

#### **Frontline Education-Absence Management**

Vera Robinson Substitute Coordinator

# Login

- https://www.aesoponline.com/
- Access Aesop through District website: <u>www.tcisd.org</u>
  - Employee Tab
  - Aesop
  - Sign-In
  - Absence Management

#### for Administrators





## **Daily Report**

- Daily Report
- You can put in a certain date to see absences and vacancies for that day.
- Unfilled-Assignments that have not been assigned or picked up by a sub yet.
- Filled-Assignments that have been assigned to a specific sub. Which list:
  - Employee Name/Vacancy Type
  - Employee Title/Vacancy Title
  - Start/End Time for Assignment
  - Duration (Full/Half Day)
  - Reason of Absence
  - Substitute Name
  - Substitute Telephone
  - More Days (--- One Day -->More than 1 Day)
  - Time Absence/Vacancy was Created
  - Confirmation Number
  - Absence Notes
- Substitute Not Needed-For Employees who are out, but a sub is not required or needed for that assignment.
- Cancelled-Assignments that have been cancelled or closed out for that day.

	eate absence create eekiy Absence/Vacan nte #	CACANCY ABS	ENCE MC	# Fulfilled	Fill Rate	Profile <u>[My p</u> Name Verar	rofile] enne Rol	istitute DASH Dinson (Texas	BOARD City	
Report Return	n to Report Menu									
te: 04/10/2017	🖞 📢 <u>Today</u> 🕨 s	ichool(s): Heigh	nts Element	ary School	·					
oyee Types : View	All V Type:	Absences/Vacancies	ord€	er By:  School OI	Employee Name					
Print										
Options:   Show	v All O Choose Sections									
April 10, 2017							Wate	h training video a	bout absenc	e/va
				UnFilled						
Name Titl	e Start/End	Duration	Reason	Held Until	More Days	Time	e Recorded	c	ONF#	Abse
										Note
				Filled						
-			-	-						
Name	Title	Start/End	Duration	Reason	Replaced by	Sub Phone	More Days	Time Recorded	CONF#	Note
hool: <u>Heights Eler</u>	nentary School									
Peck, RN, Melissa L.	Nurse	7:30 AM-3:30 PM	Full Day	ILLNESS	Osteen, Jimmie	(409) 789-6247		4/10/2017 7:56 AM	252967617	
Teacher			-							
Heights-Teacher		7:30 AM-3:30 PM	Full Day	(Vacancy Position)	Doyle, Debra	(409) 256-8038		4/10/2017 7:49 AM	252964762	1.60
Luerson, Kimberly	Teacher - 1st Grade	7:30 AM-3:30 PM	Full Day	ILLNESS	Irving, Geraldine	(409) 771-4840		4/10/2017 4:50 AM	252925229	
Martin, Sylvia	Teacher - 2nd Grade Bilingual	7:30 AM-3:30 PM	Full Day	JURY DUTY/ADM.LEAVE	Cantu, Frances	(409) 750-6286		4/5/2017 7:50 AM	252295249	
McClain, Kayla	Teacher grade 3	7:30 AM-3:30 PM	Full Day	PERSONAL DAY	Marshall, Karyn	(409) 789-8076		3/31/2017 9:59 AM	251559537	
Morgan, Rachel		7:30 AM-3:30 PM	Full Day	ILLNESS	Marshall, Bill	(409) 948-1916		3/28/2017 2:31 PM	250994423	
Wise, Sara Jean	Teacher 4th grade	7:30 AM-3:30 PM	Full Day	ILLNESS	Lemelle, Karen	(281) 814-6846		4/5/2017 8:39 AM	252309721	
				Substitute Not Nee	ded					
Name Litte	e Start/End	Duration		Reason M	lore Days	Time Recon	aea	0	NF#	No
				Cancelled						
ime	Title Start/End	Duration	Reason	Cane	el Reason	More Days	Time Record	led C	DNF#	Ab
ol: <u>Heights Eleme</u> r	ntary School									nuc
de	7/20 AM 2/20 PM	Full Day	Ofeeney D	ocition)			4/10/2017 6	ED AM 01	52046171	
agrits-Alue,	7.30 AM-3.30 PM	Pull Day	(vacancy P	baltony			4/10/2017 0.	33 MPI 2	2910171	
				Closed						
lame Title	Start/End Du	ration Re	ason	Closed Reason	More Da	iys T	ime Recorde	d	CONF#	Ab No

# **Creating an Absence for Employee**

Create Absence



- Search and Select Employee Name
  - Last Name
  - Phone
  - Identifier (S.S.)



