

Introduction to your Employee Account in AESOP

It is your responsibility to enter an absence into the AESOP system.

There are help guides and commonly asked questions located on the HR Website at: <http://www.4j.lane.edu/hr/aesop-q-a-for-licensed-and-classified-staff/>

You can use AESOP 24 hours a day 7 days a week
<http://www.frontlinek12.com/Products/Aesop.html>
1 (800) 942.3767

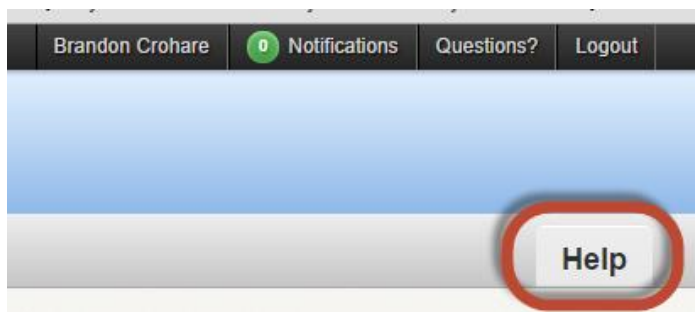
Web Log In ID: three zeros then your employee ID number (example 000123456)

Phone Log In ID: your work phone number in AESOP

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 - o The Eugene School District 4J does not use the “Denied Absences” feature in AESOP. You do not need to worry about this tab.
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If you need additional help please check out the new and improved Learning Center on the AESOP website. Simply click the Help button at the top of your AESOP page.



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How to Enter an Absence

The screenshot shows the 'Create Absence' form in the AESOP system. The form is divided into several sections: 'Please select a date' (with a calendar for August 2014), 'Substitute Required' (a 'Yes' button), 'Absence Reason' (a dropdown menu), 'Time' (a time range selector), 'Substitute Report Time' (another time range selector), 'Hold Until' (a dropdown menu), 'Notes to Administrator' and 'Notes to Substitute' (text input fields), and 'FILE ATTACHMENTS' (a drag-and-drop area and a 'Choose File' button). At the bottom, there are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'. Several callout boxes with red borders and arrows point to specific elements, providing instructions on how to use them.

Select the day(s) that you are entering.

Select if you need a substitute or not.

Select your reason from the drop down menu.

If your substitute needs to be in the building for a different period of time you would click the paper clip button and enter their time here.

This is the time they will see.

If you do not click the paper clip button it will default to your time.

You can attach documents for your substitute if desired.

Enter the time you will be absent.

Enter any notes to your principal here.

Enter any notes to your sub here.

If you have prearranged with a substitute they can work this day (s) click the Create Absence & Assign Sub button.

If you have not prearranged with a substitute click the Create Absence button. The system will begin calling all available substitutes.

You can get more detailed when entering an absence by clicking the “**Advanced Mode**” button. Using this feature you can enter multiple variations of your absence or multiple days in one entry using multiple absence reasons.

You can change the hold time on your absence by selecting a different time from the **Hold Until** drop down. **PLEASE NOTE THAT THE SYSTEM WILL NOT START CALLING SUSBSITTUES WHILE YOUR ABSENCE IS HELD.**

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Sub Calling and Lead Times

When you enter an absence and click the **Create Absence** button, the system will start to call available substitutes (after your hold time has passed).

For the **first 15% of the lead time** before your absence starts the absence will **ONLY** be available to your preferred substitutes. (Please see the preferred substitutes section of this guide).

For the **second 15% of the lead time** before your absence starts the absence will then be opened up to your school's preferred substitutes.

Only after 30% of the lead time the absence will be opened up and available to all substitutes on the appropriate sub list.

Example: If I enter an absence at 10pm for the next day starting at 8am there is a 10 hour lead time. For the first 1.5 hours (15%) **ONLY** my preferred substitutes will have access to accept this absence. For the second 1.5 hours (another 15%) it will be accessible to my school's preferred substitutes. Then after 3 hours (30%), at 1 AM, it will be accessible to all of the subs on the sub list.

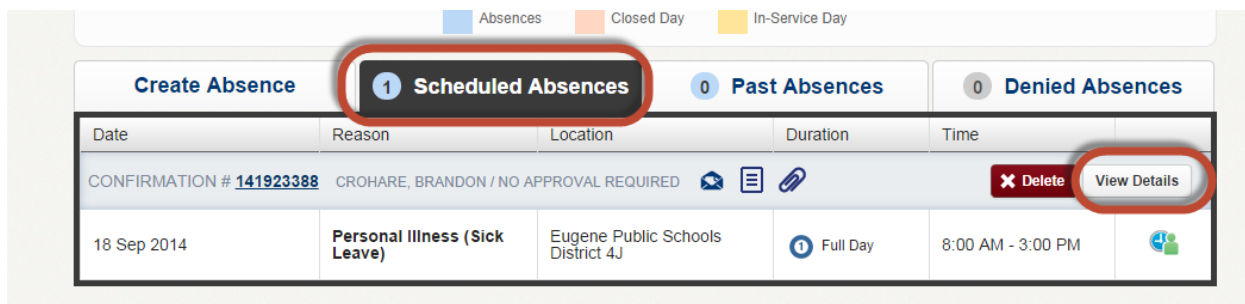
IT IS VERY IMPORTANT THAT YOU HAVE PREFERRED SUBSTITUTES IDENTIFIED ON YOUR PREFERRED SUBS LIST SO YOUR ABSENCE DOES NOT SIT THERE FOR THE FIRST 15% WITH NO ACCESS TO SUSBSITUTES.

