

TO CREATE AN ABSENCE ON LINE IN AESOP

YOU ARE RESPONSIBLE FOR CREATING YOUR OWN ABSENCES IN THE AESOP SYSTEM.

However, if you NEED A CERTAIN SUB in to cover for your absence, please contact the AESOP clerk in your building to have the clerk create the absence for you so a particular sub can be assigned to the absence.

Otherwise:

- Go to our school website, click on Staff Resources, click on AESOP link
- OR: go to www.aesoponline.com
- Log in (enter your id# (your phone# w/area code) and your pin# (usually the last 4 digits of your SSN)). If you do not remember your log in info please contact the Human Resources Office for assistance.
- Read any pertinent messages and then hit the dismiss button;
- Now you are automatically on the Create an Absence tab.
- Click on the date(s) of your absence. If you are only going to be out for one day you will only be clicking on one date. If you are going to be out for a span of days you need to click on each day you will be out. **IMPORTANT NOTE:** If you are trying to create an absence on the day of the absence and you cannot choose the date it is because it is past your school's cut off time to create a same day absence. You will need to contact your school's AESOP clerk or the Human Resources Office so it can be entered by an authorized AESOP clerk.)
- Choose absence reason (if you choose "other" (ex: for a personal day) you will need to let the school AESOP clerk know the actual reason you were out the next day that you return to work and the clerk can change the absence reason.
- Choose full day, ½ day am, ½ day pm or custom (if you choose custom put in the exact start and end time of your shift). It is recommended that you choose custom and then enter the exact time of your shift so that your sub will know the exact hours of the shift that need coverage. The sub should never work a longer shift time than you do.
- Scroll down and type note to Administrator if necessary; type note to the substitute if necessary.
- Click on the green "create absence" button on lower right corner of page
- You will then get a confirmation # for the absence you just entered.