

Aesop Absence Process



EMPLOYEE ENTERS ABSENCE

- Absence entered by phone or web
- Can create absence in Aesop until half hour before start time.



CAMPUS USER APPROVES OR DENIES ABSENCE

- Approve or deny absence if it requires approval
- Use reports in Aesop to view upcoming absences
- Create last-minute absences for employees (if needed)



AESOP WORKS ITS MAGIC

- Notify favorite 5 subs that there is a new absence
- Release absences to your qualified and available jobs via web
- Call qualified and available subs 2 days prior to start date of absence



SUBSTITUTE FINDS & ACCEPTS JOB

- Proactively search for jobs 24/7 on the web or by phone
- Wait for Aesop to call in the morning for absences on that day
- Wait for Aesop to call them in the evening for absences in the next two days



DAY OF ABSENCE

- Campus User reviews Daily Report to see absent employees and substitutes filling in and prints off the substitute sign in sheet
- Substitute shows up and signs the sign in sheet to confirm that they showed up to work the job and the absence has been entered into Aesop
- Campus User reviews absences and reconciles absence directly in Aesop to confirm their accuracy and send the absence data onto payroll



PAYROLL REVIEWS & RECONCILES ABSENCE DATA

- Payroll reviews absence data for that payroll period using an Aesop-generated report
- Data is extracted out of Aesop or sent directly to the District's payroll software so that no manual entry is needed