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How to Edit an Absence

After you have entered an absence there are a few fields you can edit. **Note** that you are locked out from editing the absence 30 minutes before it starts. If you are not able to make the changes please speak with your School Secretary and they will be able to help edit your absence.

To edit your absence click on the **Scheduled Absences** tab on your home page and then click the **View Details** button.



Click the **Edit Absence** button at the top of the absence screen. You can then edit the following:

- Absence Reason
- Notes to Substitute and to Administrator
- Attachments
- Hold Time

Once you are done editing your absence click **Save Absence**. If you need to edit a detail you do not have access to edit please speak with your School Secretary.

To delete your absence click the **Delete** button. **Please note** that if you delete your absence within an hour of the start time all substitutes report to your school and will be paid as follows:

Guest Teachers – Paid 4 hours

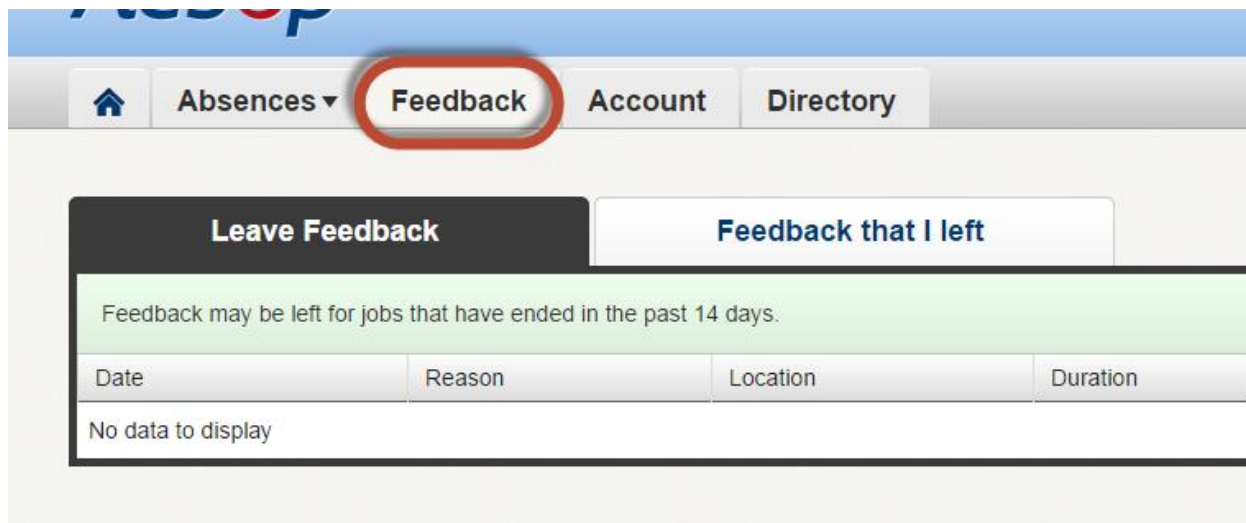
Classified Substitutes – Paid up to 4 hours. If the assignment was for less than 4 hours they will be paid for the duration of the planned absence. If the assignment was for over 4 hours they will be paid for 4 hours.

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Leaving Sub Feedback: **Optional**

After an absence has passed you will receive an email from AESOP asking you to leave feedback about your substitute.

When you log into AESOP click the Feedback tab at the top of your screen to see any absences you need to leave feedback about.



If you have any concerns regarding your substitute please specify them in your feedback and also email Brandon Crohare at crohare_b@4j.lane.edu with concerns.

Substitutes do not see feedback notes unless there is disciplinary action taken.

If you rate a substitute three stars or lower your administrator is notified by AESOP.

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Edit Personal Settings and Information

There are a few features you can edit within your AESOP account. To get into these settings, click the **Account** tab at the top of your screen.

Personal Information

You can edit your work phone number, email address, language, start time, half day times, and end time in AESOP.

To make these changes simply edit the text box and click the **Save Changes** button at the bottom of the screen.

The screenshot displays the AESOP user interface. At the top, a navigation bar includes a home icon, 'Absences', 'Feedback', 'Account' (circled in red), 'Directory', and 'Help'. On the left, a sidebar menu has 'Personal Info' (circled in red), 'Change Pin', 'Shared Attachments', and 'Preferred Substitutes'. The main content area is titled 'Personal Info' and contains a 'General Information' section with the following fields: Name: Brandon Crohare; Phone: 0000000000 (with a red arrow pointing to the input box); Email Address: crohare@4j.lane.edu (with a red arrow pointing to the input box); Title: Test User - TEST ABSENCE; Room Number: Main Office; Language: English (dropdown menu, circled in red); Start Time: [input box]; Half Day AM End Time: [input box]; Half Day PM Start Time: [input box]; End Time: [input box]. Below this is an 'Address' section with fields for Address1, Address2, Address3, Address4, State, City, and Zip Code. At the bottom right, a green 'Save Changes' button with a checkmark is circled in red.