Please choose the letter of the last name of the employee for which you would like to enter an absence:

#### <u>A B C D E F G H I J K L M N O P Q R S T U V W Y Z</u>

Or Search by Last Name, Phone, or Identifier TEXT:

Go

## **Creating an Absence for Employee**

- Select Date
- Absence Reason
- Full/Half Day (AM/PM)
- Add Notes to the sub if needed.
- Save-if a sub has not been assigned
- Save & Assign-if a sub has been assigned
- Hold assignment until the time you would like it to be released

Choose an Employe	Enter Absence Inform	mation			
		Creating an Abs	ence: Robinson, Vera		
		School: TCIS	D Administration		
	Sec.		Sub	stitute	Start End
Start Date	End Date	Absence Rea	son Req	uired Absence	e Type Time Tin
04/17/2017	© 04/17/2017	ILLINESS	▼ Tes	Full Day	AM PM
Sun Mon Tue	Wed Thu Fri	Sat			
	<b>V V</b>				
Create Absences	on these days of the	2			
above	date range specified				
Budget Code: -	- None Selected	~			
		Next >	Cancel		
		Creating an Ab School: TCI	sence: Robinson, Vera		
		Creating an Ab School: TCI:	sence: <u>Robinson, Vera</u> 5D Administration		
	G	Creating an Ab School: <u>TCI</u> Hold Until: Hold For 10	sence: <u>Robinson, Vera</u> 3D Administration Minutes		
		Creating an Ab School: TCI: Hold Until: Hold For 10	sence: <u>Robinson, Vera</u> SD Administration Minutes		Save Save & Assign
Date	Absence Reason	Creating an Ab School: TCI: Hold Until: Hold For 10	Sence: Robinson, Vera SD Administration_ Minutes Absence Type End Pays V	Start Time	Save Save & Assign
Date 04/17/2017	Absence Reason ILLNESS	Creating an Ab School: TCI: Hold Until: Hold For 10	Sence: <u>Robinson, Vera</u> D. Administration_ Minutes Absence Type Full Day V	Start Time 7:40 AM	Save Save & Assign End Time 3:10 PM
Date 04/17/2017 Monday	Absence Reason IILINESS	Creating an Ab School: TCI: Hold Until: Hold For 10	Sence: <u>Robinson, Vera</u> D. Administration_ Minutes Absence Type [Full Day ↓]	Start Time 7:40 AM	Save Save & Assign D End Time 3:10 PM
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## **Creating an Absence for Employee**

#### Save & Assign

- Find Sub's Name
- Assign Sub to assignment
- If Sub is not available it will not let you assign

•	Sub not listed on
	Available List

- View All
- If Sub is still not on the View All List, then call Vera (ext. 1100) to look at the Sub's profile to see if the campus was selected

			Qualified and A	vailal	ole Checks		C	Other Checks	
Name	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check	Sub Rej. Job	Job w/in Sub Visibility	In Sub Call Time	Assign
Achord, Parker Phone:(512) 971-9702	1	~	~	1	Yes	No	Yes	No	<u>Assign</u>
Alcorn, Rhonda Phone:(832) 231-8139	n/a	×	n/a	n/a	n/a	n/a	n/a	n/a	



#### **Creating a Vacancy**

Create Vacancy

- Choose a Vacancy from the profile list or type it in search bar.
  - Select your campus and what position it is. (Ex. For teacher vacancy at Heights, select Heights-Teacher)

Absence Manageme	nt × Texas City Independent School District
NAVIGATION	E 🔒 🕅 🔐 🖄 🛉 🔎 🗖 🎹
Web Navigator	CREATE ABSENCE CREATE VACANCY VASENCE MODIFY DAILY REPORT SCHOOL FIND EMPLOYEE FIND SUBSTITUTE CLASSIC HOME PAGE  Date: [4/26/2017 ] Refresh
🖧 Master Data	>
Absences	>
E Reference Data	> Daily Absence Counts Daily Fill Rate
Security	Filed     Fore Cancelled     Closed
0 Reports	> 100- 85
Extract / Import	> 50- 0 ti 0
බූ Settings	> Wied 26
	Weekly Absence Counts
Vacancy Pr	ofile
Blocker- Nur	se
Blocker-Aide	<u>.</u>
Blocker-Tea	cher
Calvin Vince	nt Headstart-Aide
Calvin Vince	nt Headstart-Teacher
Heights-Aide	
Heights-Tea	<u>cher</u>
Kohfeldt-Aid	e.
Kohfeldt-Tea	acher
La Marque E	lementary-Aide
La Marque E	lementary-Teacher
La Marque H	ligh School - Teacher
La Marque H	Idit School-Add
La Marque M	liddle-Teacher
La Marque P	rimary-Aide
La Marque P	rimary-Teacher
Levi Fry-Aid	e
Levi Fry-Tea	
LM Elementa	ary-Administrator
LM Middle-A	dministrator
Northside-Ai	de
Northside-Te	Pacher

