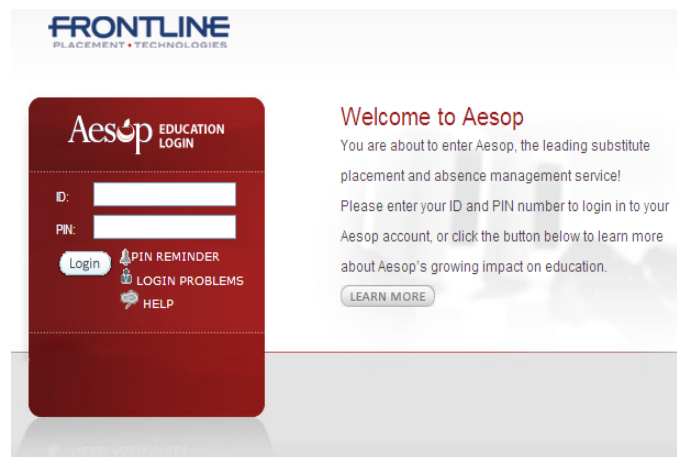


# Aesop QuickStart User Guide for Principals

This guide will show you how to:

- Log on to the Aesop system
- View absences
- View substitute assignments
- View unfilled absences
- View available substitutes
- Assign a substitute to an absence
- Enter an absence for an employee
- Modify/Remove an absence
- Modify your School Preference List
- Understand Percent Visibility
- View call history
- View Employee Register
- Approve Employee Absence Requests
- Make voice recordings for your employees for use with the Aesop Phone System



## Log on to Aesop

In your Internet browser address bar enter: **www.aesoponline.com** and click **Go** button.

Enter your school's ID and Pin numbers or your Campus User ID and Pin. These would have been given to you by the Aesop administrator at your district.

## Home Page

Interactive Calendar

Absence section

Preferred Subs

Reports section

Miscellaneous section

Messages section

Contact Info

December 2008

\*Indicates functions that might not be used by your school



## Messages section

### Messages

Any messages from the district office will appear in the Messages section.

## Contact Info

### Questions

If you have questions about the rules or setup of the system contact **School Secretary** at (800) 942-3767 or email: [support@aesoponline.com](mailto:support@aesoponline.com).

If you have any questions regarding Aesop please contact this individual.

## Interactive Calendar

Aesop will display both Closed and In-Service Days for your school district.

**Closed** – absences entered on these dates will be automatically deleted.

**In-Service** – absence entered on these dates will be automatically marked as "Sub Not Needed."

Interactive Calendar						
February 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2	3	4
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="width: 20px; height: 10px; background-color: red; border: 1px solid black;"></span> School Closed           <span style="width: 20px; height: 10px; background-color: yellow; border: 1px solid black;"></span> School In-service         </div>						

## Miscellaneous Section

You can Change your PIN, have access to all User Guides and the Interactive Help feature.

### Misc.

- ▶ [Change PIN](#)
- ▶ [Quick Start User Guides](#)
- ▶ [Interactive Help](#)

## Absence Section

### Creating an Absence

You have the ability to create absences on behalf of your employees.

Click **Create Absence** link.

Absence  
▶ **Create Absence**  
▶ **Create Vacancy**  
▶ **Modify Absence/Vacancy**  
▶ **Approve Absences**

#### 1. Select the Employee

From the alpha-grouping click on the letter of the employee's last name or use the **Search** box.

Please choose the letter of last name of the employee for which you would like to enter an absence:

[B](#) [E](#) [I](#) [L](#) [N](#) [P](#) [R](#) [S](#) [T](#) [W](#)

Or Search by Last Name or Phone or Social Security:

Click the name of the employee.

Employee	Phone	School
<a href="#">Rotter, Mark</a> (cd)	(610) 761-0645	Main Street Elementary School
<small>Code Description MR Message Required SNR This employee does not require a substitute. CD This employee can decide if a substitute is required.</small>		

## 2. Entering an absence

### Screen One

1. Enter Start Date
2. Enter End Date
3. Choose Absence Reason Type
4. Choose if a substitute is required
5. Specify Start and End times for the absence (if available)
6. Select a Budget Code for the duration of the absence
7. Click the **Next** button



Next >

Absence Creation Screen One

**Single Day Absence.** Enter the Start & End dates; you can disregard the Days of Week boxes.

**Long Term Absence.** Enter the Start & End dates and leave all days checked.

**Recurring Absence.** Enter the Start & End dates and click the Day(s) of Week boxes. Example above: every Tuesday for the next six weeks.

### Screen Two

1. Review Hold Until option
2. Verify all absence information
3. **Notes to Substitute** section: notes for the substitute from the employee
4. **Notes to Administrator** section: notes viewable only by the principal from the employee
5. **Administrator's Notes** section: private notes from the administrator regarding this absence
6. Finalize absence
  1. Save – Aesop will find a substitute
  2. Save & Assign – you will assign a sub with whom you have **pre-arranged** the absence.

Absence Creation Screen Two. Single Day Absence shown.

**Long Term Absence.** Aesop will display the Day of the Week underneath the Date.

Day of Week displayed

**Recurring Absence.** Aesop will display the Day of the Week underneath the Date.

Name	Contact Info	Qualified Check	Other Job Check	Non-Work Day Check	Excluded	Sub Prefers Location	Sub Ref. Job	Job w/in Sub Vis.	Assign
Adams, Greg	(234) 889-0939	✓	✓	✓	✓	No	No	Yes	<a href="#">Assign</a>
Adams, Jaclyn	(610) 347-6876	✓	✓	✓	✓	No	No	Yes	<a href="#">Assign</a>
Clark, Dick	(610) 993-9933	✓	✓	✓	✓	No	No	Yes	<a href="#">Assign</a>
Criley, James	(610) 722-9745	✓	✓	✓	✓	Yes	No	Yes	<a href="#">Assign</a>
Doe, James	(610) 331-1996	✓	✓	✓	✓	Yes	No	Yes	<a href="#">Assign</a>
Dozer, John	(610) 452-9898	✓	✓	✓	✓	Yes	No	Yes	<a href="#">Assign</a>

Assigning sub to absence

### 3. Assign a Sub to an Absence\*

\* Find the substitute you wish to assign and click the [Assign](#) link

If you cannot find the pre-arranged sub's name:

- \* Click the **View All** button
- \* Aesop will display why the sub is unavailable or not qualified
- \* You can override the system by clicking the [Assign](#) link



#### You need to contact the sub

Aesop will not contact a sub if you assign them to the absence. The sub's phone number is conveniently listed after their name.

## 4. Confirmation Number

Aesop will give you a confirmation number when the transaction is complete.

Aesop will display the Day of Week.

Confirmation Number

## 5. Attaching a file

You can attach a file to the absence for the substitute to review. You can attach a Word document or a PDF file.

Click the [Upload New](#) link.

In the *Upload Files* dialog box select the **File** using the Browse feature and then assign a **Description**.

Click the **Upload** button to load the file.

Upload Files dialog box

File has been successfully saved.

The attachment will be displayed in the **Attachments** section.

