

MONONA GROVE SCHOOL DISTRICT

Process DOC for Entering Absences in AESOP

This guide will assist you in requesting a Sub through AESOP.

All Teachers, Regular Ed Paraprofessionals, Special Ed Paraprofessionals and Administrative Assistants whose absences require a Sub must enter a request in AESOP, which 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 that you would normally perform. AESOP allows you to leave notes both for the Sub and for your Administrator.

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.

If you do not need the Sub to cover your absence for the minimum amount of time you are required to request you will still enter the Sub request for the minimum amount, and the Sub will go to the building office to be directed to an area they can assist in when they are done with your assignment.

Employees should then record the actual number of hours that they expect to be absent from work in Employee Access. Because of this, time off in Employee Access may not match the times entered into AESOP.

Please feel free to email HR@mgschools.net if you have questions regarding your AESOP Login ID information.

Any questions about time off or Employee Access should be directed to the Business Services Office (payroll@mgschools.net).