

Absence Management (Aesop) – How To Guide:

Login using your Employee ID # (10 digit phone number) and PIN (4 -5 digit number).

Absence Management
Formerly Aesop

Home Absences Feedback Account Directory Frontline Support

July 2020 August 2020 September 2020

Legend: Absences (blue), Closed Day (orange), In-service day (yellow)

Create Absence 2 Scheduled Absences 7 Past Absences 0 Denied Absences

When logged in, you may view past (up to 1 month in the past) and future absences (several months in the future using the arrow to advance.)

To create an absence:

- On the home page, select “Create Absence” from below the 3 month calendar shown, or you may select “Create Absence” from the drop down menu under “Absences” on the home screen.
- Select a date on the calendar (or multiple dates by holding the CTRL key as you select dates). Select the absence reason from the drop down menu.
- You may select full day, half day am, half day pm, or custom absence. Include “Notes to Administrator” regarding the absence. Include “Notes to Substitute” to include information for the sub to view after accepting to fill this absence.
- After all fields are completed, select “Create Absence” or “Create Absence and Assign Sub” (if you have offered the day to a sub who has accepted).

Create Absence 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

Substitute Required Yes

Absence Reason Select One

Time Please enter a valid time range using the HH:MM AM format. Full Day 08:55 AM to 03:33 PM

Substitute Report Time Please enter a valid time range using the HH:MM AM format. Full Day 08:55 AM to 03:33 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

Choose File No file chosen

Shared Attachments

Cancel Create Absence & Assign Sub Create Absence

After selecting “Create Absence” – Aesop will email and call your Favourite 5 subs to try to fill the absence. The absence may also be viewable by other subs logged into Aesop.

File Attachments:

- You may attach sub plans which will be viewable by the sub after they have accepted the day.
- Notes to Substitute are helpful for the sub as well. For example – you may include information such as “assembly at 9:00 a.m. in gym”.

To Change Password:

Select “Account” tab, then select “Change Pin”

The screenshot shows the 'Absence Management' interface with the 'Account' tab selected. A sidebar on the left contains a menu with 'Change Pin' highlighted. The main content area is titled 'Change your Pin' and contains three input fields: 'Old Pin:', 'New Pin:', and 'Confirm New Pin:'. At the bottom right of the form are two buttons: 'Clear Form' and 'Save Changes'.

To add shared attachments (attachments for every absence):

The screenshot shows the 'Absence Management' interface with the 'Shared Attachments' form. The form includes an 'Upload File:' section with instructions: 'Files must be in .doc, docx, pdf, xls, xlsx, .ppt, pptx and less than 600kb'. Below this is a 'Choose File' button and a 'No file chosen' status. A dashed box indicates the area for 'DRAG AND DROP FILES HERE'. Below the upload section, it shows 'Number of Files: 0' and a table with columns: File, Description, Active From, Active To, and Actions. A large watermark icon is visible at the bottom center of the page.

Note: Shared attachments will be on every absence. You may also upload individual sub plans when creating an absence.

Setting up Preferred and Favourite 5 subs:

- Under the “Account” tab, select “Preferred Substitutes”.
- Select “Add Substitute”

The screenshot shows the 'Absence Management' interface with the 'Account' tab selected. The 'Preferred Substitutes' option is highlighted in the left sidebar. The main content area is titled 'Preferred Substitutes List' and includes a search bar, an 'Add Substitute(s)' button, and a 'Remove Selected Substitute(s)' button. Below these is a table with columns for 'Order', 'Name', and 'Select'. A large watermark of a house icon is visible in the background.

- After selecting “Add Substitutes” a page will open showing a list of subs.

The screenshot shows the 'Add Substitutes' page. It features a search bar with the placeholder 'Last Name...', a 'Back to Preferred Substitutes' button, and an 'Add to Preferred Substitutes' button. Below the search bar is a 'Search by Letter' section with a grid of letters from A to T. A table displays search results for the letter 'A', with columns for 'Select', 'Substitute Name', and 'SELECTED SUBSTITUTES'. The table lists names like 'e Ann', 'Dale', 't Irene', and 'Kyla'. The 'SELECTED SUBSTITUTES' column is currently empty, with the text 'Currently, there are no Substitutes selected.'

- You may type the first few letters of the last name or may select the Search by Letter to search by last name.
- After the sub’s name is shown, you may select by checking the box beside the name, and then selecting “Add to Preferred Substitutes”

This screenshot shows the 'Add Substitutes' page with the search bar containing 'sm'. The search results table shows the letter 'S' selected, with names 'Smith, [redacted]' and 'Smith, [redacted]'. The 'SELECTED SUBSTITUTES' column now contains 'Allan, Brandy Kyla' with a red 'x' icon. Two blue arrows point to the 'Add to Preferred Substitutes' button and the search bar.

Selecting up to 5 of your Preferred Subs to add to your Fave 5 List:

- You may select multiple subs to add to your Preferred Sub list (no limit) however, you may only select up to 5 to be the Favourite 5 Subs.
- Favourite 5 Subs receive emails and phone calls for absences you create.
- Click on the grey heart beside the name of the sub to add to Fave 5. The heart will be red and the ranking (1 to 5) will be shown beside the sub. You may select up to 5.
- To unselect a Fave 5, click the heart again and it will change from red to grey. Then you may select a different sub by clicking the heart (changing from grey to red)
- You may change ranking by hovering over the 6 dots to the left of the red heart and arrows will appear allowing you to drag up or down to change ranking.
- After making changes – select the checkmark below to save the changes made.

Order	Name	Select
1	Lynn	<input type="checkbox"/>
2	Ann	<input type="checkbox"/>
3		<input type="checkbox"/>
4	Rebecca	<input type="checkbox"/>
5	Bianca	<input type="checkbox"/>

Red hearts denote Fave 5.

Grey hearts are Preferred Subs.

The ranking (3 and 4 shown beside the red heart) may be changed by hovering over the 6 grey dots until arrows appear to change ranking.

3	Kristin	<input type="checkbox"/>
4	Rebecca	<input type="checkbox"/>
	Warren	<input type="checkbox"/>
	Ann	<input type="checkbox"/>
	Camilla	<input type="checkbox"/>
	Anne	<input type="checkbox"/>
	Dawn	<input type="checkbox"/>