**Modify Absence** Create a new absence | Create another absence for this employee

Confirmation#: 10696308  
 Employee: Tammy Griffin  
 School: Eldredge Elementary School  
 Created on: Jun 13 2006 8:12:26 PM  
 Last Update: Jun 13 2006 8:12:27 PM  
 Status: Unfilled  
 Reconciled: No [Reconcile]  
 Substitute Required: Yes  
 [Assign Sub] [Edit/Cancel]

Attachments: Lesson Plan 36

Approval Status: Unapproved  
 Last Approval Action:  
 Approver: View List  
 Approval Comments: Show/Hide Comments  
 [Upload New] [Edit]

[Approve] [Deny ALL]

Date	Absence Reason	Absence Type	Start - End
06/14/2006 Wednesday	*Personal	Full Day	8:15 AM-4:30 PM

Notes:

Figure 8.17 Upload Files dialog box

## Modify An Absence\*

Modify an Absence allows you to assign a sub, delete the absence partially or completely, or change any absence information.

You can search for the absence either by date or enter the **Conf#**.

Absences/Vacancies for Tuesday, February 14 2006

Day: 2/14/2006 [Today]  
 School: Olson Elementary School  
 Status: ☒ Unfilled ☒ Filled ☒ Substitute not req. ☒ Cancelled/Closed  
 Type: Absences/Vacancies  
 OR  
 CONF#: [Text Box]  
 [Submit]

**Modify Absence** Create a new absence | Create another absence for this employee

Confirmation#: 12812251  
 Employee: Glenn Beagle  
 School: AESOP Middle School  
 Created on: Jan 3 2007 11:39:37 AM  
 Last Update: Jan 3 2007 11:44:21 AM  
 Status: Filled  
 Reconciled: Yes [Reconcile]  
 Substitute Required: Yes  
 Fulfilled by: Allen Aesop (NR)  
 Feedback: Enter Feedback on Substitute Assignment  
 Enter Feedback on Substitute  
 [Edit/Delete] [Split]

Attachments:

Approval Status: Unapproved  
 Last Approval Action:  
 Approver: View List  
 Approval Comments: Show/Hide Comments  
 [Upload New] [Edit]

[Approve] [Deny ALL] [Deny Part]

Date	Absence Reason	Absence Type	Start - End
01/04/2007 Thursday	Personal Day	Full Day	8:30 AM-4:00 PM
Budget Code: Budget Code		Pay Code: -- none Selected --	
01/05/2007 Friday	Personal Day	Full Day	8:30 AM-4:00 PM
Budget Code: Budget Code		Pay Code: -- none Selected --	

Notes to substitute:  
 Notes to administrator:  
 Administrator's notes (not viewable by Employee):

**Annotations:**  
 Absence Information section (points to Confirmation#, Employee, School, Created on, Last Update, Status, Reconciled, Substitute Required, Fulfilled by, Feedback)  
 Edit/Delete OR Split (points to [Edit/Delete] [Split])  
 Absence Approval section (points to Approval Status, Last Approval Action, Approver, Approval Comments)  
 Absence Attachments section (points to Attachments)

Modify an Absence Overview (non-Edit mode)

Click the **Edit/Delete(Cancel)** button.

**1 Remove Sub** – removes sub from the entire absence. You can select the user who is requesting the sub be removed: Navigator User, School, Substitute, or Employee.

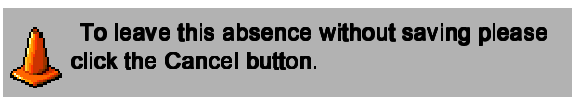
**2 Delete Absence Request** – deletes the entire absence request

**3 Approval Status** – approve or deny this absence [Chapter 12]

**4 Add Day(s)** – add additional days to this absence

**5 Absence Information** – you can change any information regarding this absence request

**6 Delete box** – this will remove a single day from the absence request



Modify an Absence Overview (in Edit mode)

## Adding additional Days

 (1 - 88)

Add Day(s)

Save

1. Enter the number of additional days in the **Add Day(s)** box
2. Click the **Add Day(s)** button
3. Adjust any **Absence Information** when the additional dates appear
4. Click Save

## Update Absence Details

Save

1. Adjust any **Absence Information** as needed
2. Click Save

## Remove Substitute from the entire job

Remove Sub

Save

1. Click the **Remove Sub** button
2. Select the user who is requesting the sub removal
3. When the Windows verification dialog box appears click **OK**
4. Click Save.

### Remove Sub

## Remove Substitute from one day of a multiple day absence

You will need to split the absence and then remove the substitute from the job. Please see the **Absence Split** section below.

## Assign Substitute to job\*

Assign Sub

A B C D E F G H I

1. Click the **Assign Sub** button
2. Click the alpha-grouping or type in the last name of the sub
3. Click [Assign](#).

- ☐ View Qualified and Available  
☒ View All

## If the sub's name does not appear

1. Click the **View All** radio button
2. Click [Assign](#).



### If the name still does not appear

The district has not given the substitute permission to accept jobs at your school.



### If you wish to leave

If you wish to leave the Assign Substitute screen please click **Return to Absence Modify (Unlock)**. If you do not then the absence will be locked!

**Assign a substitute for conf#:8266302**  
[Return to Absence Modify \(Unlock\)](#)

Name	Contact Info	Qualified and Available Checks			Other Checks			Assign	
		Qualified Check	Other Job Check	Non-Work Day Check	Excluded	Sub Prefers Location	Sub Rej. Job		
<a href="#">Adams, Allen</a>	(610) 347-6876	✓	✓	✓	✓	No	No	Yes	<a href="#">Assign</a>
<a href="#">Adams, Bill</a>	(925) 258-1122	✓	✓	✓	✓	No	No	Yes	<a href="#">Assign</a>
<a href="#">Adams, Greg</a>	(234) 889-0939	✓	✓	✓	✓	No	No	Yes	<a href="#">Assign</a>
<a href="#">Aesop, Allen</a>	(610) 383-1908	✓	✓	✓	✓	Yes	No	Yes	<a href="#">Assign</a>

### Assign Sub

## Absence Split\*

You can split an absence one of two ways:

1. Split Individual, or
2. Split At

Modify Absence		Create a new absence   Create another absence for this employee	
Confirmation#:	9386197		
Employee:	Bob Billy		
School:	Olson Elementary School		
Created on:	Feb 14 2006 1:17:45 PM		
Last Update:	Feb 14 2006 1:17:45 PM		
Status:	Unfilled		
Reconciled:	No		
Substitute Required:	Yes		
		<input type="button" value="Split"/> <input type="button" value="Cancel"/>	

Date	Absence Type	Start - End	Split Individual	Split At None
2/15/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/16/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/17/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/20/2006	Full Day	7:30 AM-3:30 PM	<input checked="" type="checkbox"/>	<input type="radio"/>

**Split Absence**

To split an absence:



1. From the Absence Modify screen click **Split**.



2. *Split Individual* separates specific day(s) from the original absence. Click all that apply, **OR**



3. *Split at*: separates days beginning from this point forward.



4. Click the **Split** button to execute the action.

5. Aesop will create a new confirmation number.

Modify Absence		Create a new absence   Create another absence for this employee	
<b>Split Successful. Click here to go to CONF# 9386205.</b>			
Confirmation#:	9386197		
Employee:	Bob Billy		
School:	Olson Elementary School		
Created on:	Feb 14 2006 1:17:45 PM		
Last Update:	Feb 14 2006 1:18:24 PM		
Status:	Unfilled		
Reconciled:	No		
Substitute Required:	Yes		
		<input type="button" value="Split"/> <input type="button" value="Cancel"/>	

Date	Absence Type	Start - End	Split Individual	Split At None
2/15/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/16/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>
2/17/2006	Full Day	7:30 AM-3:30 PM	<input type="checkbox"/>	<input type="radio"/>

**Split Absence. New confirmation number created**

## Absence Log

View all activity for a particular absence.

