AESOP- How to create & cancel an absence

Questions on AESOP, contact Tara Lewis in payroll 541-938-8633

Go to AESOP – www.aesoponline.com

Type in your user id and password

Select a single date or multiple dates

Once you've chosen dates, you can enter the rest of your absence information:

Please check with your building admin to see if a sub is required or not.

Absence Reason – select the drop down and choose the appropriate reason for your absence

Time: Your schedule should auto-populate here

The dropdown shows the following options:

if you need a full day, choose Full Day
if you need a partial day, choose Half Day AM or PM
If you need anything other than these above, choose custom and type in the hours you need off.

Please refer to the CBA in the staff files for rules on taking leave – located in the Staff Files on the shared drive
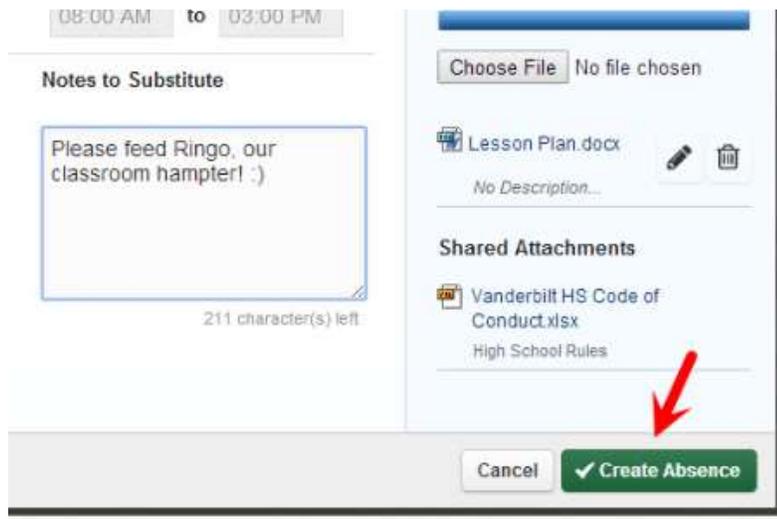
Notes:

Notes to Administrator are required. Can be as simple as "sick" or "personal day".
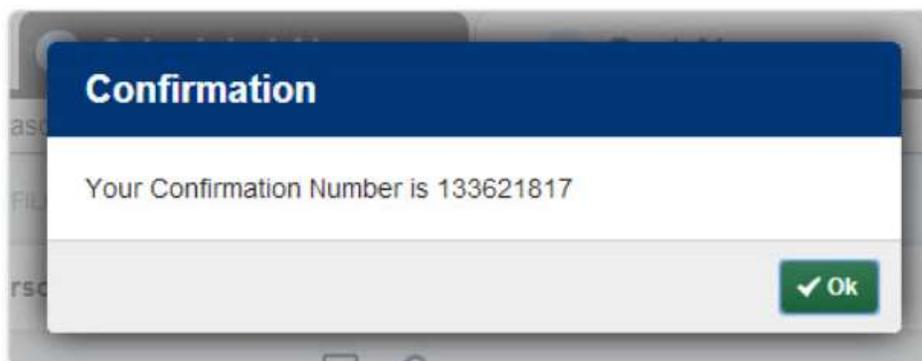Notes to Substitutes are optional, but very nice for the sub to refer to when filling your position.

Saving the absence:

Once you've created the absence, click on "Create Absence" in the green box at the bottom right of the screen

Once it is saves, you will get another pop up with a confirmation number
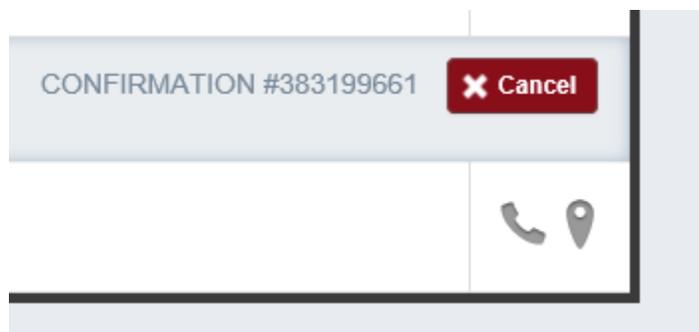

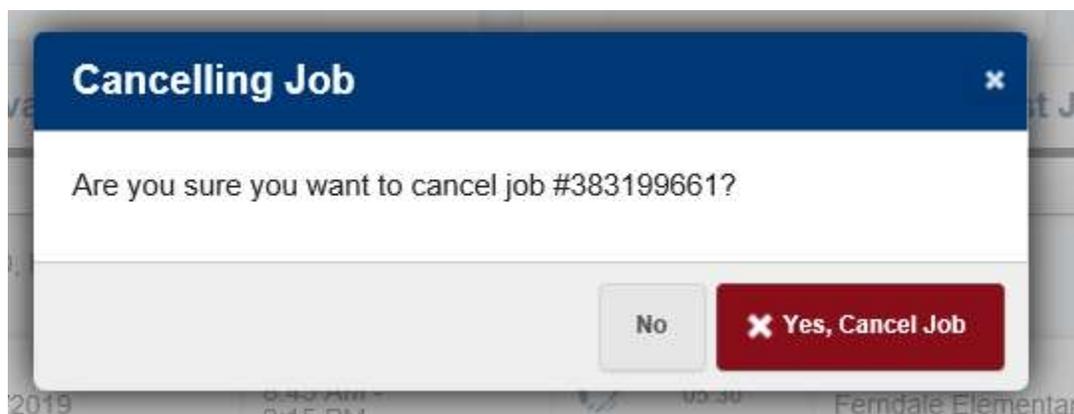Congratulations! You've entered an absence.

To cancel, login, go to the Scheduled Absences tab

You will see a Red Cancel box

Click on that and it will bring up another box

If you are sure you want to cancel, click on the Red "Yes, Cancel Job" box

You will get another confirmation number – all cancelled.