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.
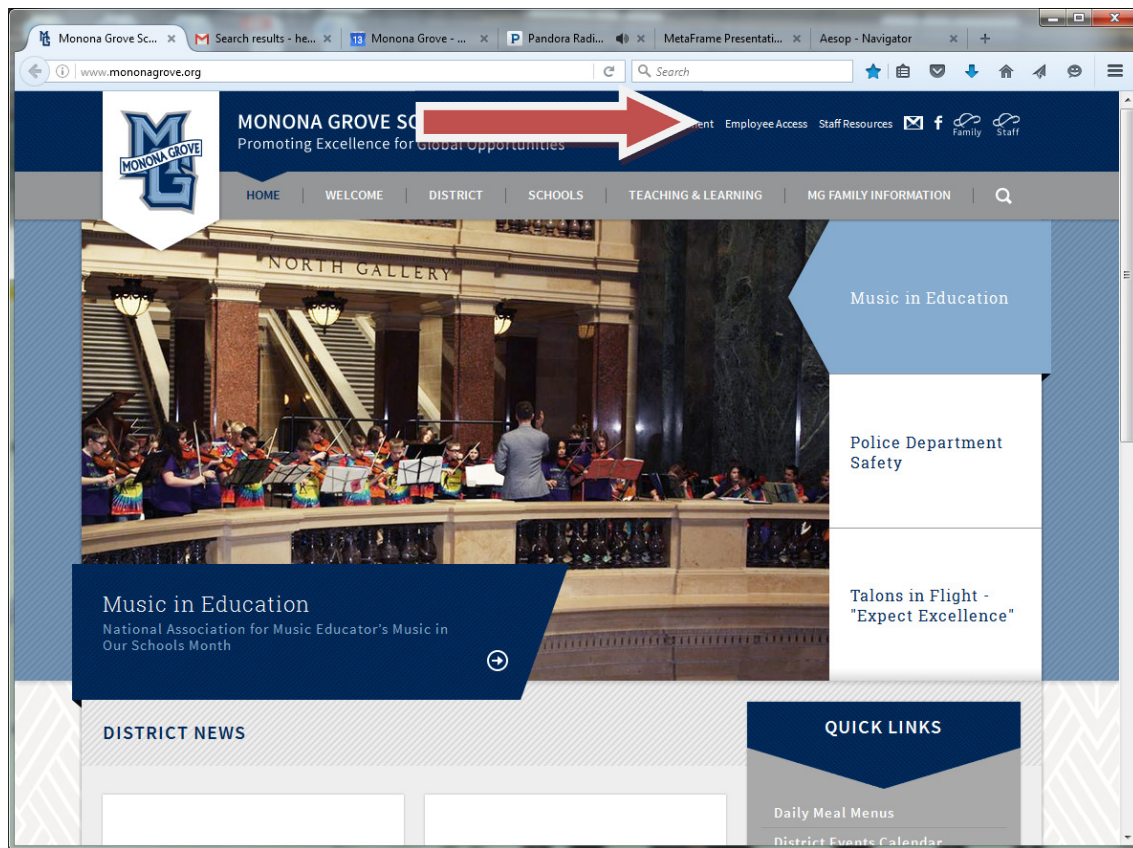
AESOP is the substitute tracking system that the Monona Grove School District uses. When entering absence information into AESOP, record the start and end times that the Sub is needed in the building giving them enough time to be prepared for class and to leave notes. Please make sure that the Sub is 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**

STEP 2—SELECT TIME OFF

STEP 3—SELECT MY STATUS

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

CLICK ON THE ARROW FOR THE TYPE OF LEAVE YOU NEED

STEP 5—SELECT ADD A TIME OFF REQUEST

STEP 5—SELECT ADD A TIME OFF REQUEST

STEP 6—VERIFY THE TIME OFF CODE YOU ARE USING

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

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

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

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

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.

STEP 11 – NO SUB NEEDED, CLICK ON SAVE

STEP 12 – SUB NEEDED? CHECK THE BOX AND THEN 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**

■ **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.**

Select the date or date range of your absence

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

Substitute Required will always be Yes

- **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**

Select the reason for your absence—same reason as in Employee Access. If absence is Professional, be sure to choose the correct Professional option

- **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.

Choose 1 of the 4 options for the time of the absence-See notes above.

- **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.

Notes to Administrator: Leave detailed notes on the reason for the absence. (Not required for an absence type of sick.)