#### **Creating a Vacancy**

- Select Date
- Select School
- Full/Half Day (AM/PM)

CREATE ABSENCE	CREATE VACANCY	ABSENCE MODIFY	DAILY REPORT	SCHOOL F	FIND EMPLOYEE	FIND SUBSTITUTE		
Choose a Vacance	Profile Enter Va	acancy Information	1					
		Creat	ing A Vacan	cy: <u>Heigh</u>	nts-Teacher			
Start Date	K End Date	School			Substitute Required	Vacancy Type	Start Time	End Tim
04/17/2017 Monday	6 [04/17/2017 Monday	Calvin V Heights Industria La Marq	incent Headsta Elementary So Il Trades Cente ue Elementary	art hool er School	Yes ¥	Full Day 🗸	07:30 AM	03:30 PI
Sun Mon Tue	Wed Thu Fri	Sat						
Create Vacance the week within specified above	ies on these day n the date range e	s of						
Budget Code:	HGTS-REG SU	BSTITUTES	~					
Number of Va	cancies 1		Next >	Cancel				

- Add Notes to the sub if needed.
- Add Notes to Administrator on what the vacancy is for (Ex. Tutorials, Vacant Math Position, Extra Duty, etc.)
- Save-if a sub has not been assigned
- Save & Assign-if a sub has been assigned

	Creating A Va	cancy: <u>Heights-Teacher</u>			
	Hold Until: Hold For 10	) Minutes 🗸 🗸			
			(	Save Save & Assign	Cance
Date	School	Vacancy Type	Start Time	End Time	<u></u>
04/17/2017 🔯 Monday	Heights Elementary School	Full Day 🗸	07:30 AM	03:30 PM	10
Budget Code: HGTS-RE	G SUBSTITUTES V				
Notes To Substitute:		School De	fault Informatio	n	
Maximum length is 255 charact	ers.)	Not used for	multi-location em	ployees.	
55 characters left.					
	^				
	~				
lotes to Administrator ( Maximum length is 255 charact	not viewable by Substitute):				
55 characters left.					
	^				
	*				
Administrator Notes (no	t viewable by Substitute or Employee):				

#### **Edit/Cancel Absences/Vacancies**

#### • Daily Report

	CE CREATE VACANCY				FIND EMP	DIOYEE F	IND SUBSTITU	TE DASHBOARD
Weekly Abse	nce/Vacancy Chart		~		Profile	e [My pro	ofile]	
Date	# Absences/Vacancies	# Need Fulfillment	# Fulfilled	Fill Rate	Name	Verarei	nne Robinson ndent Schoo	n (Texas City I District)
04/26/2017	94	<u>94</u>	89	94%	User	vrobins	ion	
04/27/2017	127	127	122	96%	ID			
04/28/2017	103	103	93	90%	Email	Organi	son@tcisd.or	-g
05/01/2017	66	66	59	89%	Lever	Organiz		
05/02/2017	65	65	60	92%	1			
05/03/2017	54	54	50	92%	1			

 Find the absence/vacancy and click on the confirmation number

Name	Title	Start/End	Duration	Reason	Replaced by	Sub Phone	More Days	Time Recorded	CONF#	Absence Notes
School: Northsic	le Elementary Schoo									
Aide										
Miller, Lora	Computer Lab Aide	11:31 AM-3:30 PM	Half Day PM	PERSONAL DAY	Thomasson, Billie	(409) 739-6491		9/2/2016 11:03 AM	217324104	
Teacher										
Mills, Erin	2nd Grade Teacher	7:30 AM-3:30 PM	Full Day	ILLNESS	Kucharski, Kimberly	(240) 676-8102	>	9/6/2016 7:27 AM	217504607	
Rose, Randi E	Music Teacher	7:30 AM-3:30 PM	Full Day	ILLNESS	Watson, Theolia	(409) 632-7722		9/5/2016 11:27 AM	217434540	444

### **Edit/Cancel Absences/Vacancies**

Edit/Close

- Remove Sub- If you want to remove Sub from a certain assignment.
- Close Absence/Vacancy Request-If you would like to cancel out the Absence/Vacancy completely.

