

MONONA GROVE SCHOOL DISTRICT

Process DOC for Requesting Time Off

This guide will take you step by step to request time off through Employee Access and to request a Sub through AESOP if a Sub is needed.

EMPLOYEE ACCESS

All Monona Grove School District employees ARE REQUIRED to record their time off through Employee Access.

Employee Access is the official time off record keeping system that the Monona Grove School District uses. Employees are to record their time off in Employee Access for the amount of time they are requesting off. The time off that is requested in Employee Access should be the actual number of hours that the employee expects to be absent from work. Teachers, Regular Ed Paraprofessionals, Special Ed Paraprofessionals and Administrative Assistant whose absences require a Sub must select "Sub Needed" when in Employee Access and they will be prompted to record their absence in AESOP as well. Administrators, School Nutrition, Buildings and Grounds, and Non-Represented employees will record their time off in Employee Access only.

AESOP

All Teachers, Regular Ed Paraprofessionals, Special Ed Paraprofessionals and Administrative Assistants whose absences requiring a Sub to be hired must request a Sub in AESOP.

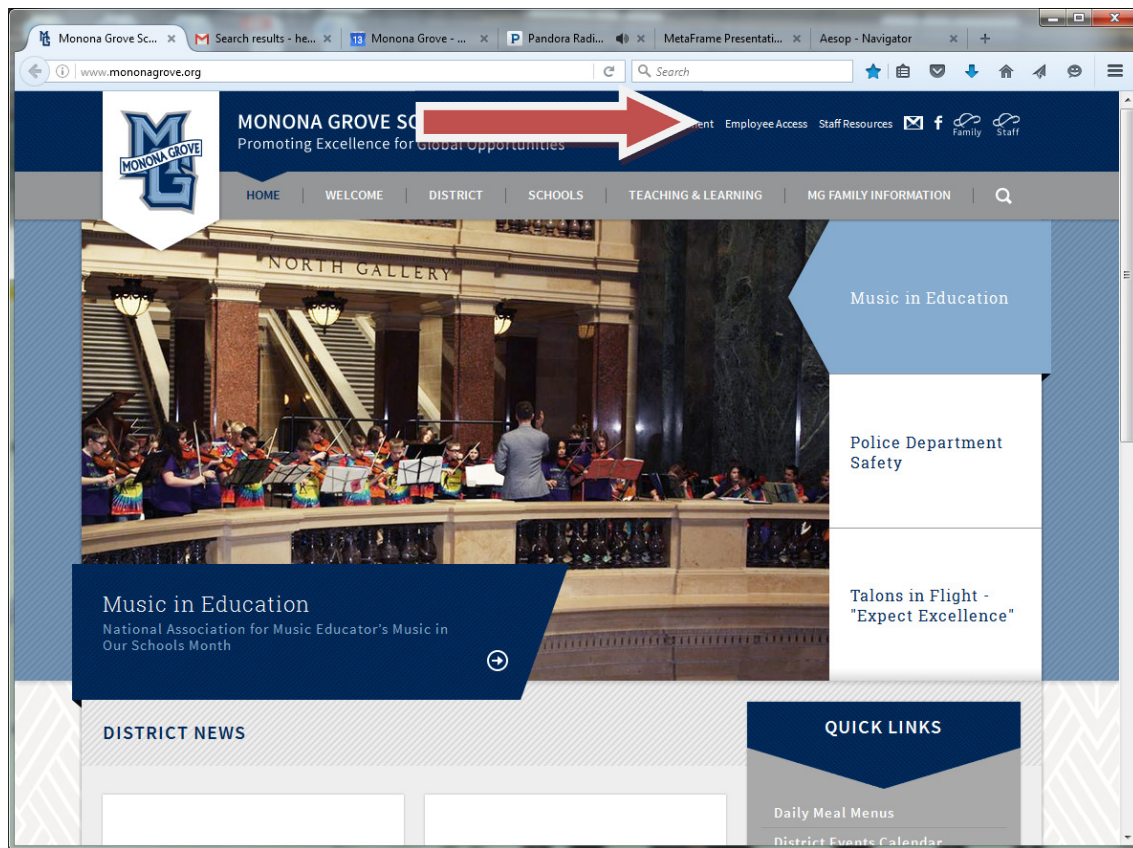
AESOP is the substitute tracking system that the Monona Grove School District uses. When entering absence information into AESOP, record the start and end times that the Sub is needed in the building giving them enough time to be prepared for class and to leave notes. Please make sure that the Sub is scheduled to perform any additional duties such as morning and/or after school supervision as well. NOTE: Time off requested in Employee Access may not match the times entered into AESOP.

Administrative Assistant, Regular Ed Paraprofessional and Special Ed Paraprofessional Subs are paid by the hour, with a minimum of 4 hours. Teacher Subs are paid in either half-day or full-day increments; 3.75 hours is considered a half day and 7.5 hours is considered a full day.

Please feel free to contact the Business Services Office or email payroll@mgschools.net if you have questions regarding your time off allocations, usage or Login ID information.