Research who created the absence, who modified it, and when. Every-thing that has happened to an absence over time is detailed here.

Absence Log Entries for Confirmation # 9386197				
Status	Who	Where	Date	Description
Absence	Olson Elementary School	Principal Web	2/14/2006 1:17:45 PM	Created
Date Range 02/15/2006 - 02/20/2006				
Day: 02/15/2006 07:30-15:30	Olson Elementary School	Principal Web	2/14/2006 1:17:45 PM	Created
Day: 02/16/2006 07:30-15:30	Olson Elementary School	Principal Web	2/14/2006 1:17:45 PM	Created
Day: 02/17/2006 07:30-15:30	Olson Elementary School	Principal Web	2/14/2006 1:17:45 PM	Created
Day: 02/20/2006 07:30-15:30	Olson Elementary School	Principal Web	2/14/2006 1:17:45 PM	Created
Absence split to ID=9386205		Principal Web	2/14/2006 1:18:25 PM	Updated
Day Split: 02/20/2006 07:30-15:30		Principal Web	2/14/2006 1:18:25 PM	Absence Date Deleted from ABSR
Date Range Changed From: 02/15/2006 - 02/20/2006 To: 02/15/2006 - 02/17/2006		Principal Web	2/14/2006 1:18:25 PM	Updated

**Original Confirmation Absence Log**



Please note that the substitute will be notified that the absence was split. The substitute will also be notified if they have been removed from an absence if you have configured your settings accordingly.

## Reconcile Absences\*

You have the ability to reconcile absences as a group rather than reconciling per confirmation number.

Enter the Date Range

**Reconcile Absences/Vacancies**

Select a date range:

From: June 16 2006 To: June 30 2006

---

**Absences/Vacancies from 6/16/2006 - 6/30/2006**

Date	Total Absences/Vacancies	Reconciled	Not Reconciled
6/19/2006	1	<a href="#">1</a>	0
6/20/2006	1	0	<a href="#">1</a>
6/26/2006	2	0	<a href="#">2</a>

Aesop indicates the number of absences already reconciled and those not. Click on the number to view the absences.

Substitute Name

Current Status

Reconcile / No Action radio buttons

Employee Name and Confirmation number

**Not Reconciled Absences/Vacancies**

**Absence/Vacancy Day: 6/26/2006**

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

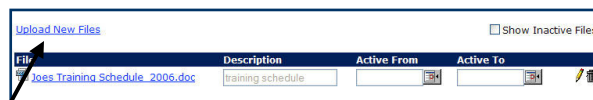
Employee	Substitute	Status	Reconcile	No Action	Edit
Williams, Frederica Conf #: <a href="#">10696383</a>	Aesop, Allen	Not Recon	<a href="#">Reconcile</a>	<input type="radio"/>	<a href="#">Edit</a>
Rozell, Lori Conf #: <a href="#">10696384</a>	Andrews, Jeffrey	Not Recon	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a>

Apply Changes or Undo Changes

Edit allows you to change the absence information

## Absence/Vacancy Files\*

You have the ability to upload files that will be automatically attach to every absence created at your school. You may want to include parking information or anything pertinent to your building.

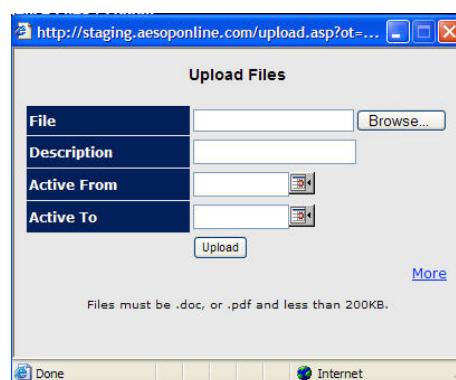


Click on the [Upload New Files](#) link.

1. Using the **Browse** button search for your file.
2. Type in a brief **description**
3. Select the **Active From** and **To** dates
4. Click **Upload**



Files must be .doc, or .pdf and less than 200 KB.



## Preferred Substitutes\*

Depending on your districts decision each School may have their own preferred sub list. These individuals will be called first.

The preferred substitute list will either be set up with job visibility in days and hours, like that shown below (subs on this list will have access to jobs 7 days and 0 hours in advance) or your district may have this set up with “**Percent Visibility**”. The concept of “Percent Visibility” is designed to allow substitutes to have access to available assignments at a certain point in time, based on the lead time of the absence.

### To add a new substitute:

A B C D E F G H I



Apply Changes

1. Click the [Add New Substitutes](#) link
2. Click on the alphabet letter representing the desired substitute's last name (or enter substitute's last name into the “Search” box and click the **Search** button)
3. Click the “On List” box to select the substitute
4. Select either **Exclude** or **Include**
5. Enter days and hours if you wish to override the default visibility (optional)
6. Click the **Apply Changes** button to save\*
7. Repeat Steps 2-6 for additional substitutes
8. Click the [View Current Substitutes](#) link to view your list

\*If you do not wish to save the changes click the **Cancel** button.

School: Olson Elementary School  
Preferred Substitutes

Calling Sequence: ☒ In The "Call Order" Specified Below (Reorder) ☐ In "Random Order" ("Call Order" is not used)

Job Visibility (Days/Hours): 7 0

Apply Changes

Add New Substitutes

☒ View All ☐ View Excludes ☐ View Includes

Call Apply Changes Cancel

On List	Substitute	Exclude	Include	Call Order	Default Visibility	Override Visibility
					# Days	# Hours
<input checked="" type="checkbox"/>	Brooks, Diane	<input type="radio"/>	<input checked="" type="radio"/>	1	7d 0h	
<input checked="" type="checkbox"/>	Frey, Patricia	<input type="radio"/>	<input checked="" type="radio"/>	2	7d 0h	
<input checked="" type="checkbox"/>	Griffey Jr, Ken	<input type="radio"/>	<input checked="" type="radio"/>	3	7d 0h	

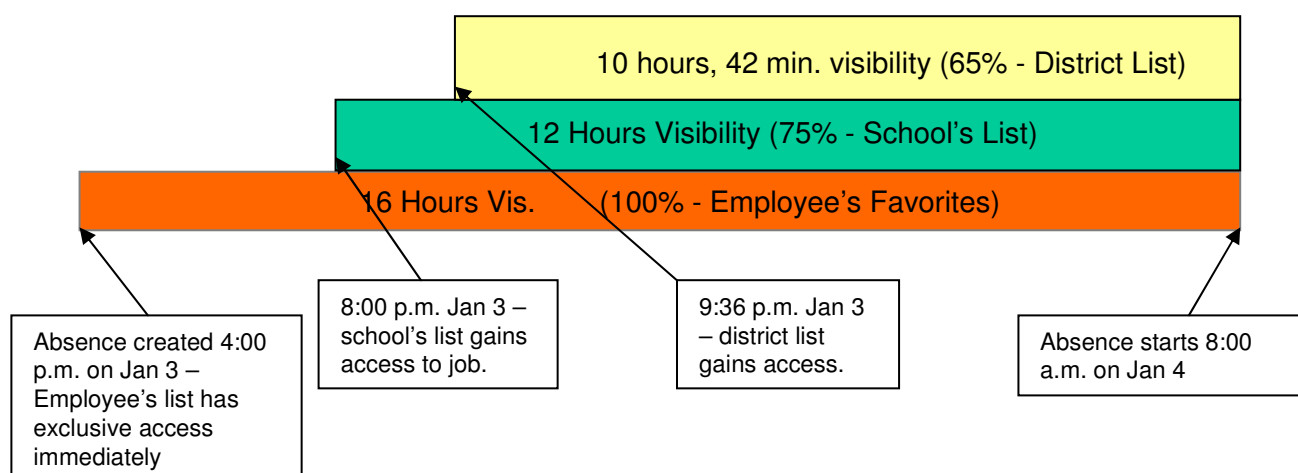
## What is the concept of “Percent Visibility” \*?