LIST ADSENCES/Vaca	incres Prodity	Absence/vacancy Log	Call History	Available Sub	stitutes	Attachments
Modify Absence	e				Crea	te a New A
C <mark>ONF#:</mark>	217	7504607				
Employee:	Erin	n Mills				
School:	No	rthside Elementa	ry School			
Created On:	9/6	/2016 7:27:42 AM	I was a second second			
last Undate:	9/6	/2016 7:28:01 AM				
Status:	Fille	ed				
Reconciled:	No	Reconcile				
Substitute Requ	uired: Yes					
Fulfilled By:	Kim	berly Kucharski 🛽	3			
Feedback:						
Employee Hour	s Per Day: 7.5					
~						
Edit/Close Spli	t 🥑					
Date	Abs	ence Reason		Absence	e Type	
no loc loot c		500		E 11 D		
And Max Alexandre				conco   Croato and	other absenc	e for this employ
nodity Absence	247524627		Create a New Ab	sence   create and		
CONF#:	217504607		Create a New Ab	Attachments:		
CONF#: mployee:	217504607 Erin Mills	ary School	Create a New Ab	Attachments:		
CONF#: imployee: ichool: ireated On:	217504607 Erin Mills Northside Elementa 9/6/2016 7:27:42 AN	ary School	Create a New Ab	Attachments:		
CONF#: imployee: ichool: Created On: ast Undate:	217504607 <u>Erin Mills</u> <u>Northside Elementa</u> 9/6/2016 7:27:42 AM 9/6/2016 7:28:01 AM	ary School	Create a New Ab	Attachments:		
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Addiny Adosence ONF #: mployee: chool: reated On: ast Update: tatus: ecconciled: ubstitute Required: ulfilled By: eedback: mployce Hours Per Dar Remove Sub Close Absence Request Add Day(s) 1 (1 - ate 19/06/2016 uesday uugget Code: - None Set	217504607 Erin Mills Northside Elementa 9/6/2016 7:27:42 AM 9/6/2016 7:28:01 AM Filled No Yes Kimberly Kucharski © Yes Allow substitute to Notify the substitute Navigator User 71) Absence Reason IILLNESS Hected	ary School	Ved. noval Absence Type Full Day Pay Code: Eco	Attachments:	Upload New Save Save ne End 3:30	e & ReAssign Can Time PM

## **Edit/Cancel Absences/Vacancies**

- Add Day(s)-If you would like to add days to existing absence/vacancy.
  - Add days that follow the current absence/vacancy created up to 71 days
- Absence Reason- You can change the absence reason.
- Absence/Vacancy Type- You change from Full Day to Half and vise versa.
- Trash Can-If you would like to delete a day from an absence/vacancy without deleting the whole assignment.



## **Splitting Absences/Vacancies**

• Daily Report

Split

REATE ABSEN	CE CREATE VACANCY	ABSENCE MODIFY	DAILY REPOR	T SCHOOL	FIND EMPI	OYEE FIND SU	BSTITUTE DASHBOARD
Weekly Abse	nce/Vacancy Chart		~	e la	Profile	[My profile]	
Date	# Absences/Vacancies	# Need Fulfillment	# Fulfilled	Fill Rate	Name	Verarenne Ro Independent	binson (Texas City School District)
04/26/2017	94	94	<u>89</u>	94%	User	vrobinson	
04/27/2017	127	127	122	96%	ID	VDebinsen@t	cled and
04/28/2017	103	103	93	90%	Lovel	Organization	licer
05/01/2017	66	66	59	89%	Lever	organization	Usei
05/02/2017	65	<u>65</u>	60	92%	1		
05/03/2017	54	54	50	92%	1		