STEP 1—SIGN INTO EMPLOYEE ACCESS

- From the District website, click on **EMPLOYEE ACCESS** at the top to the screen



- Enter your Login ID, **FIRST.LAST** name, and your password

SKYWARD®
MONONA GROVE SCHOOL DISTRICT

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.13.02.00.07-10.2

Login Area:

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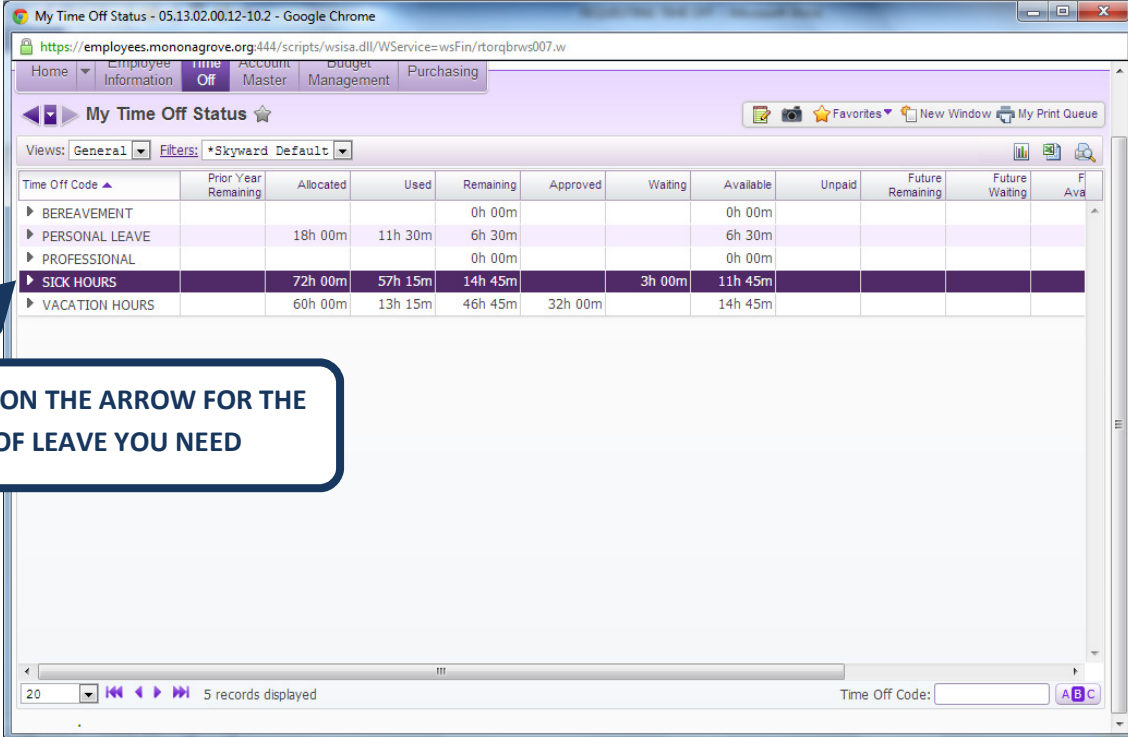
STEP 2—SELECT TIME OFF

The screenshot shows the Skyward Employee Access web application. The top navigation bar includes links for Home, Employee Information, Time Off, Account Master, Budget Management, and Purchasing. The 'Time Off' link is highlighted with a blue arrow pointing to it from a callout box that says 'SELECT TIME OFF'. Below the navigation bar, the main content area is divided into several sections: 'My Print Queue' (showing a job for 05/17/2013), 'District News' (no news to display), and a 'Jump To Other Systems' sidebar on the right. The sidebar lists various systems like Employee Access, Financial Management, Human Resources, and Product Setup. The bottom of the page shows the status 'Windows 7 / Chrome 26'.

STEP 3—SELECT MY STATUS

This screenshot shows the same Skyward Employee Access interface, but with the 'Time Off' menu expanded. A blue arrow points from a callout box labeled 'SELECT MY STATUS' to the 'My Status' option within the 'Time Off' dropdown menu. The 'My Status' option is highlighted. The rest of the interface, including the navigation bar, 'My Print Queue', 'District News', and the 'Jump To Other Systems' sidebar, remains the same as in the previous screenshot. The bottom of the page shows the status 'Windows 7 / Chrome 26'.

STEP 4—SELECT THE TYPE OF LEAVE YOU NEED TO USE FOR TIME OFF BY CLICKING ON THE ARROW NEXT TO THE DESCRIPTION



My Time Off Status - 05.13.02.00.12-10.2 - Google Chrome

https://employees.mononagrove.org:444/scripts/wsisa.dll/WSservice=wsFin/rtorqbrws007.w

Home Employee Information **Time Off** Account Master Budget Management Purchasing