Your list of preferred substitutes will either begin to have access to assignments at your school a certain number of days in advance of the job beginning, or they will begin to have access to jobs for a certain percentage of the “lead time” of the absence, depending on the method that is utilized at your district.

1. **Best Match** – Employee’s preferred or “favorite five” substitute.
2. **Second Best Match** – School’s Preferred substitute.
3. **Finally** – District Level (non-preferred substitute)

**Lead Time** is a key concept when dealing with this feature. Lead time is calculated as the time difference between when the absence is entered and the time that the absence starts.

*Example: “Ellen” the employee creates an absence at 4:00 p.m. on January 3<sup>rd</sup>, and her absence starts at 8:00 a.m. on January 4<sup>th</sup>. This gives the system exactly 16 hours and 0 minutes of lead time.*



1. Ellen’s list of favorite or preferred subs would have visibility for 100% of the lead time. The employee’s preferred sub would have access to the job beginning at 4:00 p.m. on Jan 3.
2. In our example, the school’s favorite subs have been configured to see the jobs for only 75% of the lead time. 75% of 16 hours is 12 hours. School’s preferred subs would begin to have access to the job at 8:00 p.m., 12 hours before the absence starts.
3. District preferred subs have been configured to have access to the job for 65% of the lead time. In this case, they would begin to see the job 10 hours and 24 minutes before it starts, or at 9:36 p.m.

The percentage calculations are all determined by your district’s Aesop administrator. For specific information on how your district is setup, please contact your local Aesop contact.

## Reports Section

We will briefly review a few of the most commonly used reports.

### Report Writer Reports\*

Custom reports are created at the district level and accessible at the principal level.

Find the report you wish to run and click the [Run with new filters](#) link.

**Report Template List** [Return to Homepage](#)

Created Date From:  To:  Access:  Submit

Absence Data					
Name	Access	Created	Created By	Last Run	# Runs
<a href="#">Consecutive Absences per Conf#</a>		6/25/2007	Nav. Super User		0
<a href="#">District Sub Report</a>		6/14/2007	Nav. Super User		0
<a href="#">Employee Absences</a>		2/27/2007	Nav. Super User		0

Absence Advanced Notice					
Name	Access	Created	Created By	Last Run	# Runs

Absence Log Data					
Name	Access	Created	Created By	Last Run	# Runs

Employee Information					
Name	Access	Created	Created By	Last Run	# Runs

Substitute Information					
Name	Access	Created	Created By	Last Run	# Runs
<a href="#">Substitute Active</a>		3/28/2007	Nav. Super User		0

Edit the Filter(s) and then click **Run**.

**Consecutive Absences per Conf#** [Run] [Cancel]

Available Fields: CONF#, Date

Filters: Start: 6/1/2007, End: 6/25/2007

You can now choose your Output Type. **HTML** displays the report as if you were viewing a Web site. **Excel Compatible (csv)** allows you to export the report into Excel for further data manipulation.

You also have the option for Aesop to e-mail you the results by entering your e-mail address and clicking the checkbox.

Click **Run**.

**Consecutive Absences per Conf#**

**Output Types**

☒ HTML

☐ Excel Compatible (csv)

☐ Delimited Text Delimiter: Tab

☐ Fixed Length Text

**Delivery**

☒ I want to run the report right away.

☐ Let me know when the report is ready.

Email address:

Attach results to email: ☐

Deliver to FTP Server: ☐

[Run] [Cancel]

## Daily Report

Most widely used report within Aesop. The Daily Report lists all absence information.

**Unfilled** – absences requiring subs but currently do not have one

**Filled** – absences requiring subs and currently are filled

**Sub Not Needed** – absences that do not require sub replacement

**Chelsea Elementary School Daily Report**

Run Date: 2/17/2006 School: Chelsea Elementary School

Employee Type: View All Type: Absences/Vacancies Order By: School Employee Name

Submit

Display Options: Show All Choose Sections

Friday, February 17 2006

**UnFilled**

Name	External ID	Title	Room	Start/End	Duration	Absence Reason	Held Until	More Days	Time Recorded	CONF#
------	-------------	-------	------	-----------	----------	----------------	------------	-----------	---------------	-------

**Filled**

Name	External ID	Title	Room	Start/End	Duration	Absence Reason	Replaced by	Substitute External ID	Sub Phone	More Days	Time Recorded	CONF#
------	-------------	-------	------	-----------	----------	----------------	-------------	------------------------	-----------	-----------	---------------	-------

School: Chelsea Elementary School

**Teacher**

Knowles, Bill	5th Grade	Main Office	7:30 AM - 3:30 PM	Full Day	Sick	Shafer, Logan	(610) 412-3213	-->	2/16/06 1:42PM	8679866	
---------------	-----------	-------------	-------------------	----------	------	---------------	----------------	-----	----------------	---------	--

**Substitute Not Needed**

Name	External ID	Title	Room	Start/End	Duration	Absence Reason	More Days	Time Recorded	CONF#
------	-------------	-------	------	-----------	----------	----------------	-----------	---------------	-------

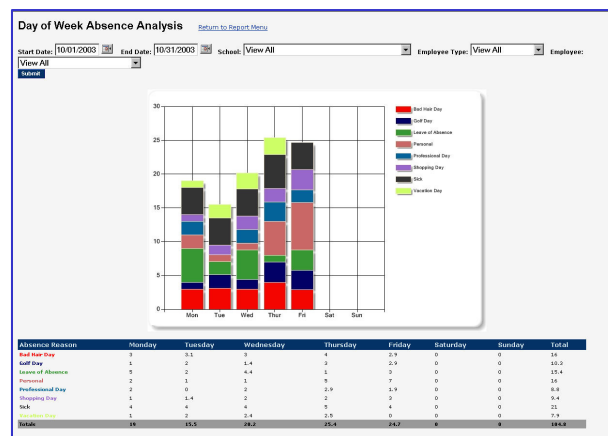
School: Chelsea Elementary School

**Administrator**

Farley, Mark		Recess Bouncer	4	7:30 AM - 3:30 PM	Full Day	Bereavement	---	2/14/06 8:02AM	8679850
--------------	--	----------------	---	-------------------	----------	-------------	-----	----------------	---------

## Day of Week Absence Analysis

Breaks absences down by day, absence reason and employee. Maximum date range 365 days.



## Absence Summary Report

Monthly calendar. Weekly totals at the bottom of report.