#### Confirmation Number

Time Recorded	CONF# Absence
	Notes
4/28/2017 7:22 AM	256188862
Modify Absence	
Modify Absence CONF#:	256188862
Modify Absence CONF#: Employee:	256188862 Vera Robinson
Modify Absence CONF#: Employee: School:	256188862 Vera Robinson TCISD Administration
Modify Absence CONF#: Employee: School: Created On:	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM
Modify Absence CONF#: Employee: School: Created On: Last Update:	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM
Modify Absence CONF#: Employee: School: Created On: Last Update: Status:	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held
Modify Absence CONF#: Employee: School: Created On: Last Update: Status: Held Until:	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held 4/28/2017 7:32 AM
Modify Absence CONF#: Employee: School: Created On: Last Update: Status: Held Until: Reconciled:	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held 4/28/2017 7:32 AM No Reconcile
Modify Absence CONF#: Employee: School: Created On: Last Update: Status: Held Until: Reconciled: Substitute Required:	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held 4/28/2017 7:32 AM No Reconcile Yes
Modify Absence CONF#: Employee: School: Created On: Last Update: Status: Held Until: Reconciled: Substitute Required: Employee Hours Per D	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held 4/28/2017 7:32 AM No Reconcile Yes
Modify Absence CONF#: Employee: School: Created On: Last Update: Status: Held Until: Reconciled: Substitute Required: Employee Hours Per D	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held 4/28/2017 7:32 AM No Reconcile Yes ay: 7.5
Modify Absence CONF#: Employee: School: Created On: Last Update: Status: Held Until: Reconciled: Substitute Required: Employee Hours Per D Assign Sub Edit/Cancel	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held 4/28/2017 7:32 AM No Reconcile Yes ay: 7.5
Modify Absence CONF#: Employee: School: Created On: Last Update: Status: Held Until: Reconciled: Substitute Required: Employee Hours Per D Assign Sub Edit/Cancel Date	256188862 Vera Robinson TCISD Administration 4/28/2017 7:22:00 AM 4/28/2017 7:22:00 AM UnFilled/Held 4/28/2017 7:32 AM No Reconcile Yes ay: 7.5 Split Absence Reason

#### **Splitting Absences/Vacancies**

- If you want to remove a sub from an absence or vacancy with multiple days tied to it, then you will check the day you want to split and check the "Remove Substitute from new Absence" box and then click split.
- You will then get a new confirmation number for that absence or vacancy day you split. You can either assign another sub to it or leave it alone for someone else to pick up.

Date	Absence Type	Start Time	End Time	✤ Split Individual	Split At <b>O</b> None
3/27/2017 1onday	Full Day	7:40 AM	3:10 PM	<b>→</b>	0
3/28/2017 Tuesday	Full Day	7:40 AM	3:10 PM		0
3/29/2017 Vednesday	Full Day	7:40 AM	3:10 PM		0
3/30/2017 Thursday	Full Day	7:40 AM	3:10 PM		0
3/31/2017 Friday	Full Day	7:40 AM	3:10 PM		0

tion

#### Modify Absence

CONF#:	256188862
Employee:	Vera Robinson
School:	TCISD Administra
Created On:	4/28/2017 7:22:00
Last Update:	4/28/2017 7:45:30
Status:	UnFilled
Reconciled:	No
Substitute Required:	Yes
Employee Hours Per Da	ay: 7.5
Related:	256195328

#### **Search Employees Login Credentials**

- Employee-You can only search an employee that is on your campus.
- Search By:
  - Last Name
  - Phone Number
  - Email
  - Identifier (S.S. #)
- You will be able to see the Login ID (telephone number) and Pin.

