

# AESOP

## Phone System Instructions for Employees

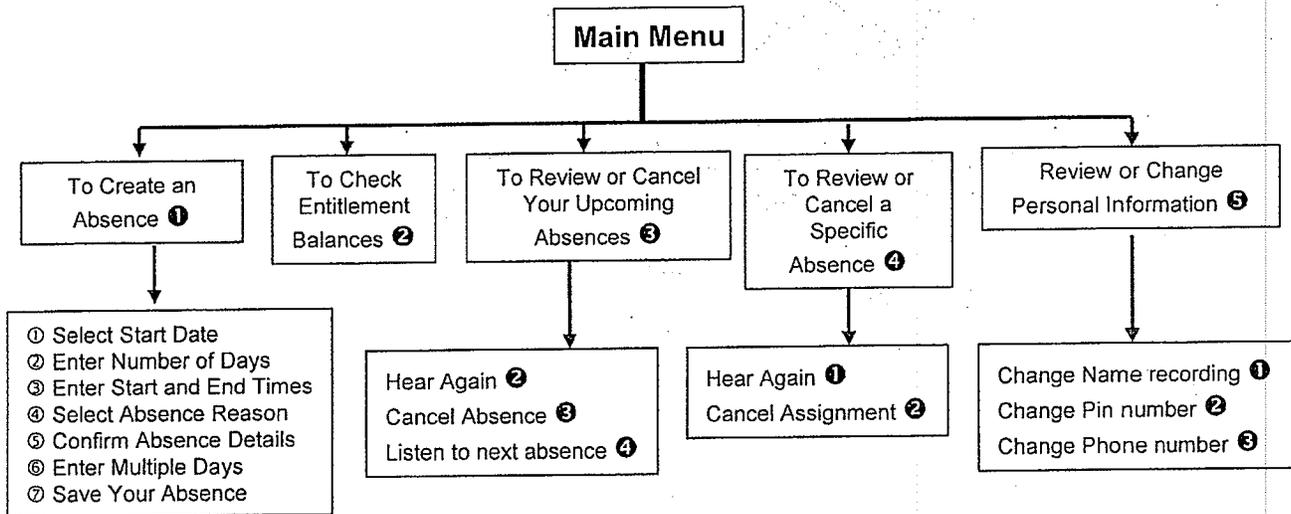
1.800.942.3767

### Learn how to

- ☐ Create absences by phone
- ☐ Review Upcoming absences
- ☐ Personalize the phone system

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## Aesop Phone Menu at a Glance

### When you call Aesop

#### To Review or Change your Personal Information, Press ⑤

- To review or change the recording of your name and title, Press ①
- To change your Pin number, Press ②
- To change your phone number, Press ③
- To return to the previous menu, Press ↵

### Special Things to Note

- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
  - ① Name (First and Last Name)
  - ② Title (Grade Level and/or Subject Matter)
- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.
- If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.

Pressing the star key (\*) will always take you back to the menu level anywhere in the phone system.

1.800.942.3767

## When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key (#)
3. Enter your PIN number followed by the pound key (#)

### To Create an Absence, Press 1

#### 1. Select the Start Date

To enter an absence for:

- TODAY, Press 1
  - Tomorrow, Press 2
  - Another Day, Press 3
  - Monday, Press 4
- > If option 5 is selected then Aesop will prompt you to enter the DAY OF MONTH followed by the pound key (#).

#### 2. Enter the number of days

#### 3. Enter the Start and End times

- For a Full Day, Press 1
  - For a Half-Day in the Morning, Press 2
  - For a Half-Day in the Afternoon, Press 3
  - For Specific Start/End Times, Press 4
- > If option 4 is selected then Aesop will prompt you to enter time in "hh:mm" format and the choice of AM or PM.

For example: 8:00 AM

- a. Enter "800" followed by the pound key (#)
- b. Press 1 for AM or Press 2 for PM

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## When you call Aesop

4. Select Absence Reason
5. Confirm absence information
  - If correct, Press 1
  - To re-enter, Press 2
  - To cancel, Press 3

#### 6. For multiple-day absence

1. Enter the day or month followed by the pound sign (#)
2. Aesop will ask the following:
  - > If the details are the same as the previous date, Press 1
  - > To change some of the details, Press 2
  - > To change all of the details, Press 3

#### 7. Save your absence

1. If you can decide whether a sub is needed:

- If your absence requires a substitute, Press 1
- If your absence does not require a substitute, Press 2

2. If you can assign a substitute:

- If you want to select a specific sub to assign to the absence, Press 1
- > It is your responsibility to contact the sub to see if they are willing to accept this absence PRIOR to assigning.
- If you want me (Aesop) to find a sub, Press 2

- > If option 1 is selected you will need to enter the sub's full 10-digit phone number.

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## When you call Aesop

When you have successfully created an assignment, Aesop will play back the confirmation number.

### To Check Entitlement Balances, Press 2

Aesop will play back your entitlement balances.

### To Review or Cancel Your Upcoming Absences, Press 3

- To review your absences for the next 30 days, Press 3
- To return to the Main Menu, Press 4

Aesop will read off all absence details:

- To hear this again, Press 2
- To cancel this absence, Press 3
- To listen to the next absence, Press 4
- To return to the Main Menu, Press 5

### To Review or Cancel a Specific Absence, Press 4

Enter the confirmation number followed by the pound key (#).

Aesop will read off the absence details:

- To Hear again, Press 1
- To cancel this absence, Press 2
- To return to previous menu, Press 5

Available 24/7

## Twin Hills Union School District Absence Reasons

Absence Reason	Phone Menu #
Athletic	48
Beareavement - Family	2
BTSA	40
Conference/Workshop	41
CTA	37
Curriculum Development/Plan	35
District Business	30
ELL Program	36
Evaluations	44
Field Trip	45
Floater	34
Illness/Sick	1
Interviews	43
Jury Duty	11
Catastrophic Leave	22
Child Rearing Leave	17
Family Medical Leave	24
Long Term Leave	19
Military Leave	15
Paternity Leave	16
Personal Leave	13
Pregnancy Leave	14
Professional Development Leave	23
Religious Leave	21
Short Term Leave	20
Unpaid Leave	18
Mentor	39
Negotiations	32
Personal Necessity - Accident/Illness	6
Personal Necessity - Additional Bereavement	5
Personal Necessity - Court Appearance	7
Personal Necessity - Friend's Funeral	8
Personal Necessity - No Tell Day	10
Personal Necessity - Personal Necessity	9
Preofessional Development	33
SCOE Workshop	42
Sit SIP	46
Site Title 1	47
IEP - Full Inclusion	26
IEP - RSP	27
IEP - SDC	28
IEP - Speech	29
SST	34
Standards / Assessments	38
Workers Compensation	3

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