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 subs 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 on to 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 / VeriTime or sent directly to the District's payroll software so that no manual entry is needed