

Aesop

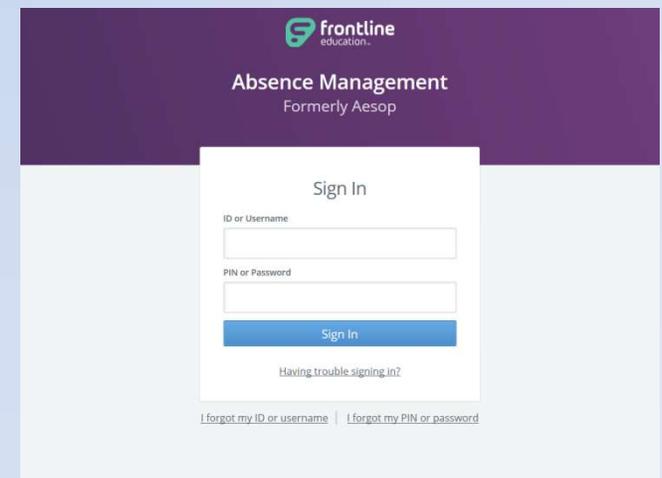
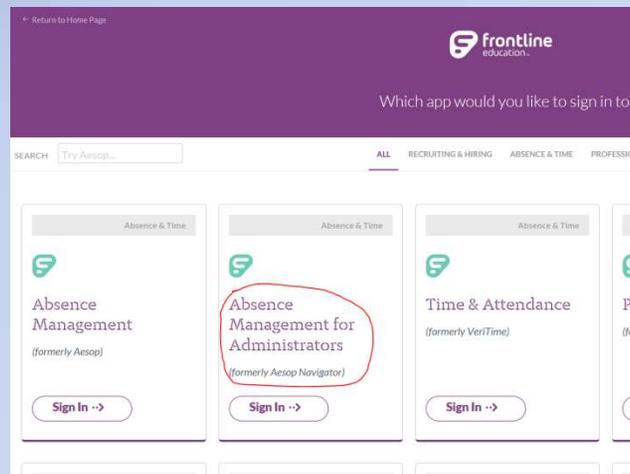
Frontline Education-Absence Management

Vera Robinson

Substitute Coordinator

Login

- <https://www.aesoponline.com/>
- Access Aesop through District website: www.tcisd.org
 - 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.

Daily Report [Return to Report Menu](#)

Run Date: 04/10/2017 [Today](#) School(s): Heights Elementary School

Employee Types: View All Type: Absences/Vacancies Order By: School Employee Name

Submit Print

Display Options: Show All Choose Sections

Monday, April 10, 2017 [Watch training video about absence/vacancy lo](#)

UnFilled

Name	Title	Start/End	Duration	Reason	Held Until	More Days	Time Recorded	CONF#	Absence Notes
No data in this section.									

Filled

Name	Title	Start/End	Duration	Reason	Replaced by	Sub Phone	More Days	Time Recorded	CONF#	Absence Notes
School: <u>Heights Elementary School</u>										
Nurse										
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	252267617	
Teacher										
Heights-Teacher		7:30 AM-3:30 PM	Full Day	(Vacancy Position)	Doyle, Debra	(409) 256-8038	---	4/10/2017 7:49 AM	252264762	
Heights-Teacher		7:30 AM-3:30 PM	Full Day	(Vacancy Position)	Makmer, Rebecca C.	(409) 771-4577	---	4/10/2017 7:51 AM	252265723	
Luerson, Kimberly	Teacher - 1st Grade	7:30 AM-3:30 PM	Full Day	ILLNESS	Iving, Geraldine	(409) 771-6840	---	4/10/2017 4:50 AM	252265229	
Martin, Sylvia	Teacher - 2nd Grade Bilingual	7:30 AM-3:30 PM	Full Day	JURY DUTY/ADM.LEAVE	Cardo, Frances	(409) 750-6286	---	4/5/2017 7:50 AM	252265249	
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	250094423	
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 Needed

Name	Title	Start/End	Duration	Reason	More Days	Time Recorded	CONF#	Absence Notes
No data in this section.								

Cancelled

Name	Title	Start/End	Duration	Reason	Cancel Reason	More Days	Time Recorded	CONF#	Absence Notes
School: <u>Heights Elementary School</u>									
Aide									
Heights-Aide		7:30 AM-3:30 PM	Full Day	(Vacancy Position)		---	4/10/2017 6:53 AM	252246171	

Closed

Name	Title	Start/End	Duration	Reason	Closed Reason	More Days	Time Recorded	CONF#	Absence Notes
No data in this section.									