School: Chelsea Elementary School

February 2006

Employee Type: View All

Type: Absences/Vacancies

Submit

February 2006																																																														
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																								
29	30	31	1	2	3	4																																																								
5	6	7	8	9	10	11																																																								
				Total Absences/Vacancies: 1 Fill NOT Needed: 0 Fill Needed: 1 Filled: 0 Unfilled: 1 Held: 0 Fill Rate: 0%																																																										
13		14		15		16																																																								
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	Total Absences	Fill NOT Needed	Fill Needed	Filled	Unfilled	Held	Fill Rate																																																							
February 1-4	0	0	0	0	0	0	0%																																																							
February 5-11	1	0	1	0	1	0	0%																																																							
February 12-18	3	1	2	1	1	0	50%																																																							
February 19-25	5	1	4	1	3	0	25%																																																							
February 26-28	0	0	0	0	0	0	0%																																																							
Month	9	2	7	2	5	0	29%																																																							

## Absentee Report

The same information as the Daily Report except for a date range. If you run the report per school, maximum date range is 92 days. If you run the report for an individual employee maximum date range is 365 days.

Absentee Report [Return to Report Menu](#)

Start Date: 6/13/2004 End Date: 6/14/2004 School: View All Employee: View All Absence Reason: View All Order By: R Date: C Employee

Print with page breaks

Date	School	Name	Employee Type	Title	Absence Reason	Start/End	Duration	Substitute	Cost
06/14/2004	Anderson Elementary School	Emhart, Jesse	Teacher	Computer Teacher	Personal	08:00 - 15:00	Full Day	not needed	3385275
06/14/2004	Anderson Elementary School	Julius, Lisa	Teacher	Art Teacher	Personal	08:00 - 14:00	Full Day	unfilled	8225277
06/14/2004	Spokane Primary	Julius, Lisa	Teacher	Math	Personal	07:00 - 15:00	Full Day	Fill, Substituted	8225208
06/14/2004	Chesler-Spokane Senior High School	Ramsey, Carlos	Bus Driver	Teacher	Personal	07:00 - 17:00	Full Day	unfilled	8225363
06/14/2004	John A. Ambrose Elementary School	Davis, Michelle	Teacher	5th Grade	Sick	07:00 - 14:00	Full Day	unfilled	4100093
06/14/2004	Spokane Elementary School	Adams, David	Teacher	5th Grade	Sick	07:00 - 14:00	Full Day	unfilled	8225560
06/14/2004	Spokane Elementary School	Easton, Frank	Teacher	5th Grade	Personal	08:00 - 15:00	Full Day	unfilled	8225341
06/14/2004	Donovan Elementary School	Moys, Tamara	Teacher	Special Education	Personal	07:00 - 15:00	Full Day	unfilled	8225366
06/14/2004	Spokane Elementary School	Reiter, Julie	Teacher	5th Grade	Sick	08:00 - 14:00	Full Day	unfilled	8225337
Total Absences: 9									
Total Absences needing a substitute: 4									
Filled: 1									
Not Filled: 2									
Total Absences not needing a substitute: 3									

## Absence Approval

Approve absences via this report by clicking the [Approve absences for this date range](#) link at the beginning.

Absence Approval

[Return to Report Menu](#)

Start Date: 6/14/2004

End Date: 6/14/2004

School: View All

Submit

Approve absences for this date range.

School	Approval Status	Cost/Day	Absence Reason	Start Time	End Time	Duration	Budget Code	Pay Code
Anderson Elementary School	UNAPPROVED							
CONF# 4225277, Starting 6/14/2004, Employee Julius, Lisa, (Social 105-11-5308), UNFILLED								
6/14/2004	Personal		08:00	15:00	Full Day	none	none	
APPROVED								
CONF# 2385275, Starting 3/8/2004, Employee Emhart, Jesse, (Social 104-18-9198), UNFILLED								
3/6/2004	Sick		08:00	15:00	Full Day	none	none	
3/6/2004	Personal		08:00	15:00	Full Day	none	none	
3/10/2004	Personal		08:00	15:00	Full Day	none	none	
3/11/2004	Personal		08:00	15:00	Full Day	none	none	
3/12/2004	Personal		08:00	15:00	Full Day	none	none	
3/15/2004	Personal		08:00	15:00	Full Day	none	none	
3/16/2004	Personal		08:00	15:00	Full Day	none	none	

## History By Date

Absentee report sorted by Substitute and totaled. Filterable by: Substitute. If you run the report per school maximum date range is 92 days. If you run the report for an individual substitute maximum date range is 365 days.

**Substitute History By Date** [Return to Report Menu](#)

Start Date: 6/10/2004 End Date: 6/14/2004 School: View All Substitute: View All

Print with page breaks

Date	Replaced	School	Teacher Title	Employment	Start/End	Duration	Active	CONF #
6/10/2004	Adams, Greg	Knox Elementary School	Super Guy	Golf Day	07:00 - 16:00	Full Day	Yes	4025195
<b>Total Absences: 1</b>								
6/11/2004	Adams, Greg	John S. Armstrong Elementary School	Physical Education	Golf Day	09:30 - 15:00	Full Day	Yes	270088
<b>Total Absences: 1</b>								
6/10/2004	Adams, Greg	Knox Elementary School	Math	Personal	07:30 - 15:30	Full Day	Yes	4025206
6/11/2004	Adams, Greg	Knox Elementary School	Math	Personal	07:30 - 15:30	Full Day	Yes	4025206
6/14/2004	Adams, Greg	Knox Elementary School	Math	Personal	07:30 - 15:30	Full Day	Yes	4025206
<b>Total Absences: 3</b>								
6/12/2004	Adams, Greg	Knox Elementary School	HS English	Personal	07:45 - 12:00	Half Day AM	Yes	4025206
<b>Total Absences: 1</b>								
6/11/2004	Adams, Greg	Knox Elementary School	Super Guy	Sick	07:00 - 16:00	Full Day	Yes	4025206
6/14/2004	Adams, Greg	Knox Elementary School	Super Guy	Sick	07:00 - 16:00	Full Day	Yes	4025206
<b>Total Absences: 2</b>								

## Call History Report

View all outbound phone calls from Aesop to substitutes, as well as all inbound phone calls to Aesop from substitutes. This report also displays the details of these phone calls.

**Call History** [Return to Report Menu](#)

Absence: School: Chester County School District Date Range: 06/02/2000 to 06/25/2003

Substitute: School: Anderson Elementary School

Date	Time	Direction	Status	Line	Substitute	Employee	Start Date	End Date	CONF #
06/01/2003	08:10:53	O	Aborted	Answer	Adams, Greg	Adams, Greg	06/02/2003	06/02/2003	2281221
<b>Total Calls: 1</b>									
School: John S. Armstrong Elementary School									
Date	Time	Direction	Status	Line	Substitute	Employee	Start Date	End Date	CONF #
06/13/2003	09:09:51	I	Accepted	Answer	Adams, Greg	Adams, Greg	06/14/2003	06/14/2003	2281221
06/16/2003	10:14:49	I	Accepted	Answer	Adams, Greg	Adams, Greg	06/16/2003	06/16/2003	2281221
06/16/2003	10:14:49	I	Accepted	Answer	Adams, Greg	Adams, Greg	06/16/2003	06/16/2003	2281221
06/16/2003	10:14:49	I	Accepted	Answer	Adams, Greg	Adams, Greg	06/16/2003	06/16/2003	2281221
06/16/2003	12:13:11	O	Accepted	Answer	Adams, Greg	Adams, Greg	06/16/2003	06/16/2003	2281221
06/16/2003	12:15:20	I	Accepted	Answer	Adams, Greg	Adams, Greg	06/16/2003	06/16/2003	2281221
06/16/2003	06:06:55	I	Accepted	Answer	Adams, Greg	Adams, Greg	06/16/2003	06/16/2003	2281221
06/20/2003	05:54:25	I	Accepted	Answer	Adams, Greg	Adams, Greg	06/20/2003	06/20/2003	2281221
<b>Total Calls: 8</b>									

## Substitute Availability Report

You can review the availability of all subs for a specific date. This report also allows you to view all sub skills and whether the sub prefers to work at your school location or not.