My Time Off Status ☆

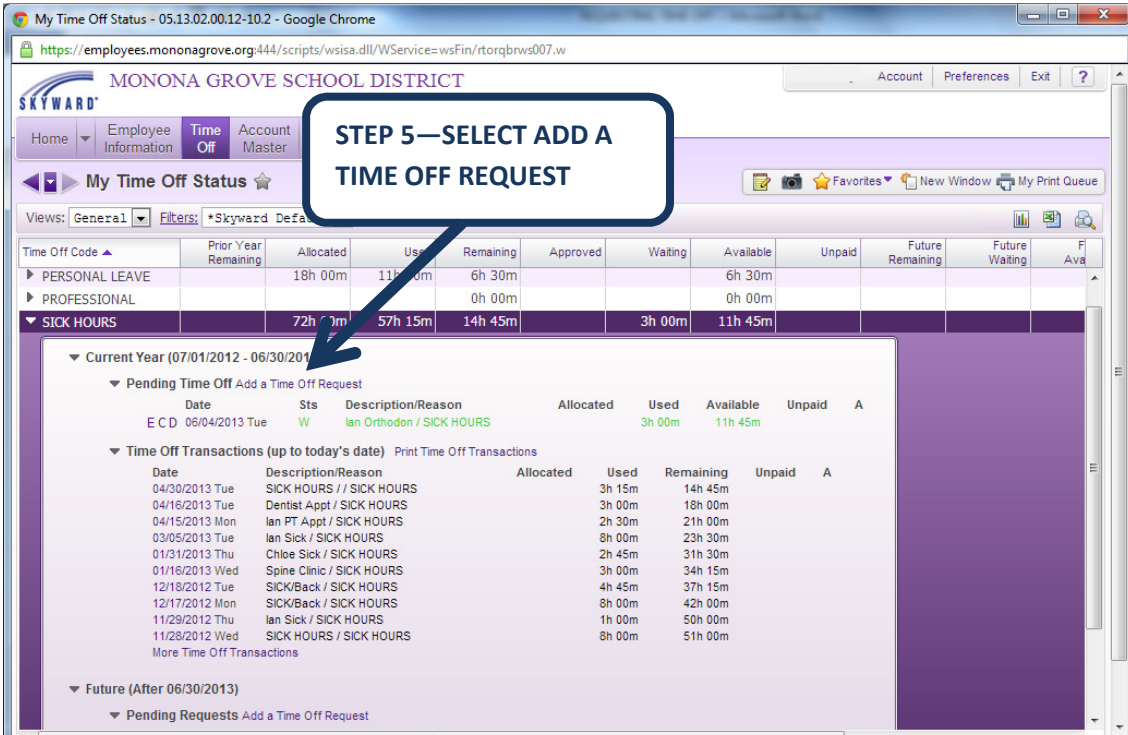
Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	F Ava
▶ BEREAVEMENT				0h 00m			0h 00m				
▶ PERSONAL LEAVE		18h 00m	11h 30m	6h 30m			6h 30m				
▶ PROFESSIONAL			0h 00m	0h 00m			0h 00m				
▶ SICK HOURS		72h 00m	57h 15m	14h 45m		3h 00m	11h 45m				
▶ VACATION HOURS		60h 00m	13h 15m	46h 45m	32h 00m		14h 45m				

20 5 records displayed Time Off Code: ABC

CLICK ON THE ARROW FOR THE TYPE OF LEAVE YOU NEED

STEP 5—SELECT ADD A TIME OFF REQUEST



My Time Off Status - 05.13.02.00.12-10.2 - Google Chrome

https://employees.mononagrove.org:444/scripts/wsisa.dll/WSservice=wsFin/rtorqbrws007.w

MONONA GROVE SCHOOL DISTRICT

Account Preferences Exit ?

Home Employee Information **Time Off** Account Master

My Time Off Status ☆

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	F Ava
▶ PERSONAL LEAVE		18h 00m	11h 30m	6h 30m			6h 30m				
▶ PROFESSIONAL			0h 00m	0h 00m			0h 00m				
▶ SICK HOURS		72h 00m	57h 15m	14h 45m		3h 00m	11h 45m				

▼ Current Year (07/01/2012 - 06/30/2013)

▼ Pending Time Off Add a Time Off Request

Date	Sts	Description/Reason	Allocated	Used	Available	Unpaid	A
E C D 06/04/2013 Tue	W	Ian Orthodon / SICK HOURS		3h 00m	11h 45m		

▼ Time Off Transactions (up to today's date) Print Time Off Transactions

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
04/30/2013 Tue	SICK HOURS // SICK HOURS		3h 15m	14h 45m		
04/16/2013 Tue	Dentist Appt / SICK HOURS		3h 00m	18h 00m		
04/15/2013 Mon	Ian PT Appt / SICK HOURS		2h 30m	21h 00m		
03/05/2013 Tue	Ian Sick / SICK HOURS		8h 00m	23h 30m		
01/31/2013 Thu	Chloe Sick / SICK HOURS		2h 45m	31h 30m		
01/16/2013 Wed	Spine Clinic / SICK HOURS		3h 00m	34h 15m		
12/18/2012 Tue	SICK/Back / SICK HOURS		4h 45m	37h 15m		
12/17/2012 Mon	SICK/Back / SICK HOURS		8h 00m	42h 00m		
11/29/2012 Thu	Ian Sick / SICK HOURS		1h 00m	50h 00m		
11/28/2012 Wed	SICK HOURS / SICK HOURS		8h 00m	51h 00m		

