

AESOP INSTRUCTIONS

After logging in:

1. Click "Create Absence" tab.
2. Select absence dates by clicking on the calendar date. Click and drag for several dates. Click on separate dates for non-consecutive absences.
3. If a sub is required, select "yes". If not, select "no". (This setting is not available for some staff. SEA's have a sub required per union. Questions about this setting? Please email Gabriela.)
4. Select appropriate reason for absence.
5. Select "time" from the drop down tab. **Please check your work times. Make sure they are correct each time (never assume they will be correct). Teacher full days from 7:45 to 3:00. Teacher half days are 3 hours 40 minutes exactly. Please check the hours on half days so it is only 3 hours and 40 minutes.**
6. If your absence hours are different than your sub's work hours then click on the chain next to the time setting. This will allow you to put in different times for the sub.

The screenshot shows the 'Create Absence' form in the AESOP system. It includes a calendar for January 2018, a 'Substitute Required' toggle set to 'Yes', an 'Absence Reason' dropdown menu, and 'Time' and 'Substitute Report Time' sections. The 'Time' section shows 'Full Day' selected with a time range of 07:45 AM to 03:00 PM. A chain link icon is visible next to the time range. The 'Substitute Report Time' section also shows 'Full Day' selected with the same time range. A 'Notes to Substitute' field is at the bottom with a character count of 255.

1. Click on Create Absence

2. Select Date(s)

3. Click "Yes" if sub required

4. Select reason

5. Select time & verify hours!
 Full time: 7:45 to 3:00
 Half-day: 3 hours 40 min

6a. IF ABSENCE HOURS ARE DIFFERENT FROM SUB HOURS, select this link.

6b. Enter correct time for sub (only if different from work hours).

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7. Notes to admin here must be entered at least 5 days in advance of event for district business, conferences, field trips, etc.
8. Enter notes for sub.
9. Upload files for sub.
10. Select Create Absence button and **check for confirmation number.**
11. Use Advanced Mode when you need variations of schedule on multiple absence days.

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

January 11

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Substitute Required Yes

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.

Full Day

07:45 AM to 03:00 PM

Substitute Report Time
Please enter a valid time range using the HH:MM AM format.

Full Day

07:45 AM to 03:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Browse...

Shared Attachments

Cancel

✓ Create Absence & Assign Sub

✓ Create Absence

11. Use when sub hours differ on multiple absence days

7. Notes to district and admin for non-sick days. Budget codes, description of event etc.

8. Notes to sub.

9. Upload files for sub.

10. Select to create absence. Check for confirmation number.