Date: 2/17/2006 Show Skills? ☒

School: Chelsea Elementary School Skills: [All Skills]

Go

Please type the first few letters or choose a link from the list below. Search

A-Z S-W

Name	Excluded	Sub Preference	Phone #	Skills
Adams, Alan	Yes	No	(610) 347-1874	Advanced French Algebra Calculus, Physics, Elementary Analysis Computer
Adams, Bill		No	(925) 258-1122	
Adams, Greg		Yes	(234) 889-0939	Advanced French Algebra Art Bow Hunting Skills (Expires on 8/25/2008 in 920 days) Calculus Calculus, Physics, Elementary Analysis Certified Teacher Computer Computer Hacking Skills English Geography German Health (Expires on 6/30/2009 in 1229 days) History Information Systems Life Science Math (Expires on 8/3/2005, 167 days ago) Music Education Underswater Basketweaving

## Substitute Sign In

Use this report for your substitutes to sign in when they arrive at school.

**Substitute Sign In Report** [Return to Report Menu](#)

Start Date: 6/14/2004 End Date: 6/14/2004 School: View All Employee: View All

Type: View All Absence Reason: View All

Date	External ID	Name	Employee Title	Absence Reason	Start/End	External ID	Substitute	CONF #
6/14/2004		Adams, Greg	Teacher	Math	07:30 - 15:30 Duration: Full Day		Adams, Greg	4025206
Signature: _____								
Acct cd: _____								
6/14/2004		Adams, Greg	Teacher	Super Guy	07:30 - 15:30 Duration: Full Day		Adams, Greg	4025206
Signature: _____								
Acct cd: _____								

## Substitute Exclusions

View all substitutes you have excluded from your school.

School: Chelsea Elementary School ☐ Show Employee exclusion lists?

View By: ☒ Preference List ☐ Substitute

Submit

Preference List Owner	Excluded Substitute(s)
School: Chelsea Elementary School	
	Gott, Bob
	Adams, Alen

## Employee Register

Register can be broken down by employee types. Sorted by active, inactive or both.

If a teacher forgets their Pin number you can retrieve it from this report.

School: Chelsea Elementary School Employee Type(s): Staff Active: Yes

Submit

Staff Register: Chelsea Elementary School

Name (# Schools)	Title	Phone	Pin	Active	Voice Messaging	Needs Substitute
<b>Chelsea Elementary School</b>						
<b>Teacher</b>						
Cobb, Glenn (1)	Biology Teacher	(610) 606-1561	5566	Yes	No	Optional
Ewing, Patrick (3)	Basketball Commentator	(900) 555-5555	4000	Yes	No	Optional
Fillis, Cynthia (6)	English	(610) 711-0922	5340	Yes	No	Yes
Fly, Black (1)	Teacher 3rd Grade	(555) 555-1212	1212	Yes	No	Yes
Jacket, Yellow (1)	Teacher 5th Grade	(555) 555-1214	1214	Yes	No	Yes
Knowles, Bill (1)	5th Grade	(253) 652-5878	1541	Yes	No	Optional
Position, Open (1)		(561) 651-6516	45636	Yes	No	Optional
Price, Jeremy (1)	5TH GRADE SCIENCE	(610) 286-4253	7236	Yes	No	Optional
Sauvinet, Traci (1)	4th grade	(612) 869-3222	5587	Yes	No	Optional
Williams, Kristi (1)	5th Grade	(610) 779-4589	5684	Yes	No	Optional
<b>Administrator</b>						
Bee, Honey (1)	Administrator	(555) 555-1213	1213	Yes	No	No
Farley, Mark (1)	Recess Bouncer	(610) 541-6463	6444	Yes	No	Optional
Hindmon, Todd (1)	Director of Technology	(770) 651-2387	2387	Yes	No	Yes
<b>Masonry</b>						
Adams, Greg (1)	Super Guy	(123) 456-7890	7888	Yes	No	Optional
<b>Total Employees: 15</b>						
<b>Total Active Employees: 15</b>						
<b>Total Active Employees requiring a message: 0</b>						
<b>Total Active Employees requiring a Substitute: 14</b>						
<b>Total Itinerant Employees: 3</b>						

## Voice Recording Instructions

You have the ability to voice record your employees name and title. Just follow the phone system instructions and Aesop will prompt you for the **Recording ID** (number at the far left of the name).

Format: first & last name, grade level and subject matter if applicable. Example:

"Joe Doe 1<sup>st</sup> Grade" or "Joe Doe 8<sup>th</sup> Grade Social Studies."

School: Chelsea Elementary School

Submit

Having proper voice recordings on file for your employee names and titles is critical to ensure optimal results from the AESOP System. The voice recording is played to substitutes when AESOP is describing an available assignment so the substitute is aware of who they are being requested to substitute for. These recordings can be made either by the individual employees, or they can be created or modified by you through following the below instructions.

**Step 1:** Call the automated telephone system at 1-800-942-3767. When prompted to enter your ID, enter 3119 followed by the # key. Next enter your PIN number followed by the # key. After entering your PIN, AESOP will welcome you to the Voice-Recording menu.

**Step 2:** Follow the prompts to record employee names and titles. The ID number that the system will ask you for is the "Recording ID" found in the left column of the report below.

Recording ID	Employee Name	Employee Title	School	Number Schools Employee In	Recorded
475188	Honey Bee	Administrator	Chelsea Elementary School	1	NO
195361	Glenn Cobb	Biology Teacher	Chelsea Elementary School	1	NO
136156	Mark Farley	Recess Bouncer	Chelsea Elementary School	1	NO
475187	Black Fly	Teacher 3rd Grade	Chelsea Elementary School	1	NO
444659	Todd Hindmon	Director of Technology	Chelsea Elementary School	1	NO
475189	Yellow Jacket	Teacher 5th Grade	Chelsea Elementary School	1	NO
187309	Open Position		Chelsea Elementary School	1	NO
115403	Greg Adams	Super Guy	Chelsea Elementary School	1	YES
300720	Patrick Ewing	Basketball Commentator	Chelsea Elementary School	3	YES
280728	Cynthia Fillis	English	Chelsea Elementary School	6	YES
224893	Bill Knowles	5th Grade	Chelsea Elementary School	1	YES
51622	Jeremy Price	5TH GRADE SCIENCE	Chelsea Elementary School	1	YES
51625	Traci Sauvinet	4th grade	Chelsea Elementary School	1	YES
59712	Kristi Williams	5th Grade	Chelsea Elementary School	1	YES

## Absence Interactive

The Absence Interactive report allows the administrator to pull information and statistics from Aesop for a large date range. This report also offers a variety of ways that the data can be grouped, and also gives the user the ability to download the detailed data to an Excel spreadsheet.