Creating an Absence for Employee

- Create Absence

Absence Management Texas City Independent School District

NAVIGATION

- Web Navigator
- Master Data
- Absences
- Reference Data
- Security
- Reports
- Extract / Import
- Settings

CREATE ABSENCE CREATE VACANCY ABSENCE MODIFY DAILY REPORT SCHOOL FIND EMPLOYEE FIND SUBSTITUTE CLASSIC HOME PAGE

Date: 4/24/2017 Refresh

Daily Absence Counts

Category	Count
Filled	97
Unfilled	4
No Sub Req	11
Cancelled	0
Closed	0

Mon 24

Daily Fill Rate

- Search and Select Employee Name

- Last Name
- Phone
- Identifier (S.S.)

CREATE ABSENCE CREATE VACANCY ABSENCE MODIFY DAILY REPORT SCHOOL FIND EMPLOYEE FIND SUBSTITUTE

Choose an Employee Enter Absence Information

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

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

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

CREATE ABSENCE CREATE VACANCY ABSENCE MODIFY DAILY REPORT SCHOOL FIND EMPLOYEE FIND SUBSTITUTE

Choose an Employee Enter Absence Information

Creating an Absence: [Robinson, Vera](#)
School: [TCISD Administration](#)

Start Date	End Date	Absence Reason	Substitute Required	Absence Type	Start Time	End Time
04/17/2017 Monday	04/17/2017 Monday	ILLNESS	Yes	Full Day	7:40 AM	3:10 PM

Sun Mon Tue Wed Thu Fri Sat

Create Absences on these days of the week within the date range specified above

Budget Code: -- None Selected --

Next > Cancel

Creating an Absence: [Robinson, Vera](#)
School: [TCISD Administration](#)

Hold Until: Hold For 10 Minutes

Save Save & Assign Cancel

Date	Absence Reason	Absence Type	Start Time	End Time
04/17/2017 Monday	ILLNESS	Full Day	7:40 AM	3:10 PM

Budget Code: -- None Selected --

Notes To Substitute:
(Maximum length is 255 characters.)
255 characters left.

Notes to Administrator (not viewable by Substitute):
(Maximum length is 255 characters.)
255 characters left.

Administrator Notes (not viewable by Substitute or Employee):
(Maximum length is 255 characters.)
255 characters left.

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

View Qualified and Available
 View All

Name	Qualified and Available Checks					Other Checks			
	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	✓	✓	✓	✓	Yes	No	Yes	No	Assign
Alcorn, Rhonda Phone:(832) 231-8139	n/a	✗	n/a	n/a	n/a	n/a	n/a	n/a	

Assign a substitute for Conf#: 255039585

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

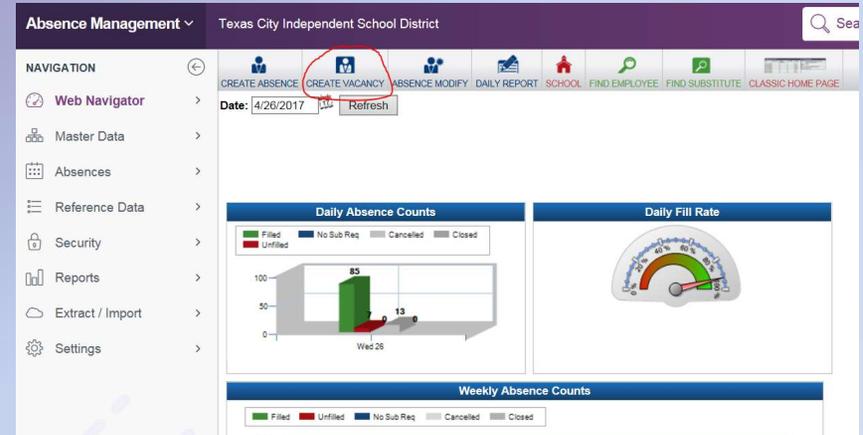
Please type the first few letters.