More Time Off Transactions

▼ Future (After 06/30/2013)

▼ Pending Requests Add a Time Off Request

STEP 6—VERIFY THE TIME OFF CODE YOU ARE USING

Add - 05.13.06.00.04-10.2 - Windows Internet Explorer

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rtorqedit001.w?hRefreshRow=0x000000003f8d88d&hCurrTofCode=SICK&isPo

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Remaining	Waiting	Future Available
BEREAVEMENT	9h 15m			9h 15m			
EMERGENCY SCHOOL CLOSURES	-22h 30m			-22h 30m			
PERSONAL LEAVE	15h 00m			15h 00m			
PROFESSIONAL	-88h 00m			-88h 00m			
SICK HOURS	544h 26m			544h 26m			

Time Off Request

* Time Off Code: SICK HOURS - Hours Hours per Day: 7h 30m

* Reason: SICK HOURS Detail...

Description: SICK HOURS

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/03/2013 Saturday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

100%

STEP 7—CLICK ON THE DROP DOWN ARROW TO SELECT THE MATCHING REASON

Add - 05.13.06.00.04-10.2 - Windows Internet Explorer

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rtorqedit001.w?hRefreshRow=0x0000000003f8d88d&hCurrTofCode=SICK&isPo

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Rem
BEREAVEMENT	9h 15m			9h 15m	
EMERGENCY SCHOOL CLOSURES	-22h 30m			-22h 30m	
PERSONAL LEAVE	15h 00m			15h 00m	
PROFESSIONAL	-88h 00m			-88h 00m	
SICK HOURS	544h 26m			544h 26m	

STEP 7— SELECT MATCHING REASON CODE

Time Off Request

* Time Off Code: SICK HOURS - Hours hours per day: 7h 30m

* Reason: SICK HOURS

Description: SICK HOURS

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/03/2013 Saturday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

Save Back

100%

STEP 8—ENTER A REASON FOR YOUR ABSENCE IN THE DESCRIPTION BOX

Add - 05.13.06.00.04-10.2 - Windows Internet Explorer

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rtorqedit001.w?hRefreshRow=0x0000000003f8d88d&hCurrTofCode=SICK&isPo

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining
BEREAVEMENT	9h 15m			9h 15m	
EMERGENCY SCHOOL CLOSURES	-22h 30m			-22h 30m	
PERSONAL LEAVE	15h 00m			15h 00m	
PROFESSIONAL	-88h 00m			-88h 00m	
SICK HOURS	544h 26m			544h 26m	

STEP 8 – ENTER A REASON FOR YOUR ABSENCE

Time Off Request

* Time Off Code: SICK HOURS - Hours Hours per Day: 7h 2

* Reason: SICK HOURS Detail...

Description: SICK HOURS

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/03/2013 Saturday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

100%

STEP 9—SELECT A SINGLE DAY OR A DATE RANGE IF MORE THEN 1 DAY

Add - 05.13.06.00.04-10.2 - Windows Internet Explorer

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rtorqedit001.w?hRefreshRow=0x0000000003f8d88d&hCurrTofCode=SICK&isPo

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT	9h 15m			9h 15m			
EMERGENCY SCHOOL CLOSURES	-22h 30m			-22h 30m			
PERSONAL LEAVE	15h 00m			15h 00m			
PROFESSIONAL	-88h 00m			-88h 00m			
SICK HOURS	544h 26m			544h 26m			

Time Off Request

* Time Off Code: SICK HOURS - Hours Hours per Day: 7h 30m

* Reason: SICK HOURS Detail...

Description: SICK HOURS

Maximum characters: 200 Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/03/2013 Saturday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

100%

**STEP 9 – SELECT A
SINGLE DAY OR A
DATE RANGE**

STEP 10—ENTER THE ABSENCE DATE, NUMBER OF HOURS/MINUTES ABSENT AND START TIME OF YOUR ABSENCE

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future
BEREAVEMENT	9h 15m			9h 15m			
EMERGENCY SCHOOL CLOSURES	-22h 30m			-22h 30m			
PERSONAL LEAVE	15h 00m			15h 00m			
PROFESSIONAL	-88h 00m			-88h 00m			
SICK HOURS	544h 26m			544h 26m			

Time Off Request

* Time Off Code: **SICK HOURS - Hours** Hours per Day: 7h 30m

* Reason: **SICK HOURS** [Detail...](#)

Description: **SICK HOURS**

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: **08/03/2013** **Saturday**

Hours: 0 hours 00 minutes

Start Time: **08:00** AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

STEP 11— FOR ALL SCHOOL NUTRITION, NON-REPRESENTED, ADMINISTRATORS, AND CUSTODIAL, FROM HERE, YOUR REQUEST FOR TIME OFF IS COMPLETE, CLICK ON SAVE.

Your supervisor will receive an email that he/she has a request to approve for you. For a scheduled absence, the time off request must be approved before you are absent. Once this time off has been approved by your Supervisor and by the Director of Human Resources, then your time off will show up on your TrueTime timesheet.