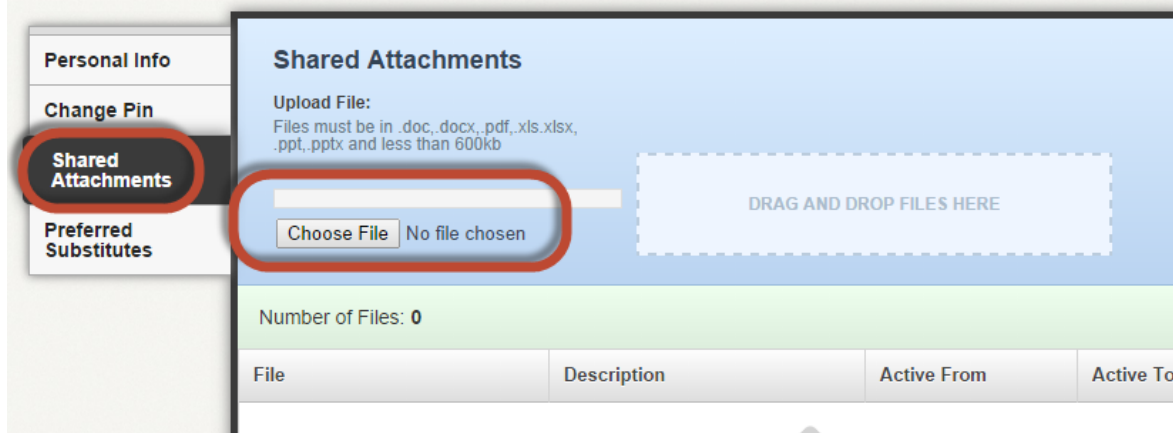
PIN

To change your PIN number click, the **Change Pin** tab on the left side of the screen. Enter your old pin then your new pin twice and click the **Save Changes** button.

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Shared Attachments

If there is a document(s) that you would like attached to all of your absences you can access this feature using “**Shared Attachment.**”



Please note that attachments uploaded here will automatically be attached to every absence you enter. If you wish to upload an attachment to a specific absence you can do so when creating that absence.

Preferred Subs

Substitutes included on your preferred sub list will be given preferential access by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you enter an absence.

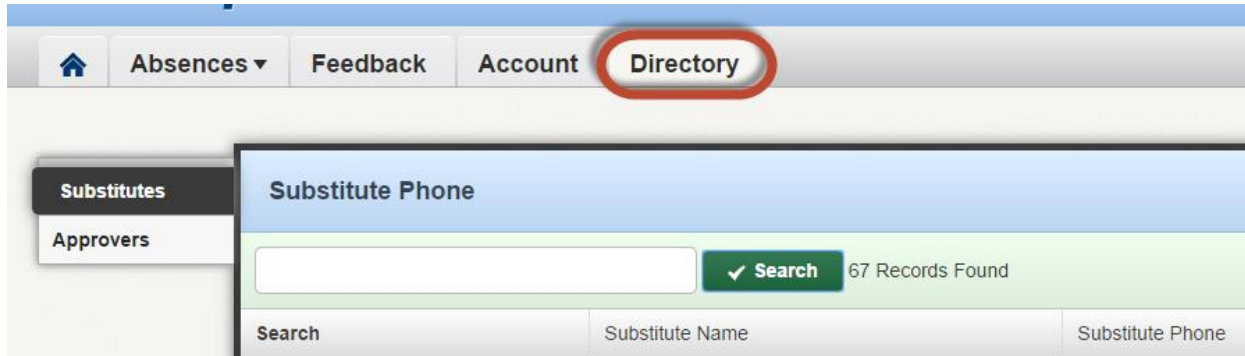
To add a substitute to your Preferred Substitute list click the **Add Substitute** button. Search for the substitutes last name, check the box by their name, and click the **Add to Preferred Substitute** button.

IT IS VERY IMPORTANT THAT YOU HAVE PREFERRED SUBSTITUTES IDENTIFIED ON YOUR PREFERRED SUBS LIST.

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AESOP Directory

To find the phone number for a substitute you can search the directory by clicking on the **Directory** button at the top of your screen.



ONLY people on the appropriate substitute list will show up in your search. For example if you are a licensed teacher you will not see the names of people on the Educational Assistant Substitute list.

If you do not find the name of the person you are looking for that means they are not an available sub for your absences.

Your School Secretary can run a report in AESOP to find active Guest Teachers with a specific enforcement. Please work with them if this is necessary.

The Oregon Department of Education allows Guest Teachers to sub in any area and at any level from 1-19 consecutive days regardless of their endorsement or authorization level. If your absence will be over 19 consecutive days you will need to find a Guest Teacher who is Highly Qualified to teach your class.