View Qualified and Available
 View All

Name	Qualified and Available Checks					Sub Rej. Job	w
	Skill Check	Other Job Check	Non-Work Day Check	Excl	Preferred School Check		
Achord, Parker	✓	✓	✓	✓	Yes	No	Y

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)**



Search by Description

Vacancy Profile

Administration-Clerical Aide
Blocker- Nurse
Blocker-Aide
Blocker-Teacher
Calvin Vincent Headstart-Aide
Calvin Vincent Headstart-Teacher
Heights-Aide
Heights-Teacher
Kohfeldt-Aide
Kohfeldt-Teacher
La Marque Elementary-Aide
La Marque Elementary-Teacher
La Marque High School - Teacher
La Marque High School-Aide
La Marque Middle-Aide
La Marque Middle-Teacher
La Marque Primary-Aide
La Marque Primary-Teacher
Levi Fry-Aide
Levi Fry-Teacher
LM Elementary-Administrator
LM Middle-Administrator
Northside-Aide
Northside-Teacher

Creating a Vacancy

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

CREATE ABSENCE CREATE VACANCY ABSENCE MODIFY DAILY REPORT SCHOOL FIND EMPLOYEE FIND SUBSTITUTE

Choose a Vacancy Profile Enter Vacancy Information

Creating A Vacancy: Heights-Teacher

Start Date	End Date	School	Substitute Required	Vacancy Type	Start Time	End Time
04/17/2017 Monday	04/17/2017 Monday	Calvin Vincent Headstart Heights Elementary School Industrial Trades Center La Marque Elementary School	Yes	Full Day	07:30 AM	03:30 PM

Sun Mon Tue Wed Thu Fri Sat

Create Vacancies on these days of the week within the date range specified above

Budget Code: HGTS-REG SUBSTITUTES

Number of Vacancies: 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

Modify Vacancy

Creating A Vacancy: Heights-Teacher

Hold Until: Hold For 10 Minutes

Save Save & Assign Cancel

Date	School	Vacancy Type	Start Time	End Time
04/17/2017 Monday	Heights Elementary School	Full Day	07:30 AM	03:30 PM

Budget Code: HGTS-REG SUBSTITUTES

Notes To Substitute:
 (Maximum length is 255 characters.)
 255 characters left.

Notes to Administrator (not viewable by Substitute):
 (Maximum length is 255 characters.)
 255 characters left.

Administrator Notes (not viewable by Substitute or Employee):
 (Maximum length is 255 characters.)
 255 characters left.

School Default Information
 Not used for multi-location employees.

Edit/Cancel Absences/Vacancies

- Daily Report

Weekly Absence/Vacancy Chart					Profile [My profile]	
Date	# Absences/Vacancies	# Need Fulfillment	# Fulfilled	Fill Rate	Name	Verarenne Robinson (Texas City Independent School District)
04/26/2017	94	94	89	94%	User ID	vrobinson
04/27/2017	127	127	122	96%	Email	VRobinson@tcisd.org
04/28/2017	103	103	93	90%	Level	Organization User
05/01/2017	66	66	59	89%		
05/02/2017	65	65	60	92%		
05/03/2017	54	54	50	92%		

Texas City ISD Information Alerts

- 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: Northside Elementary School										
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	

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 Absences/Vacancies Modify Absence/Vacancy Log Call History Available Substitutes Attachments

Modify Absence Create a New Absence

CONF#: 217504607
Employee: [Erin Mills](#)
School: [Northside Elementary School](#)
Created On: 9/6/2016 7:27:42 AM
Last Update: 9/6/2016 7:28:01 AM
Status: Filled
Reconciled: No
Substitute Required: Yes
Fulfilled By: [Kimberly Kucharski](#)
Feedback:
Employee Hours Per Day: 7.5

Date	Absence Reason	Absence Type
09/06/2016	ILLNESS	Full Day

Modify Absence Create a New Absence | Create another absence for this employee

CONF#: 217504607
Employee: [Erin Mills](#)
School: [Northside Elementary School](#)
Created On: 9/6/2016 7:27:42 AM
Last Update: 9/6/2016 7:28:01 AM
Status: Filled
Reconciled: No
Substitute Required: Yes
Fulfilled By: [Kimberly Kucharski](#)
Feedback:
Employee Hours Per Day: 7.5

Allow substitute to see job after removal
 Notify the substitute that they are being removed.
Navigator User

Add Day(s) 1 (1 - 71)

Date	Absence Reason	Absence Type	Start Time	End Time
09/06/2016 Tuesday	ILLNESS	Full Day	7:30 AM	3:30 PM
09/07/2016 Wednesday	ILLNESS	Full Day	7:30 AM	3:30 PM

