



WHITE PLAINS PUBLIC SCHOOLS

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Mr. Scott R. Pepper
Assistant Superintendent for Human Resources

To: Administration

From: Scott R. Pepper

Date: September 11, 2020

Re: Employee Attendance Updates

I am pleased to inform you that the district is automating the process of transferring teacher absences from AESOP into nVision starting the week of September 14, 2020. The following steps are required for this process to be implemented properly.

- Every Friday morning, beginning on September 18, 2020, the attendance report should be downloaded from Aesop and reviewed for accuracy. Please check for duplicate records etc. This should be done after school begins and substitute teachers have been assigned.
- Once the attendance report has been reviewed for accuracy, the report should be printed and signed by the administrator and emailed to both Bridget Parker and me.
- Building substitutes should be entered and assigned as usual by the Office Manager.
- Per diem substitutes who are assigned to a coverage will no longer need to be entered daily into nVision. This attendance information will automatically be uploaded from Aesop. It is important that the information in Aesop accurately reflects the substitutes assignment.
- CSEA absences will continue to be uploaded from Timepiece into nVision

New attendance codes have also been entered into Aesop, nVision and Timepiece and are available for immediate use.

CQ - Covid Quarantine- This code should only be used when the employee has been instructed by HR or the Nurse Coordinator to self-quarantine as a result of possible exposure to the Covid-19 virus.

CL - Covid Leave- This code should only be used for employees who have been granted childcare leave by HR under the Families First Coronavirus Recovery Act (FFCRA).

Please share this with your office manager and as always, reach out to my office if you have any questions regarding this information.