

Assigning a Substitute to an Absence

Absence/Vacancy > Modify

Assigning a Substitute to a Current Absence

To assign a substitute to a previously created absence, go to the absence's "Modify" page.

List Absences/Vacancies	Modify	Absence/Vacancy Log	Approval Log	Call History	Available Substitutes	Approve
Feedback						

Modify Absence		Create a New Absence
CONF#:	112229668	Attach
Employee:	Ian Chesterton ✉	
School:	Walker Middle School	
Created On:	7/22/2013 1:26:23 PM	
Last Update:	7/22/2013 1:27:03 PM	
Status:	UnFilled	
Reconciled:	No <input type="button" value="Reconcile"/>	
Substitute Required:	Yes	
Employee Hours Per Day:	8	
<input type="button" value="Assign Sub"/> <input type="button" value="Resend Advance Emails"/> <input type="button" value="Edit/Delete"/> <input type="button" value="Split"/> ?		
<input type="button" value="Block All Substitutes"/> <input type="button" value="Unblock All Substitutes"/>		

Date	School	Absence Reason	Absence Type
08/05/2013 Monday	Walker Middle School	Illness > Personal Illness	Full Day
Substitute Report Time: Full Day			
Budget Code: --None Selected --			
Accounting Code: -- None Selected --			

Click the **Assign Sub** button.

Enter a Confirmation #:

Assign a substitute for Conf#: 106146113

[Return to Absence Modify \(Unlock\)](#)

This Absence was entered (0 Days, 0 Hours, 1 Minutes) ago.
0 % of the lead time (0 Days, 19 Hours, 57 Minutes) has elapsed.

Please type the first few letters.

☒ View Qualified and Available
☐ View All

Name	Qualified and Available Checks			Other Checks				In Sub Call Time	Assign	Explicitly Blocked	Block/Unblock	
	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check	Sub Rej. Job	Job w/in Sub Visibility				Block	Unblock
Baker, Dee ★★★★★ Phone:(555) 555-6394 Call History	✓	✓	✓	✓	Yes	No	4/1/2013 2:47 PM	Yes	Assign ✓		<input type="checkbox"/> Block	
Baker, Tom ★★★★★ Phone:(864) 735-7367 Pay Code:Regular Sub Rate	✓	✓	✓	✓	Yes	No	Yes	Yes	Assign ✓		<input type="checkbox"/> Block	
Chan, Alice ★★★★★ Phone:(555) 555-6360 Call History	✓	✓	✓	✓	Yes	No	Yes	Yes	Assign ✓		<input type="checkbox"/> Block	
Chen, Julie (No Rating) Phone:(555) 555-6359 Call History	✓	✓	✓	✓	Yes	No	Yes	Yes	Assign ✓		<input type="checkbox"/> Block	
Goins, Jaden ★★★★★ Phone:(555) 555-6395	✓	✓	✓	✓	No	No	Yes	Yes	Assign ✓		<input type="checkbox"/> Block	

Aesop will default to the “View Qualified and Available Substitutes” view. If the substitute you want to assign is not in this list, choose the **View All** radio button to view all substitutes.

Click the **Assign** link to assign the substitute to this absence.

Be sure to talk to the substitute that you assign before completing the assignment. This will eliminate confusion.

Assigning a Substitute to a New Absence

First, create a new absence. [Learn more about creating new absence here.](#)

When you have finished entering the absence details, click the **Save & Assign** button.

Complete the process by clicking the **Assign** link next to the substitute you would like to assign (see above for more detail).