Budget Code: -- None Selected -- Pay Code: Educator Certified

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.**

Modify Absence Create a New Absence Create another absence for this employee

CONF#: 217504607
Employee: [Erin Mills](#)
School: [Northside Elementary School](#)
Created On: 9/6/2016 7:27:42 AM
Last Update: 9/6/2016 7:28:01 AM
Status: Filled
Reconciled: No
Substitute Required: Yes
Fulfilled By: [Kimberly Kucharski](#)
Feedback:
Employee Hours Per Day: 7.5

Allow substitute to see job after removal
 Notify the substitute that they are being removed.
Navigator User

1 (1 - 71)

Date	Absence Reason	Absence Type	Start Time	End Time
09/06/2016 Tuesday	ILLNESS	Full Day	7:30 AM	3:30 PM
09/07/2016 Wednesday	ILLNESS	Full Day	7:30 AM	3:30 PM

Budget Code: -- None Selected -- Pay Code: Educator Certified

Splitting Absences/Vacancies

- Daily Report

Weekly Absence/Vacancy Chart					Profile [My profile]	
Date	# Absences/Vacancies	# Need Fulfillment	# Fulfilled	Fill Rate	Name	Verarenne Robinson (Texas City Independent School District)
04/26/2017	94	94	89	94%	User ID	vrobinson
04/27/2017	127	127	122	96%	Email	VRobinson@tcisd.org
04/28/2017	103	103	93	90%	Level	Organization User
05/01/2017	66	66	59	89%		
05/02/2017	65	65	60	92%		
05/03/2017	54	54	50	92%		

Texas City ISD Information Alerts

- Confirmation Number

Time Recorded	CONF#	Absence Notes
4/28/2017 7:22 AM	256188862	

- Split

Modify Absence	
CONF#:	256188862
Employee:	Vera Robinson
School:	TCISD Administration
Created On:	4/28/2017 7:22:00 AM
Last Update:	4/28/2017 7:22:00 AM
Status:	UnFilled/Held
Held Until:	4/28/2017 7:32 AM
Reconciled:	No <input type="button" value="Reconcile"/>
Substitute Required:	Yes
Employee Hours Per Day:	7.5
<input type="button" value="Assign Sub"/> <input type="button" value="Edit/Cancel"/> <input type="button" value="Split"/>	
Date	Absence Reason
03/27/2017	ILLNESS

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.

Remove Substitute from new Absence

Date	Absence Type	Start Time	End Time	Split Individual	Split At
3/27/2017 Monday	Full Day	7:40 AM	3:10 PM	<input checked="" type="checkbox"/>	<input type="radio"/>
3/28/2017 Tuesday	Full Day	7:40 AM	3:10 PM	<input type="checkbox"/>	<input type="radio"/>
3/29/2017 Wednesday	Full Day	7:40 AM	3:10 PM	<input type="checkbox"/>	<input type="radio"/>
3/30/2017 Thursday	Full Day	7:40 AM	3:10 PM	<input type="checkbox"/>	<input type="radio"/>
3/31/2017 Friday	Full Day	7:40 AM	3:10 PM	<input type="checkbox"/>	<input type="radio"/>

Split Cancel

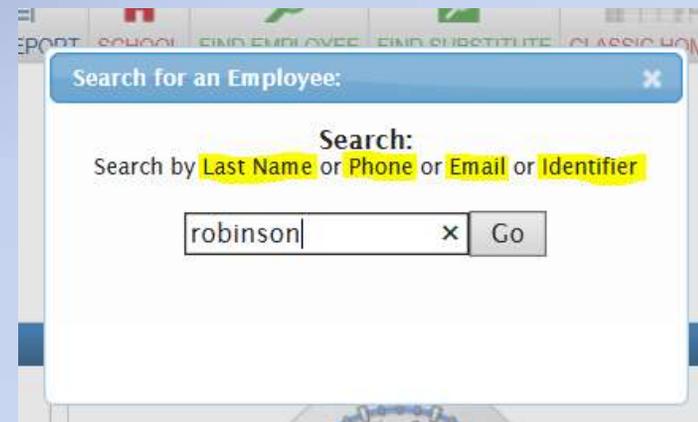
Modify Absence

Split successful, click here to go to the Confirmation # [256195328](#)

CONF#: 256188862
Employee: [Vera Robinson](#)
School: [TCISD Administration](#)
Created On: 4/28/2017 7:22:00 AM
Last Update: 4/28/2017 7:45:30 AM
Status: UnFilled
Reconciled: No
Substitute Required: Yes
Employee Hours Per Day: 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.