	ATE VACANCY ABSENCE MODIFY DAILY	REPORT SCHOOL FIND EMPLOYEE	
Date: 4/28/2017	Refresh		
=1			1.21
Sear	ch for an Employee:	KITCHECTTTTE IN KOOP	×
	712		-
Se	Search arch by Last Name or Phon	1: ie or Email or Identifier	
245			
	robinson	× Go	
	and	a da	_/
	Employee: Robinsor	ı, Vera	
	General Informa Last Update: 4/24/2017 2:	tion 01:05 PM	
	Log in as Use	<u>r</u>	
	Remove Edit Apply Char	ges Cancel	
t Name	Log in as Use Remove Edit Apply Char Fields marked with an asterisk Middle Name	r ges Cancel * are required. Last Name	Active
t Name Gra	Log in as Use Remove Edit Apply Char Fields marked with an asterisk' Middle Name Employee Types	ges Cancel are required. Lost Name *Robinson	Active
st Name Yora ntifier	Log in as Use Remove Edit Apply Char Fields marked with an asteriak Middle Name Employee Types * Human Resources	ges Cancel * are required. Last Name *Robinson	Active International Active
st Name fora ntifier	Log in as Use Remove Edit Apply Char Fields marked with an asterisk Middle Name Employee Types * Human Resources E-Mail	ges Cancel are required. Last Name *Robinson	Active Ø
st Name fera ntifier e ubstfute Coordinator oot(s)	Log in as Use Remove Edit Apply Char Fields marked with an asterisk Middle Name Employee Types * Human Resources E-Mail	ges Cancel are required. Last Name *Robinson	Active
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st Name fora mitifier e ubustitute Coordinator usot(s) CISD Administration	Log in as Use Remove Edit Apply Char Fields marked with an asterisk: Middle Name Employee Types * Human Resources E-Mail Gender	ges Cancel * are required. Last Name * Robinson	Active ⊠
st Name fora mitifier e ubustitute Coordinator usod(s) CISD Administration	Log in as Use Remove Edit Apply Char Fields marked with an asterisk: Middle Name Employee Types * Human Resources E-Mail Cender	e * are required. • "Robinson • Room * Maan Office	Active ⊠
st Name fora millier e ubustitute Coordinator ubustitute Coordinator CISD Administration	Log in as Use Remove Edit Apply Char Fields marked with an asterisk: Middle Name Employee Types * Human Resources E-Mail Gender End Date	e are required. Last Name * Robinson Room Main Office Birth Dete	Active ⊠
st Name fora mitlifer e ubustitute Coordinator uscel(s) CISD Administration rt Date	Log in as Use Remove Edit Apply Char Fields marked with an asterisk Middle Name Employee Types * Human Resources E-Mail Gender End Date	e are required. Last Name * Robinson Room Main Office Birth Date	Active ⊠
st Name fora milifier e ubstitute Coordinator ool(s) CISO Administration rt Dote gin Information me (foolin (st))	Log in as Use Remove Edit Appy Char Felds marked with an asterisk: Middle Name Employee Types Human Resources E-Mail Gender End Date End Date	e Cancel * are required. * "Robinson * Room * Main Office Birth Date	Active ⊠

## **Substitute Sign-In Sheet**

Substi

Start Da Type: Reason: Emplo

Print wit

- Navigation Pane
- Reports
  - Absence
    - Substitute Sign-In
- Search date range and it will show all filled assignments. Each assignment will have employee name/vacancy type and the sub name assigned to that assignment.
- On each assignment it has a signature line where the sub can sign when they check-in.

	NAVIGATION	$\bigotimes$					
	Web Navigator	>	Absence	>	Daily Report		
	器 Master Data	>	Substitute	,	Absentee Report	n	
	Absences	>	Letters	>	Unfilled Absences		
	Reference Data	>	Recording Instructions	>	Absence Monthly Sum	imary	
	G Security	>	Letter Writer		Absence Advance Not Absence Call History	ice	
	Reports	>			Day of Week Absence	Analysis	
7					Absence Reason Perc	entages	
	Extract / Import	>			Absence Reasons By	School	
	{ŷ} Settings	>			Absence Feedback		
					Absence Interactive		
					Cancelled/Closed Abs	ences	
				->	Substitute Sign In		
Sign In Report 103/2017 🔯 End D	Return to Report Menu ate: 04/03/2017	ool(s): K	ohfeldt Elementary School	~	Perfect Attendance Re	oport	
Sign In Report 03/2017 Defined Do es/Vacancies Comp All Comp	Return to Report Menu ate: 04/03/2017 Schu Joyce: View All	ool(s): K	ohfeldt Elementary School	~	Perfect Attendance Re Vacancy Profi	eport ile: View All	✓ Vac
Sign In Report 03/2017 B End D es/Vacancies All pes : [View All breaks ]	Return to Report Menu ate: 04/03/2017 💯 Scho Joyee: View All View By: © Date	ool(s): K V	ohfeldt Elementary School 7 Absence Reason: View All yee	~	Vacancy Profi	eport ile: View All	✓ Vac
Sign In Report	Return to Report Menu ate: 04/03/2017 Schu aloyee: View All View All	ool(s): K	ohfeldt Elementary School Absence Reason: View All yee	<b>v</b> ]	Perfect Attendance Re	eport ile: View All	✓ Vac
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## **Searching Substitutes with Specific Skills**

- Navigation
- Reports
  - **Substitute** •
    - Skills
- Click the "All Skills" drop down select the skill:
  - Aide (not clerical)
  - Clerical Aide
  - No Sub Needed
  - Nurse
  - Spanish
  - Special Ed
  - **Special Ed Teacher**
  - Teacher
- Click Submit/Print, it will give you ٠ a list of active Sub names and their telephone numbers with that specific skill set.

