

AESOP

1. Log in to Home page <https://www.aesoponline.com>
 - a. Absences
 - i. Create or past absences
 - b. Feedback
 - i. Leave feedback, Feedback that I left, Feedback left for me
 - c. Account
 - i. Personal Info.
 - ii. Change Pin
 - iii. Shared attachments
 - iv. Preferred subs
 - v. Absence reason balances
 - d. Directory
 - e. Help
2. Calendars
 - a. Blue-Absences taken
 - i. Sick, personal, professional, etc.
 1. Leave must be put in if you take this day off
 - b. Orange-Closed Day
 - i. No school for staff or students
 - c. Yellow In-service Day
 - i. PD or Work day
 1. Leave must be put in if you take this day off
 - d. You can look at last month or look ahead of what has been used
3. Create Absence
 - a. Select a date
 - i. Must be highlighted in blue
 1. Hold down control key to select multiple days
 - ii. If this is next to a holiday, you still must have prior approval from Wendy and principal (include as attachment)
 - b. Absence reason
 - i. Pick from drop down menu
 1. Many will require a note left below to the administrator
 2. Helps later if there are any questions
 - ii. Double check if you have a leave to take
 1. It will let you take them...even if you don't have it to take
 2. May end up being leave without pay
 - c. Time
 - i. Pick from drop down
 1. Full, half am, half pm
 2. You will NOT use custom

- a. SAMs, Noreen or Bunny will fix if needed
 - d. Notes to administrator
 - i. Always helpful
 - ii. Include duties here
 - iii. Include name of sub if requesting one
 - 1. DOES NOT mean this is who it will be
 - e. File attachments
 - i. Drag or browse to attach
 - f. Double check that things are correct!!
 - g. Create Absence
 - i. Green box with check mark
 - ii. It will give you a confirmation number and tell you ok
 - 4. Changes to your absence
 - a. You may modify dates that are in the future---nothing in the past
 - b. Click on the confirmation number
 - i. Edit absence
 - 1. Edit whatever needs to be changed
 - 2. Put in notes
 - a. Day it was and what one you are changing it to
 - 3. Save absence
5. Cancelling an absence
 - a. You CANNOT do it in AESOP
 - b. You must talk to your SAM
 - i. If it's in the future
 - c. You must contact Bunny
 - i. If it's the next day
6. Things to remember
 - a. Check to see IF you have that leave available
 - b. Leave notes---the more the better
 - c. You should be receiving an email---if you don't there is probably a problem
 - i. Please let Noreen or Bunny know to fix it
7. Calling in an absence
 - a. Call 1-800-942-3767
 - i. Follow prompts
 - 1. Will not be asked for notes---you will need to do at another time
 - 2. Make sure you hear (write it down) a confirmation number
 - a. If you don't hear that---there's a problem!
8. Mobile device for absence
 - a. Use link emp.aesoponline.com

PLEASE remember this is new for all of us! Please let us know if you see anything that looks weird or if you need any help!!