Employee: Robinson, Vera
General Information
Last Update: 4/24/2017 2:01:05 PM
[Log in as User](#)

Fields marked with an asterisk * are required.

First Name	Middle Name	Last Name	Active
*Vera		*Robinson	<input checked="" type="checkbox"/>
Identifier	Employee Types		
*[REDACTED]	*Human Resources		
Title	E-Mail		
Substitute Coordinator			
School(s)			
*ITCISD Administration			
	Gender	Room	
		*Main Office	
Start Date	End Date	Birth Date	
Login Information			
Phone (login id)	Pin	Alternate Login ID (0,9,11-20 characters)	
*4095265859	*5859 change Pin		
Absence Times			

Substitute Sign-In Sheet

- Navigation Pane
 - Reports
 - 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.

Absence Management ▾ Texas City Independent School District

NAVIGATION

- Web Navigator >
- Master Data >
- Absences >
- Reference Data >
- Security >
- Reports >
- Extract / Import >
- Settings >

- Absence >
- Employee >
- Substitute >
- Letters >
- Recording Instructions >
- Report Writer
- Letter Writer

- Daily Report
- Absence Reconciliation
- Absentee Report
- Unfilled Absences
- Absence Monthly Summary
- Absence Advance Notice
- Absence Call History
- Day of Week Absence Analysis
- Absence Reason Percentages
- Absence Reasons By School
- Absence Feedback
- Absence Interactive
- Cancelled/Closed Absences
- Substitute Sign In
- Perfect Attendance Report

Substitute Sign In Report [Return to Report Menu](#)

Start Date: 04/03/2017 End Date: 04/03/2017 School(s): Kohfeldt Elementary School

Type: Absences/Vacancies Employee: View All Absence Reason: View All Vacancy Profile: View All Vacancy Reason: View All

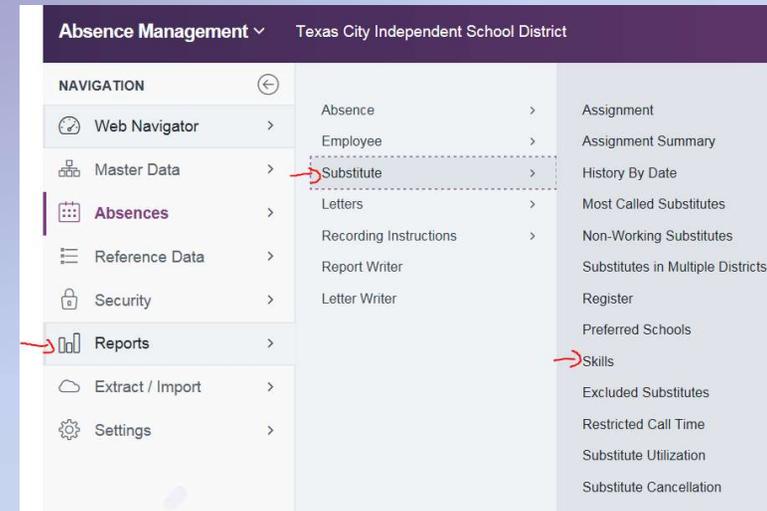
Employee Types: View All Order By: Date Employee

Print with page breaks

Date	External ID	Name	Employee Type	Title	Start/End	External ID	Substitute	CONF#
04/03/2017		Garcia, Katrina	Special Ed Para	ATM AIDE	7:30 AM - 3:30 PM Duration: Full Day		Jolivet, Alice	251694341
Kohfeldt Elementary School								
Signature: _____								
Acct cd: _____								
04/03/2017		Kimble, Leresa	teacher	teacher - Special Ed Inclusion	11:01 AM - 3:30 PM Duration: Half Day PM		Grupp, Kim	251634140
Kohfeldt Elementary School								
Signature: _____								
Acct cd: _____								
04/03/2017		Kohfeldt-Teacher	Teacher		7:30 AM - 3:30 PM Duration: Full Day		Kucharski, Kimberly	251536628
Kohfeldt Elementary School								
Signature: _____								
Acct cd: _____								
04/03/2017		Morgan, Sara	Teacher	Teacher-ATM	7:30 AM - 3:30 PM Duration: Full Day		Flowers, JB	251816138
Kohfeldt Elementary School								
Signature: _____								
Acct cd: _____								
04/03/2017		Scott-Hodges, Karla	Teacher	Teacher - SLC	7:30 AM - 3:30 PM Duration: Full Day		Friedsam, Faith	251746831
Kohfeldt Elementary School								
Signature: _____								
Acct cd: _____								

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 a list of active Sub names and their telephone numbers with that specific skill set.



