibb County School District. If substitutes prefer, for example, only elementary schools, Devina Aggarwal can create that setting. If the substitute prefers to get calls from specific schools, that can also be set. This will not affect adding a substitute to an absence in another school.

If a performance evaluation on a substitute is received, requesting that the substitute not be allowed to get calls for that school, that school will be excluded from calls to that substitute.

The preferred school list, created by substitutes, allowed substitutes to only have absences for that particular school. Effective 2/16/17, that option was disabled from substitutes. Secretaries can now add that substitute into an absence regardless of their location.