How Aesop Works

• Video: 
Employee Web Basic Training Video

• Video: 

• Topics:
  – How to log into Aesop
  – The Home Page
  – Creating an Absence
  – Viewing and Editing Personal Information
  – Changing your PIN
  – Where to find Help Resources
Employee Web Advanced Training Video

• Video:

• Topics:
  – Create Absence, Advanced Mode
  – Assigning a Substitute to an Absence
  – Cancelling Absences
  – Absence History
  – Attaching Absence Files
  – Absence Reason Balances
  – Substitute Director
Accessing Aesop
Accessing Aesop

• Phone Number: 1-800-942-3767

• Website: www.aesoponline.com

• Mobile Website: m.aesoponline.com
Logging in to Aesop

- In your Welcome Letter
  - ID: 10 Digit Phone Number
  - Pin: 4 or 5 digits
Logging in to Aesop

• Can’t Remember Your Pin?
  – Click Pin Reminder

• Can’t Remember Your Login Info?
  – Click Login Problems
Aesop Home Page
The Home Page

Navigation Tabs
Calendar
Absence Tabs
Your Name
Notifications
Log Out Button
Calendar

• Absences – Blue
• Closed Day – Pink
• In-Service Day – Yellow

• Click Date for More Information
Creating an Absence
1. Go to Create Absence Tab

2. Choose the Date or Dates of the Absence

3. Choose if a Substitute is Required

4. Choose the Absence Reason

5. Choose the Time of the Absence
Creating an Absence

6. Write a Note to the Administrator and/or Substitute

7. Upload a File, such as Sub Plans

8. Click Create Absence Button to Finalize
Creating an Absence Using Advanced Mode

• For more complicated absences
• Allows to add multiple variations to one absence
Creating Absences

• Absences can be created:
  – Up to 1 month in advance by Phone
  – Up to 1 year in advance Online
Viewing Previously Scheduled Absences
Viewing Previously Scheduled Absences

• Scheduled Absences Tab
Canceling an Absence
Canceling an Absence

1. Go to Scheduled Absences Tab
2. Click the red “Delete” button that correlates to the Absence you want to Cancel.
3. Click “OK” to confirm.
Viewing Past Absences
Viewing Past Absences

• Past Absences Tab

• Defaults to Show Absences for the past 30 days – click “View More” to view absences that occurred more than 30 days ago.
Viewing Past Absences

- Click View Details for more information about a specific absence.
Adding an Attachment to All Absences You Create
Adding an Attachment to All Absences You Create

• Attachments uploaded here will be automatically attached to any absence you create.
Absence Reason Balances

(Accrual Balances)
Absence Reason Balances

- Account Tab – Absence Reason Balances

<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>Initial</th>
<th>Used</th>
<th>Pending</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness&gt;Personal Illness</td>
<td>10.00 Days</td>
<td>None</td>
<td>1.00 Days</td>
<td>10.00 Days 9.00 Days after Pending</td>
</tr>
<tr>
<td>Personal Day</td>
<td>2.00 Days</td>
<td>None</td>
<td>2.00 Days</td>
<td>2.00 Days 0.00 Days after Pending</td>
</tr>
</tbody>
</table>
Managing Your Preferred Substitutes List
Managing Your Preferred Substitutes List

Add Preferred Substitutes

Your preferred substitutes will see your absences before other district substitutes.
Preferred Substitutes

• Keep in mind: Substitutes can be preferred by multiple employees which can cause that preferred sub to not be available.

• Being on a preferred list gives subs first view of that employee's absences, but does not guarantee assignments.

• The sooner an absence is created, the sooner Aesop can look to find a substitute. Do not wait until the last minute to create absences unless the unforeseen happens.
Managing Your Favorite Five Substitutes
Managing Your Favorite Five Substitutes

• Once you have created your preferred substitutes list, you can choose up to five favorite substitutes by using the order/heart feature.

• Click the heart to identify the substitute as a favorite

• Click and drag the red hearts to change the order of your favorite five substitutes

• Favorite Five Substitutes will all receive instant notification of your absence by email.
Viewing and Editing Personal Information and PIN
Viewing and Editing Personal Information

• Account Tab – Personal Info
• You may edit your E-mail Address and Phone Number Only
  – If you update your phone number, this will become your new ID for logging in
• If other information needs to be updated, contact Pat Cunningham
How to Change your Pin

- Account Tab – Change Pin
- 4 or 5 digits
Resources and Learning Center
Resources

- QuickStart Guide
- Frequently Asked Questions
- Getting Started with Aesop
Learning Center

• Click the HELP icon at the top right of the screen to access the Learning Center

• Answers to Questions ???

• Articles and Videos about what you can do with Aesop
Next Steps

1. Verify your personal information.
2. Change your PIN.
3. Set-up your preferred substitutes and favorite five substitutes lists (if you require a substitute).
4. Start reporting absences for 7/1/16 and forward to Aesop.
SPS’s Aesop Administrator

- Patricia Cunningham-Johnson, HRIS Assistant
  - PCunningham@StamfordCT.gov
  - (203) 977-4101
  - 6:30 A.M. – 3:30 P.M., Mon - Fri