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT	9h 15m			9h 15m			
EMERGENCY SCHOOL CLOSURES	-22h 30m			-22h 30m			
PERSONAL LEAVE	15h 00m			15h 00m			
PROFESSIONAL	-88h 00m			-88h 00m			
SICK HOURS	544h 26m			544h 26m			

Time Off Request

* Time Off Code: Hours per Day: 7h 30m

* Reason: [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date:

Hours: hours minutes

Start Time: AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select employee(s):

[Save](#) [Back](#)

STEP 12 – SUB NEEDED? CHECK THE BOX AND THEN CLICK ON SAVE

STEP 11 – NO SUB NEEDED, CLICK ON SAVE

STEP 12—FOR ALL ADMINISTRATIVE ASSISTANTS, REG ED PARAS, SPECIAL ED PARAS AND TEACHERS:

1. IF A SUB IS NEEDED FOR YOUR ABSENCE, CHECK THE BOX NEXT TO SUB NEEDED AND THEN CLICK ON SAVE.
2. IF NO SUB IS NEEDED FOR YOUR ABSENCE, CLICK ON SAVE

Your supervisor will receive an email that he/she has a request to approve for you. For a scheduled absence, the time off request must be approved before you are absent.

STEP 13—IF YOU CHECKED THE BOX SUB NEEDED IN EMPLOYEE ACCESS, ONCE YOU CLICKED ON SAVE, YOU WILL BE ROUTED TO AESOP.

Sign into AESOP to Request a Sub

- **ID – The ID is your phone number with the area code**
- **PIN - The PIN Is a 4 or 5 digit number, usually the last 4 digits of your phone number**
- **Can't remember your information – please email the HR Assistant**

Absence Management
Formerly Aesop

Sign In

ID:

Pin:

[Login](#) [Pin Reminder](#) [Login Problems](#)

Welcome To Absence Management

You are about to enter Frontline Absence Management!
Please enter your ID and PIN to login to your account, or
click the button below to learn more about Frontline's
growing impact on education.

[Learn More](#)

frontline
education.

[Privacy Policy](#)
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- Scroll down to the middle of the screen where it says, **Create Absence**. Select the date or range of your absence. Helpful Hint: You can select multiple days individually or click-and-drag to select a range of dates.

The screenshot shows the Aesop Employee portal interface. At the top, there's a navigation bar with 'Aesop' logo and links for 'Absences', 'Feedback', 'Account', 'Directory', and 'Help'. Below this is a calendar view for August, September, and October 2013. A callout box with the text 'Select the date or date range of your absence' points to the calendar selection area. Below the calendar, there's a 'Create Absence' section with tabs for 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' form includes a date picker, a 'Substitute Required' dropdown set to 'Yes', an 'Absence Reason' dropdown, a 'Time' range selector, and a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area.

- **Substitute Required** – This option will always be yes.

The screenshot shows the Aesop Employee portal interface, specifically the 'Create Absence' form. A callout box with the text 'Substitute Required will always be Yes' points to the 'Substitute Required' dropdown menu, which is set to 'Yes'. The form also includes a date picker, an 'Absence Reason' dropdown, a 'Time' range selector, and a 'FILE ATTACHMENTS' section. At the bottom, there are buttons for 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'. A 'Helpful Hint' box states: 'You can select multiple days individually or click-and-drag to select a range of dates.'

- **Absence Reason** – Select the reason for your absence; this should be the same reason you used in Employee Access. When it comes to a Professional absence, you will only have one option in Employee Access but in Aesop, there are 4 different Professional absence options.

Professional absence options as follows:

1. **C&I Professional** – This absence is being funded by the Director of Curriculum and Instruction
2. **Building Professional** – This absence is being funded by your building budget
3. **SpecED Professional** – This absence is being funded by the Director of Student Services
4. **IT Professional** – This absence is being funded by the IT Department

The screenshot shows the 'Create Absence' form in the Aesop system. The form is for a scheduled absence on Friday, September 6, 2013. It includes fields for 'Substitute Required' (set to Yes), 'Absence Reason' (a dropdown menu with 'C&I Professional' selected), 'Time' (a range selector), and 'Notes to Administrator'. A callout box points to the 'Absence Reason' dropdown with the text: 'Select the reason for your absence—same reason as in Employee Access. If absence is Professional, be sure to choose the correct Professional option'. The form also has sections for 'FILE ATTACHMENTS' and 'Shared Attachments'.

- **Time** – Teacher Subs are paid in either half day or full day increments; 3.75 hours is considered a half day and 7.5 hours is considered a full day. When entering an absence into Aesop, you will have 4 options:

1. Full Day
2. Half Day AM
3. Half Day PM
4. Custom

If you select #1, #2 or #3 above, the times will automatically fill in for you. If you choose Custom, please enter a valid time range using the HH:MM AM PM format. Please keep in mind any custom time entry under 3.75 hours, the sub will be paid for half a day and any custom time entry for over 3.75 hours, the sub will be paid for a full day.

