

AESOP FAQ'S

The information below is in response to a few questions that have been received concerning AESOP. This is meant to be a beginning of FAQ page to assist all staff members requesting subs. If you have questions that you believe would assist other staff members please submit those to Janice Kirschenbaum via email and they will be added to this page.

(1) What is a preferred list?

Aesop allows the employees to specify certain subs as preferred, thus giving them preference over others. These preferred subs are contacted first and have the ability to view jobs online before their peers. The current visibility settings in Aesop are:

Tier One—these are subs that staff members have specifically designated on their preferred list. These preferred subs see the opening 30 days prior to the absence.

Tier Two—these are subs that staff members have also designated, but see the opening 1-29 days.

Tier Three—these are subs that have the necessary qualifications for the opening and are approved by district. These subs see the opening one day prior to the absence only if the job was not filled by the Tier 1 and Tier Two approved lists.

***FYI**—at two days the system will start calling your preferred list Tier I and II up to 12 times before it defaults to Tier 3. You may have as many names that you would like on any tier.*

It is recommended that all staff members review their preferred lists and make any adjustments they deem necessary and provide the information to Janice to change in AESOP.

(2) Scheduling an absence for multiple days in a row?

If a staff member knows they will be out for multiple days in a row it is possible within AESOP to create an absence. You would need to create the absence with a start and end date covering the entire absence. This will create one absence with one confirmation number. Only one sub will be able to accept this as a whole. The consecutive days can not be divided by a substitute.

When entering multiple days by phone follow the following procedure:

- 1. Select start date**
- 2. Enter the number of days**

3. **Enter Start and End Times**
4. **Select Absence Reason**
5. **Confirm Absence Details**
6. **Enter Multiple Days**
7. **Save Your Absence**

(3) How soon can I enter a scheduled absence?

A staff member may create an absence 90 days prior to the actual date of the absence. A sub (Tier I only) will not see the absence until 30 days prior.

(4) What if my plans change and I need to cancel a sub?

A sub can be canceled up to one hour prior to an absence. The staff member would need to log-on or call AESOP and delete the scheduled absence in “view my schedule”. Click on the garbage can and say yes to delete.

To call AESOP and cancel from the main menu:

Press 4—To review or cancel a specific absence

Press 1—Hear Again

Press 2—Cancel Assignment

The sub that was scheduled to cover your class would be notified on their home page and a phone call from AESOP. If the sub makes an inbound call to AESOP it will notify them at that time too.