Substitute Certifications/Skills

[Return to Report Menu](#)

Substitute: View All Nurse Number of Days until !

Submit Print

Name	Phone	Skills/Certifications
Boulet, Teresa	(409) 771-8344	Nurse
Johns, Christina	(409) 457-5518	Nurse
Osteen, Jimmie	(409) 789-6247	Nurse
Spencer, Velma	(409) 938-8693	Nurse
Sukiennik, Cynthia	(832) 561-7000	Nurse

Absence/Vacancy Log

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

Modify Absence Create

CONF#: 251773064
Employee: [Sharonda Kelly](#)
School: [La Marque Primary School](#)
Created On: 4/3/2017 7:12:10 AM
Last Update: 4/3/2017 7:19:01 AM
Status: UnFilled
Reconciled: No
Substitute Required: Yes
Employee Hours Per Day: 7.5

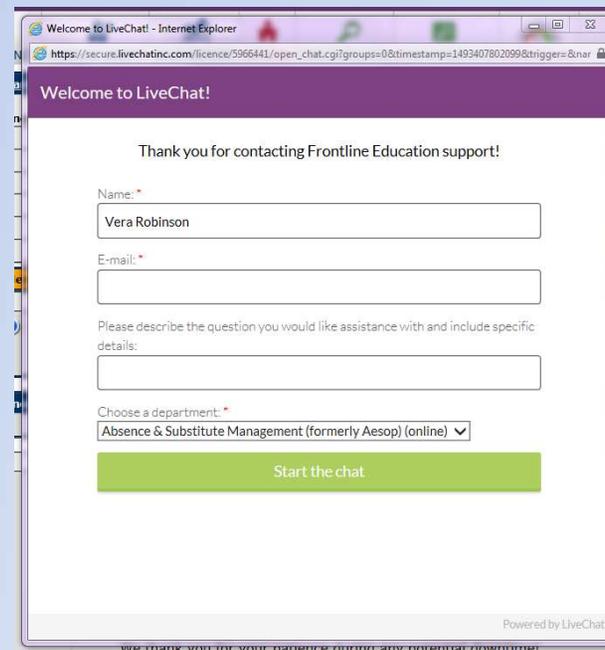
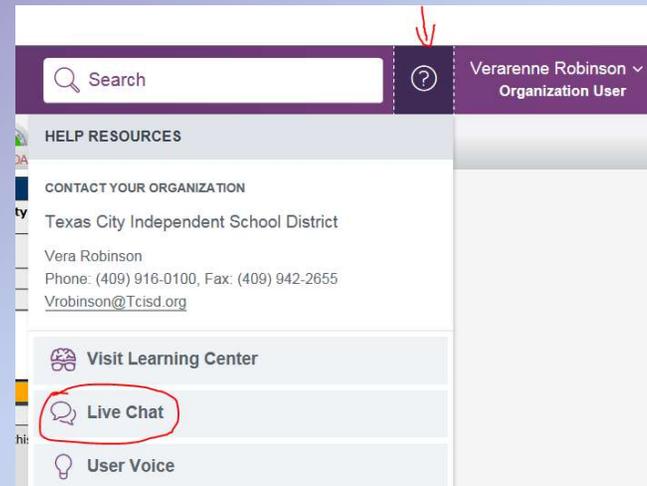
Date	Absence Reason	Absence Type
04/03/2017 Monday	ILLNESS	Full Day

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		Automated Process	4/3/2017 7:19:02 AM	Advance Emails Sent

Chat

- If you need technical support. You can open a live chat with 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”**

A screenshot of the LiveChat form in a browser window. The browser title is "Welcome to LiveChat! - Internet Explorer". The URL is "https://secure.livechatinc.com/licence/5966441/open_chat.cgi?groups=0×tamp=1493407802099&trigger=&nar". The form has a purple header with "Welcome to LiveChat!". Below the header, it says "Thank you for contacting Frontline Education support!". The form fields are: "Name: *" with "Vera Robinson" entered; "E-mail: *" with an empty field; "Please describe the question you would like assistance with and include specific details:" with an empty text area; "Choose a department: *" with a dropdown menu showing "Absence & Substitute Management (formerly Aesop) (online)"; and a green "Start the chat" button. At the bottom right, it says "Powered by LiveChat." and at the bottom center, "we thank you for your patience during any potential downtime."