The screenshot shows the 'Create Absence' form in the Aesop online system. The form is titled 'Please select a date' and includes a calendar for September 2013. The 'Substitute Required' dropdown is set to 'Yes'. The 'Absence Reason' dropdown is set to 'Select One'. The 'Time' dropdown is open, showing four options: 'Half Day AM', 'Full Day', 'Half Day PM', and 'Custom'. A callout box points to the 'Time' dropdown with the text: 'Choose 1 of the 4 options for the time of the absence-See notes above.' There are also text areas for 'Notes to Administrator' and 'Notes to Substitute', and a 'FILE ATTACHMENTS' section with a 'Browse...' button. At the bottom are 'Cancel', 'Create Absence & Assign Sub', and 'Create' buttons.

- **Notes to Administrator:** This is a required field for all absence types except sick. Please leave detailed notes on the reason for the absence. The sub does not see these notes.

Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Fri, Sep 5

Substitute Required: ☒ Yes

Absence Reason: Sick

Time: 07:30 AM to 03:30 PM

Notes to Administrator (not viewable by Substitute):

Notes to Substitute (Viewable by Administrator, Employee, and Substitute):

FILE ATTACHMENTS: DRAG AND DROP FILES HERE

Buttons: Cancel, Create Absence & Assign Sub, Create Absence

- **Notes to Substitute:** Any notes left here for the sub are also visible to the Administrator.

Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Fri, Sep 6

Substitute Required: ☒ Yes

Absence Reason: Sick

Time: 07:30 AM to 03:30 PM

Notes to Administrator (not viewable by Substitute):

Notes to Substitute (Viewable by Administrator, Employee, and Substitute):

FILE ATTACHMENTS: DRAG AND DROP FILES HERE

Buttons: Cancel, Create Absence & Assign Sub, Create Absence

- **File Attachments:** You can attach documents from your computer to this absence for your sub to view.

The screenshot shows the 'Create Absence' form in the Aesoponline system. The form is titled 'Create Absence' and has three tabs: 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Scheduled Absences' tab is selected. The form is for 'Fri, Sep 6'. It includes a calendar for September 2013. The 'Substitute Required' field is set to 'Yes'. The 'Absence Reason' is 'Sick'. The 'Time' is '07:30 AM to 03:30 PM'. There are two text areas for 'Notes to Administrator' and 'Notes to Substitute'. A callout box points to the 'FILE ATTACHMENTS' section, which contains a 'DRAG AND DROP FILES HERE' area and a 'Browse...' button. The form also has a 'Shared Attachments' section. At the bottom, there are buttons for 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

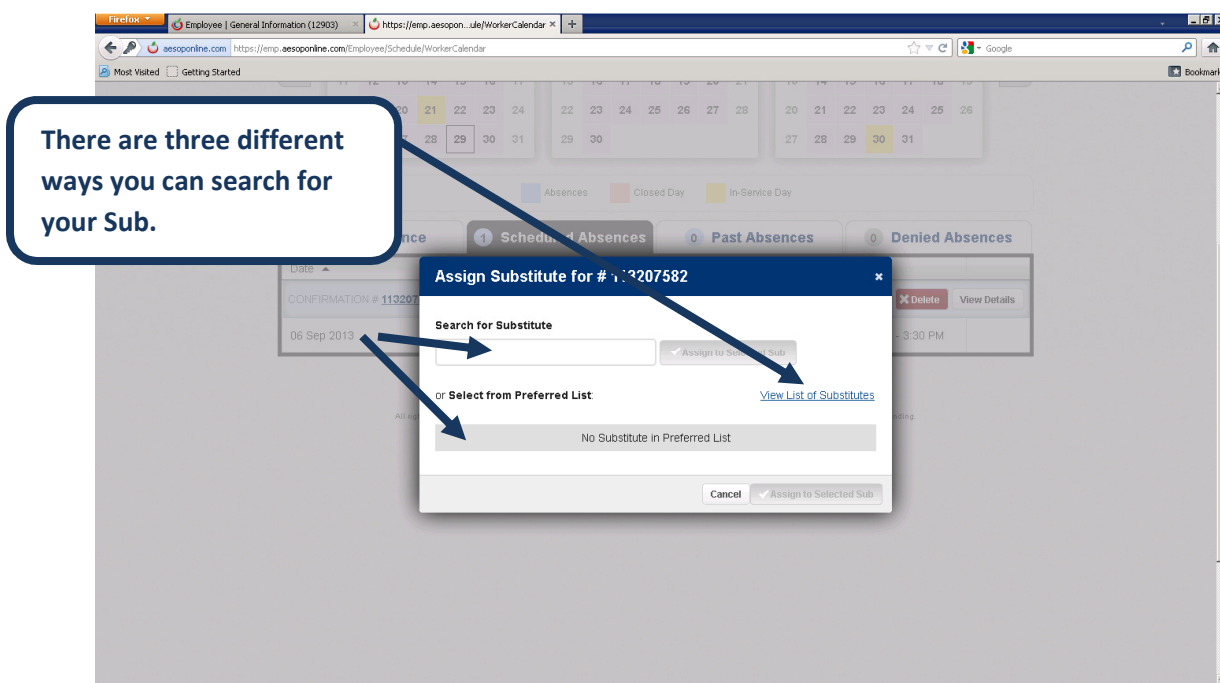
- At this point, your absence is complete and you have two options; click on **Create Absence** or click on **Create Absence and Assign**.
 - By clicking on **Create Absence**, Aesop will find a sub for you.
 - By clicking on **Create Absence and Assign a Sub**, you are able to assign your own sub. With this option, you need to talk with your requested sub first to make sure he/she can sub for you and then assign them to your absence.