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

Notes to Substitute: Leave notes for your substitute to read.

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

File Attachments: This is where you can attach documents from your computer for your Sub to view.

- **At this point, you 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.**

- **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.**

There are three different ways you can search for your Sub.
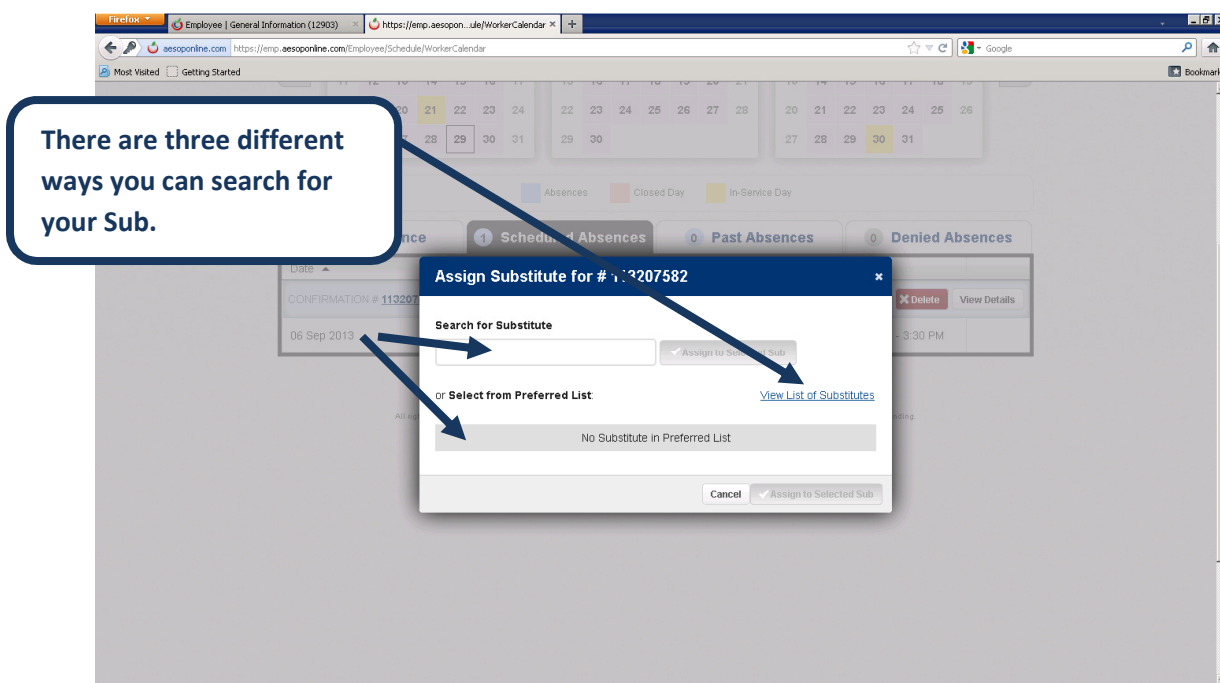
■ **At this point, you are finished with your absence and you will be brought back to your home screen.**

■ **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 you absence.**

At this point, you can make the following changes:

<u>Delete an Absence</u>: **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.**