**Absence Interactive** [Return to Report Menu](#)

Date Selection: Quick: Last Month

School(s): View All  
Shakopee School District #720  
Central Family Center  
Pearson Elementary

Absence Reason(s): View All  
Comp Time  
Floating Holidays  
Funeral Ext. Family  
Funeral Imm. Family  
Ill Self 10 Days <

Employee Type(s): View All  
Technology Staff  
Teacher

Group By: Date (Weekly)  
Threshold for details: 50 Items  
Show Absence as percent of day? ☐

Submit

From: 12/01/2005  
To: 12/31/2005  
Grouped By: Date (Weekly)  
Need Sub: Need sub or Not Need Sub  
Filled: Filled or Unfilled

		Absence counts				Absence percentages			
Details	Year Week	Absences	Need sub	Filled	Unfilled	Not need sub	% of Total	% Filled	% Unfilled
Download	2005 12/01/2005 - 12/03/2005	3	3	0	0	0	12.50	0.00	12.50
Download	2005 12/04/2005 - 12/10/2005	134	115	110	5	19	31.90	95.65	4.35
Download	2005 12/11/2005 - 12/17/2005	151	134	120	14	17	35.99	99.55	10.45
Download	2005 12/18/2005 - 12/24/2005	25	61	52	9	15	18.81	92.19	7.81
Download	2005 12/25/2005 - 12/31/2005	3	0	0	0	3	0.71	0.00	0.00
Download		420	356	329	27	64	100.00	92.43	7.58

[Previous Page](#)

## Miscellaneous Section

You can Change your PIN, have access to all User Guides and the Interactive Help feature.

### Change Pin

Enter your current Pin then enter the New Pin and retype it. Make sure you tell everyone who uses this Pin you have changed it.

**Change your PIN**

Current PIN

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

## Quick Start User Guides

You have the ability to view/print the QuickStart User guides and the phone guides. You also have access to the Aesop Employee and Substitute Training Videos.

**Documents**

[Employee Guide](#)

[Substitute Guide](#)

[Administrator Guide](#)

[Instructor Guide for Training Substitutes](#)

[Instructor Guide for Training Employees](#)

**NEW AESOP Phone Guides**

[Employees](#)

[Substitutes](#)

[Administrators](#)

**Videos**

[Creating absences for travelling employees](#)


[Employee Basic Training Video](#)

[Employee Advanced Training Video](#)

[Substitute Basic Training Video](#)

[Substitute Advanced Training Video](#)

Adobe Flash Player is required to view the training videos.

 Flash Player

[Return to Homepage](#)

# Absence Approval Process

1. Absence is created by the employee for an absence reason which requires approval
2. IF – there is a HOLD UNTIL APPROVED setting – then the absence WILL NOT be shown to substitutes until it has been approved.
3. The Administrator who is responsible for approving the absence will get an email
4. Administrator logs in to website – can click to Approve one or more absences
5. Employee can receive an email when the absence has been approved
6. If another Level of Approval has been created the process would continue

**Absence created**

**Approval Status**

**Approvers listed**

**Comments about approval**

**Modify Absence**

Confirmation#: 29385580  
 Employee: Jason Herr  
 School: Omega Elementary  
 Created on: Nov 25 2008 2:58:21 PM  
 Last Update: Nov 25 2008 2:58:21 PM  
 Status: UnFilled  
 Substitute Required: Yes  
 Employee Hours Per Day: 9

[Edit/Delete](#)

Approval Status: Unapproved  
 Approvals Received: 0  
 Last Approval Action:  
 Approvers: [View List](#)  
 Approval Comments: [Show/Hide Comments](#)

**Attachments:**  
[just a test](#)

[Upload New](#) [Edit](#)

Date	Absence Reason	Absence Type	Start - End
11/26/2008 Wednesday	Professional	Full Day	7:55 AM-3:15 PM

Notes to substitute:

**Administrator receives an email.**

An absence that needs approval has been created for Jason Herr (Math) .

Starting: 11/26/2008  
 Number of absences: 1  
 Requires Substitute: Yes

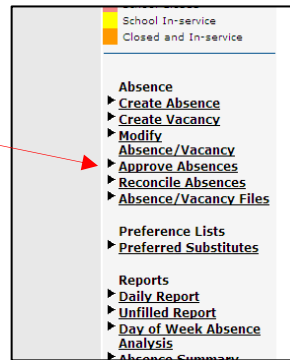
Click here to view this absence:  
[http://www.aesoponline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr\\_id=29385580](http://www.aesoponline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr_id=29385580)

Click here to view a list of absences needing approval:  
[http://www.aesoponline.com/login.asp?location=abs\\_ApproveList.asp?%26startdate=%26enddate=11/26/2008%26status=0,%202](http://www.aesoponline.com/login.asp?location=abs_ApproveList.asp?%26startdate=%26enddate=11/26/2008%26status=0,%202)

Please do not reply to this system generated message.If you need help or have additional questions, please send an email to <mailto:ben825@juno.com>.

Thank you for using the substitute assignment system.  
 Powered by AESOP.

On the Administrator website, click on "Approve Absences"



Approval Report allows date range, view and action on all absences that have been entered for approval

Navigation > [Home](#) > Approve Absences | [Logout](#) Tuesday, November 25 2008  
[Return to Homepage](#)

Approve/Deny Absences

Start Date:  End Date:

☒ Unapproved ☒ Partially Approved ☐ Approved ☐ Denied

CONF#	Employee	Absence Start	Absence End	# of Absence days	Absence Reason	Filled Status	Approvals Received
<input type="checkbox"/> 29342704	Herr, Jason	11/25/2008	11/25/2008	1	Professional	No Unapproved	0

Check the box on the left and click "Approve" or "Deny" - when an absence is Denied – the absence is deleted but is still visible for review.

Navigation > [Home](#) > Approve Absences | [Logout](#) Tuesday, November 25 2008  
[Return to Homepage](#)

Approve/Deny Absences

Start Date:  End Date:

☒ Unapproved ☒ Partially Approved ☒ Approved ☒ Denied

CONF#	Employee	Absence Start	Absence End	# of Absence days	Absence Reason	Filled Status	Approvals Received
<input checked="" type="checkbox"/> 29342704	Herr, Jason	11/25/2008	11/25/2008	1	Professional	No Unapproved	0
<input type="checkbox"/> 29385580	Herr, Jason	11/26/2008	11/26/2008	1	Professional	No Unapproved	0