	Abs	sence Manageme	nt ~	Texas City Independent Sch	nool Distri	ct	
	NAV	IGATION	¢				
		Web Navigator	>	Absence Employee	>	Assignment Assignment Summary	
	660	Master Data	>	Substitute	>	History By Date	
		Absences	>	Letters	>	Most Called Substitutes	
	E	Reference Data	>	Recording Instructions Report Writer	>	Non-Working Substitutes Substitutes in Multiple Districts	
	Ð	Security	>	Letter Writer		Register	
-	<u>لە</u> 0 د	Reports	>		6	Preferred Schools	
	$\bigcirc$	Extract / Import	>			Excluded Substitutes	
	ŝ	Settings	>			Restricted Call Time Substitute Utilization	
ubstitute	Ce	rtification	s/Sk	tills <u>Return to</u>	Repor	t Menu	
Substitute:	Vie	w All		V Nurse		Number of Day	s un
Submit Prin	it						
ame			Ph	one		Skills/Certifications	¢
oulet, Teresa			(40	9) 771-8344		Nurse	
and the second second			(40	9) 457-5518		Nurse	
hns, Christina			1.1.				
steen, Jimmie			(40	9) 789-6247		Nurse	
steen, Jimmie pencer, Velma			(40 (40	09) 789-6247 09) 938 <mark>-</mark> 8693		Nurse Nurse	

#### **Absence/Vacancy Log**

 To search how and who created an absence/vacancy and how and who was assigned to the assignment.



List Absences/Vacancies	Modify	Absence/Vac	cancy Log	Call History	Available Substitutes	Attachments	
0							
Enter a Confirmation	#: 251	773064	Go				
	-						

#### Log Entries for Confirmation # 251773064

Description	Who	Where	Date	Status
Day: 4/3/2017 7:30 AM-3:30 PM	Valdez, April	Web Navigator User	4/3/2017 7:12:11 AM	Created
Absence Date 4/3/2017	Valdez, April	Web Navigator User	4/3/2017 7:12:11 AM	Created
No recipients found	111	Automated Process	4/3/2017 7:19:02 AM	Advance Emails Sent

#### Chat

 If you need technical support. You can open a live chat wit an Aesop **Representative.** Click on the circled ? next to your name. Then click "Live Chat", you will then put your name, email, description of issues or question, and select "Absence Substitute Management" in drop down . Then "Start the Chat"

Q Sea	rch	?	Verarenne Robinsor Organization Use
HELP RES	OURCES	4	
CONTACT Y	OUR ORGANIZATION		
Texas Cit	y Independent School District		
Vera Robin Phone: (40) Vrobinson@	son 9) 916-0100, Fax: (409) 942-2655 ⊉Tcisd.org		
🔗 Visi	t Learning Center		
Q Live	Chat		
() Use	r Voice		
Welcon	ne to LiveChat!		
Welcon	ne to LiveChat! Thank you for contacting Frontl Name: *	ine Educatio	n support!
Welcon	ne to LiveChat! Thank you for contacting Frontl Name:* Vera Robinson	ine Educatio	in support!
Welcon	ne to LiveChat! Thank you for contacting Frontl Name: * Vera Robinson E-mail: *	ine Educatio	in support!
Welcon	ne to LiveChat! Thank you for contacting Frontl Name: * Vera Robinson E-mail: * Please describe the question you would like as details:	ine Educatio	on support!
Welcom	ne to LiveChat! Thank you for contacting Frontl Name: * Vera Robinson E-mail: * Please describe the question you would like as details: Choose a department: *	ine Educatio	and include specific
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Welcon	ne to LiveChat! Thank you for contacting Frontl Name: * Vera Robinson E-mail: * Please describe the question you would like as details: Choose a department: * Absence & Substitute Management (former Start the ch	ine Education	and include specific
Welcom	ne to LiveChat! Thank you for contacting Frontl Name: * Vera Robinson E-mail: * Please describe the question you would like as details: Choose a department: * Absence & Substitute Management (former Start the ch	ine Educatio	and include specific