The screenshot shows the 'Create Absence' form in the Aesop online system. The form is titled 'Create Absence' and has tabs for 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Scheduled Absences' tab is active. The form includes a calendar for September 2013, a 'Substitute Required' dropdown set to 'Yes', an 'Absence Reason' dropdown set to 'Sick', and a 'FILE ATTACHMENTS' section. Two callout boxes provide instructions: one points to the 'Create Absence and Assign Sub' button with the text 'Click Create Absence and Assign Sub if want to assign your own Sub.', and the other points to the 'Create Absence' button with the text 'Click Create Absence if you want Aesop to find a Sub for you.' The bottom of the form has three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

- Once you have confirmed with your requested sub that they can sub for you, click on Create Absence and Assign Sub and Aesop will bring you to this screen.

There are three different ways you can search for your sub:

1. You can type in their last name in the search box and once it comes up, click on your subs name and then click on Assign to Selected Sub
2. If you have a Preferred Sub list and your requested sub is listed, click on their name in your Preferred Sub list and click on Assign to Selected Sub
3. Click on View List of Substitutes, this will bring you to a list of available subs on your absence date. Click on your requested sub and then click on Assign to Selected Sub.



- At this point, you are finished with your absence and you will be brought back to your home screen.
- You will now see “1” next to Scheduled Absences in the middle of the screen. If you click on that tab, you will be able to view the details of your absence.

The screenshot displays the Aesoponline Employee Schedule/Worker Calendar interface. At the top, there are three calendar views for August 2013. Below these, a tabbed interface shows 'Create Absence' with three sub-tabs: 'Scheduled Absences' (highlighted with a blue arrow and a '1' next to it), 'Past Absences' (0), and 'Denied Absences' (0). The 'Create Absence' form is open, showing a 'Please select a date' section with a calendar for August 2013. The form includes fields for 'Substitute Required' (Yes), 'Absence Reason' (Select One), 'Time' (07:30 AM to 03:30 PM), 'Notes to Administrator' (255 character(s) left), and 'Notes to Substitute' (255 character(s) left). There are also sections for 'FILE ATTACHMENTS' and 'Shared Attachments'. The bottom of the form has buttons for 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

At this point, you can make the following changes:

Delete an Absence: If you need to delete your absence for some reason, you can click on the Delete button. Once you delete an absence and if there is a sub assigned already, Aesop will email the sub to let them know. As a District standard, you may delete an absence within 2 hours of the start of the absence.

Assign a Sub: If you did not assign a sub during the creation of your absence, and in the meantime, you found a sub that will sub for you, click on Assign Sub. From here, type in their last name and click on their name once it shows up in the list. Then click on Assign to Selected Sub.

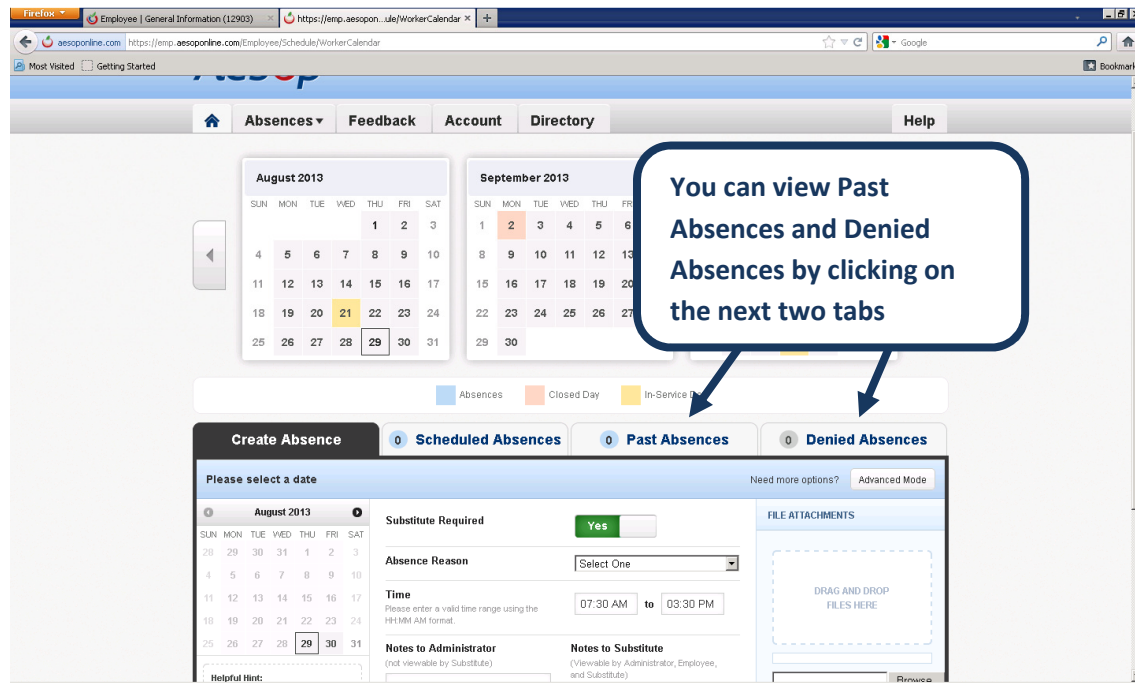
Click Assign a Sub if you did not assign a sub during creation and you want to now