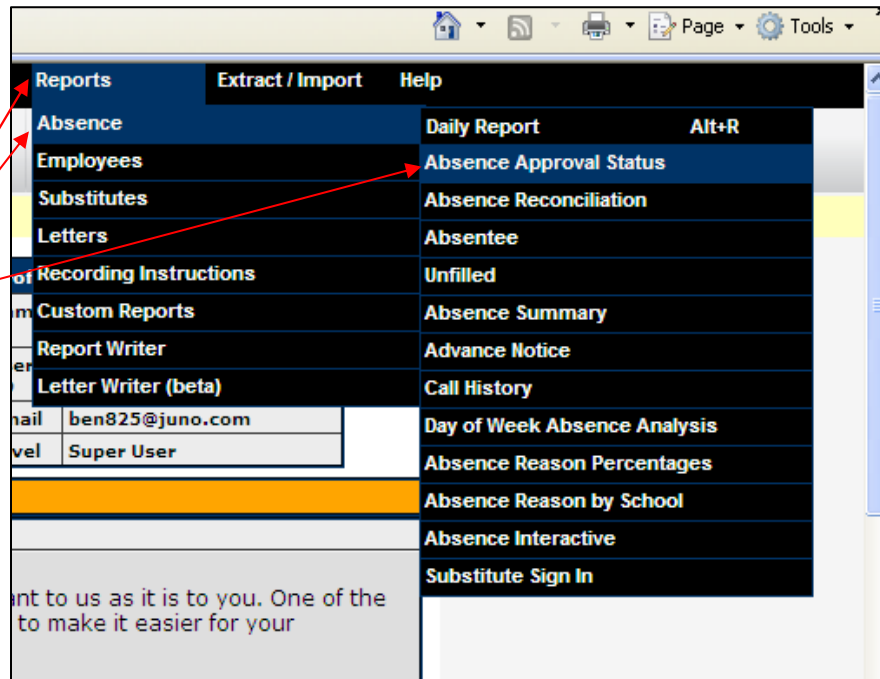
Multiple absences can be approved or denied in this report as well.

The Web Navigator can check the status of Approvals. They can also approve the absences if they have the permission.

Click Reports

Absence

Absence Approval Status



The Web Navigator is able to view the Status on all of the Approvals.

**Absence Approval Status** [Return to Report Menu](#)

Start Date:  End Date:  School(s):   
 Absence Reason(s):   
 Employee:   
 Statuses: ☒ Unapproved ☒ Approved ☒ Denied

CONF#	Employee	Absence Start	Absence End	# of Absence days	Absence Reasons	Substitute	Status	Last Approver	Last Approval Action
<a href="#">29342515</a>	<a href="#">Gons, Jordan</a>	11/25/2008	11/25/2008	1	Professional	--	Unapproved		
<a href="#">29342704</a>	<a href="#">Herr, Jason</a>	11/25/2008	11/25/2008	1	Professional	--	Unapproved		

# The Employee side of Approvals

Employee Creates an Absence that needs Approval –

The Administrator Approves or Denies the Absence

Employee can check the Status of the absence at their website

Good afternoon, Jason Herr

**Messages**  
Posted:12/2/2008

Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!

**Currently Scheduled Absences for the next 14 days**

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008					
12/3/2008	Omega Elementary	Professional	7:55 AM	3:15 PM	Full Day
STATUS: UnFilled CONF# 29553442 , Starting: 12/5/2008					
12/5/2008		Professional	7:55 AM	3:15 PM	Full Day

**Status of Future Absences that Require Approval**

CONF#	Absence Start	Absence End	# of Absence days	Absence Status	Last Approver	Last Approval Action
29492706	12/03/2008	12/03/2008	1	Partially Approved	Bill Approver	Dec 2 2008 2:11:26 PM
29553442	12/05/2008	12/05/2008	1	Unapproved		

Employee can get an email when the absence is approved – even when it is Partially Approved.

This email is to notify you that the absence Confirmation #29492706 has been Partially Approved by Bill Approver.

The following are the details of the job:

\*\*\*\*\*  
Job Summary  
\*\*\*\*\*

Starting on : 12/03/2008  
School : Omega Elementary  
Title : Math  
Teacher : Herr, Jason  
Substitute : not assigned yet  
Confirmation No. : 29492706 This absence needs a substitute.

\*\*\*\*\*  
Job Days  
\*\*\*\*\*

School / Reason	Date
From To	
Omega Elementary	12/03/08
7:55AM 3:15PM	
Reason: Professional	

An individual Absence, needing Approval, will also contain the "Log" of the process.

Click Approval Log

**Aesop Edge Classes**   **Local User Groups**   **2009 National User Group!**

List Absences | Modify | Absence Log | **Approval Log** | Call History | Available Substitutes | Approvers | Attachments

**Modify Absence**   [Create a new absence](#)   [Create another absence for the](#)

Confirmation#: 29342704  
 Employee: [Jason Herr](#)   
 School: [Omega Elementary](#)  
 Created on: Nov 24 2008 2:49:58 PM  
 Last Update: Nov 25 2008 3:26:14 PM  
 Status: UnFilled  
 Reconciled: No   
 Substitute Required: Yes  
 Employee Hours Per Day: 9

Attachments: [just a test](#)

Approval Status: Approved  
 Approvals Received: 2  
 Last Approval Action: Nov 25 2008 3:26:14 PM (Assistant Superintendent)  
 Approvers: [View List](#)  
 Approval Comments: [Show/Hide Comments](#)   [Upload New Ed](#)

Date	Absence Reason	Absence Type	Start - End
11/25/2008 Tuesday	Professional	Full Day	7:55 AM-3:15 PM

Enter a Confirmation Number:

**Absence Approval Log Entries for Confirmation # 29342704**

Description	Who	Where	Date	Status
Approval Emails sent to 1 recipients (ben825@juno.com)		Automated Process	11/24/2008 2:49:59 PM	Approval Email Sent
Approved Absence Request (1)	Approver, Bill	Campus User Web	11/25/2008 3:18:44 PM	Approved
Approval Emails sent to 1 recipients (bbollenbach@gmail.com)		Automated Process	11/25/2008 3:18:44 PM	Approval Email Sent

Shows Approval emails sent

Shows who approved or denied the absence.

Once the absence is approved or denied by the next approver – that status appears to the employee in their webpage and email.

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it

Tuesday, December 2 2008

Good afternoon, Jason Herr

Messages

Posted: 12/2/2008

Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!

Currently Scheduled Absences for the next 14 days

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008					
12/3/2008	Omega Elementary	Professional	7:55 AM	3:15 PM	Full Day

Status of Future Absences that Require Approval

CONF#	Absence Start	Absence End	# of Absence Status days	Last Approver	Last Approval Action
29492706	12/03/2008	12/03/2008	1	Approved Assistant Superintendent	Dec 2 2008 2:21:18 PM
29553442	12/05/2008	12/05/2008	1	Denied Bill Approver	Dec 2 2008 2:28:00 PM

This email is to notify you that the absence Confirmation #29492706 has been Approved by Assistant Superintendent.

The following are the details of the job:

\*\*\*\*\*

Job Summary

\*\*\*\*\*

Starting on

: 12/03/2008

School

: Omega Elementary

Title

: Math

Teacher

: Herr, Jason

Substitute

: not assigned yet

Confirmation No.

: 29492706

This absence needs a substitute.

\*\*\*\*\*

Job Days

\*\*\*\*\*

School / Reason

Date

From

To

-----

Omega Elementary

12/03/08

7:55AM

3:15PM

Reason: Professional

This email is to notify you that the absence Confirmation #29553442 has been Denied by Bill Approver.

The following are the details of the job:

\*\*\*\*\*

Job Summary

\*\*\*\*\*

Starting on

: 12/05/2008

School

: Omega Elementary

Title

: Math

Teacher

: Herr, Jason

Substitute

: not assigned yet

Confirmation No.

: 29553442

This absence needs a substitute.

\*\*\*\*\*

Job Days

\*\*\*\*\*

School / Reason

Date

From

To

-----

Omega Elementary

12/05/08

7:55AM

3:15PM

Reason: Professional