<u>Assign a Sub:</u> **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.**
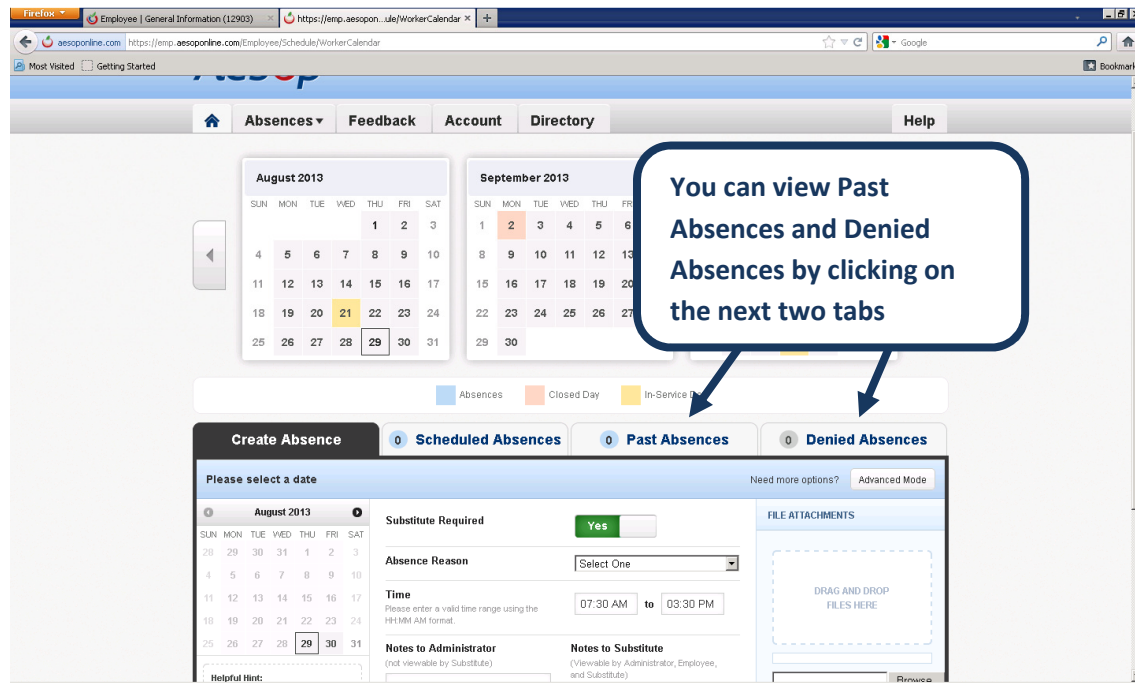
You can view Past Absences and Denied Absences by clicking on the next two tabs.

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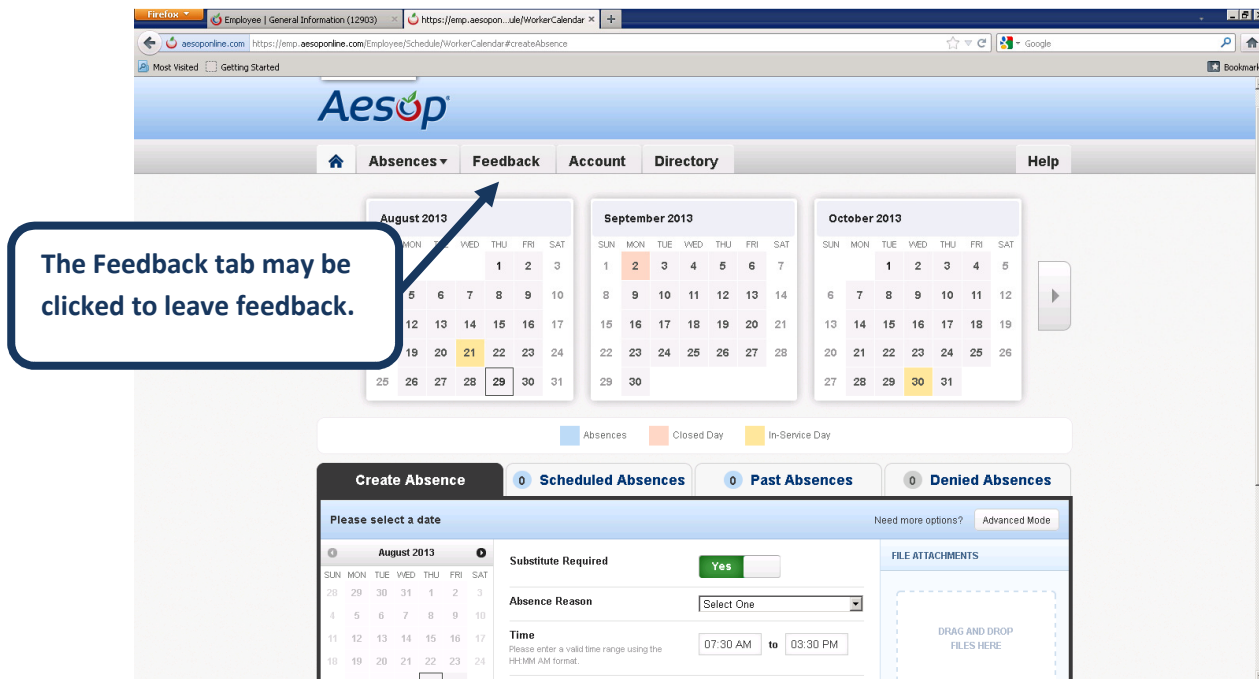
Leaving Feedback is very important for the sub as this is how they receive their rating as a sub on Aesop.

Employee Feedback for the Sub.

Sub Feedback for the Employee.

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