Click Delete if you need to delete your absence for some reason.

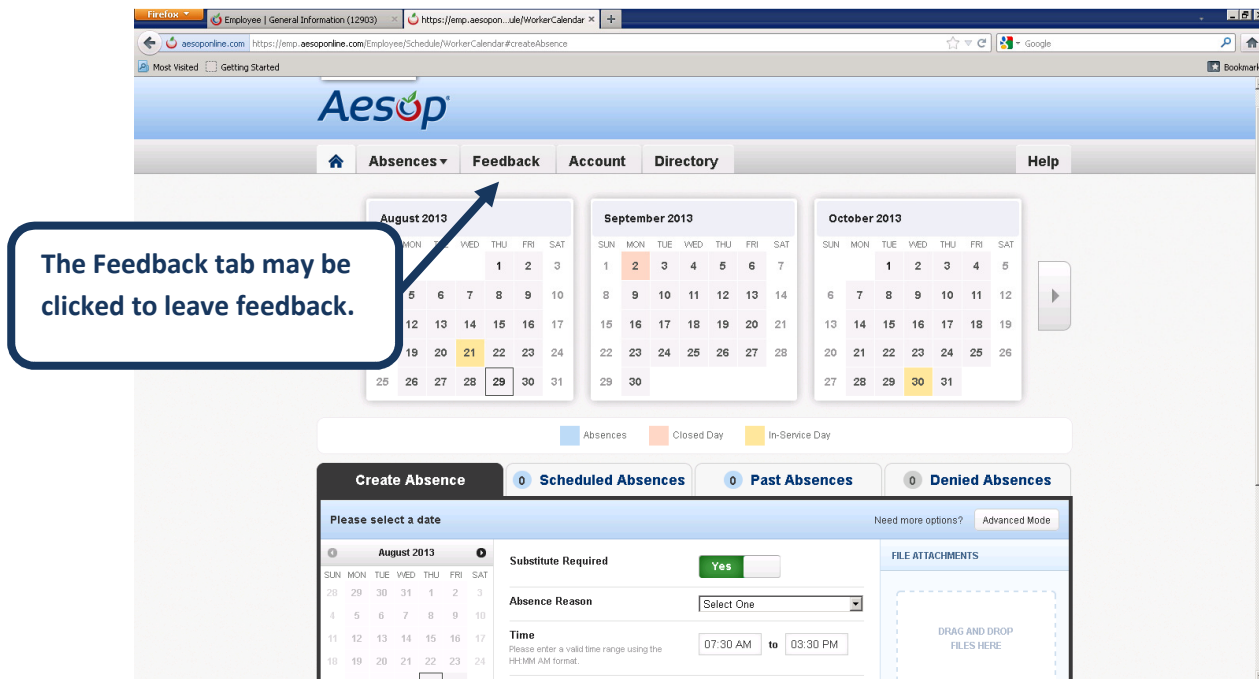
Date	Reason	Location	Duration	Time	Actions
CONFIRMATION # 113207582 UNFULFILLED / NO APPROVAL REQUIRED					
06 Sep 2013	Sick	Monona Grove High School	08:00	7:30 AM - 3:30 PM	Assign Sub Delete View Details

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You can view Past Absences and Denied Absences by clicking on the next two tabs.



Feedback: Feedback may be left for jobs that ended in the last 14 days. The employee and the sub can leave feedback for each other.



Leaving Feedback is very important for the sub as this is how they receive their rating as a sub on Aesop.

The screenshot shows the Aesop employee portal. The top navigation bar includes 'Absences', 'Feedback', 'Account', 'Directory', and 'Help'. The 'Feedback' section is active, showing three tabs: 'Leave Feedback', 'Feedback that I left', and 'Feedback left for me'. A green banner states: 'Feedback may be left for jobs that have ended in the past 180 days.' Below this is a table with columns: Date, Reason, Location, Duration, and Time. The table currently shows 'No data to display'. Two blue callout boxes with arrows point to the 'Feedback that I left' and 'Feedback left for me' tabs. The first callout box contains the text 'Employee Feedback for the Sub.' and the second callout box contains the text 'Sub Feedback for the Employee.'

Employee Feedback for the Sub.

Sub Feedback for the Employee.

This concludes the instructions for requesting time-off. Thank you!