ASD Human Resources: Employee Guide

Absence Management (Aesop) System

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Welcome to Absence Management (Aesop)

The ASD Human Resources tool for managing substitutes is called Absence Management (Aesop). Like our previous system, it is available online. To begin, go to *asdk12.aesoponline.com*. Enter the same username and password as you use for your email. Chrome works best for this system.

If you are a part time employee, you may work as a substitute as well. Employees who are also substitutes have two options for logging into the system. To enter the system as an employee wanting to post an absence, click on your *Job Title*.

First steps

When logging into Absence Management the first time, review the information on your *Account* tab.

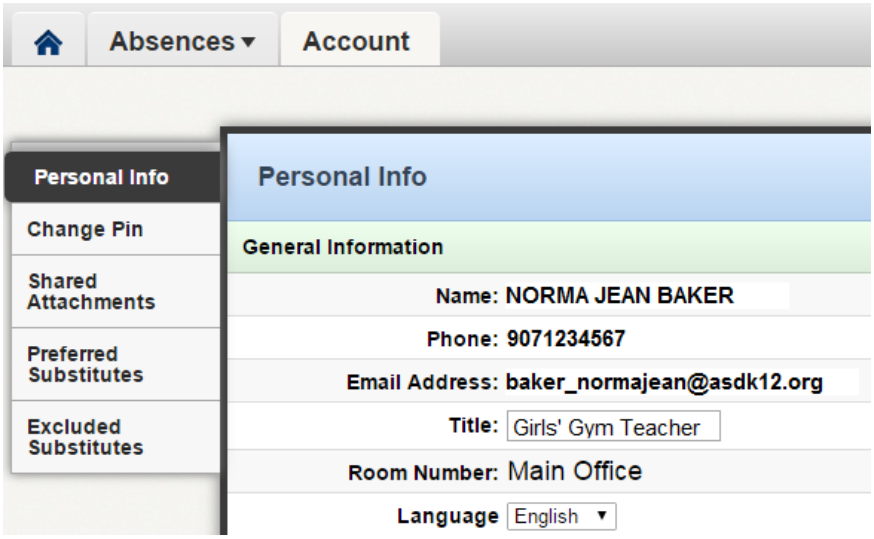
- Check that your name, phone, and email address are correct.
- For AEA members: check that your job title is correct and descriptive, and edit it if necessary.
- Verify the start and end times of your work day.
- Create a preferred substitute list.
- Attach default documents for all absences you create.

AEA: Editing your job title

For AEA members, when first activated your Absence Management (Aesop) profile may display a generic job title. It is helpful for substitutes to see your specific title.

To edit your AEA title, log into Absence Management:

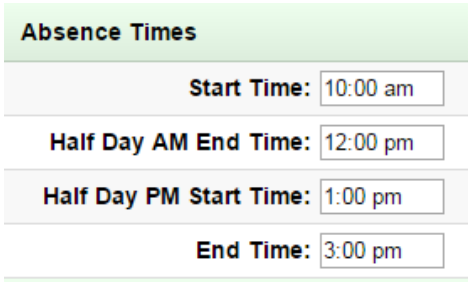
1. Toward the top of the screen, click the *Account* tab. Then in the left column click the *Personal Information* tab.
2. The field should allow you to edit your title to add any useful specifics. For example, you may want to specify girls' gym teacher.



Verifying work day hours

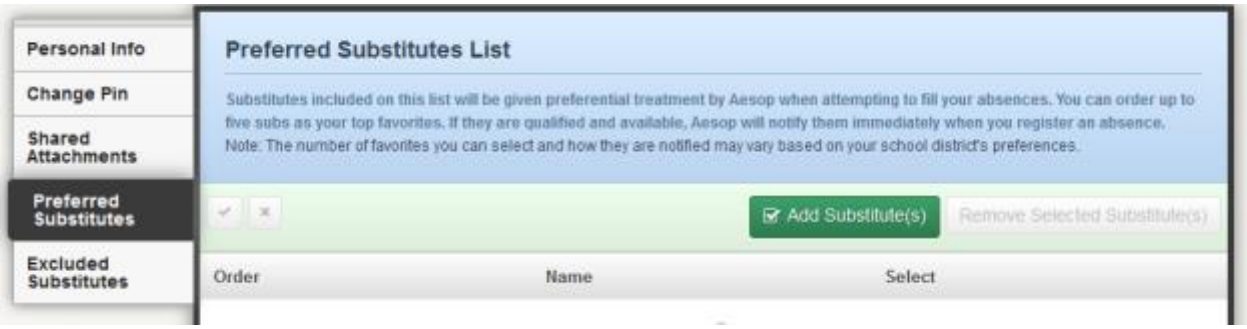
The default work day times will match your school or location's business hours. They are visible on the main page under Create an Absence. For 1.0 FTE employees, no changes are needed in this area. However, if you work less than 1.0 FTE or are itinerant, make sure to update Absence Management with your correct working hours.

1. Under the Account tab, click the left tab *Personal Info*, and scroll to the bottom.
2. Under *Absence Times*, enter your workday report and end times and click *Save Changes*.
3. The next time you log in, your updates will be viewable on the home screen.

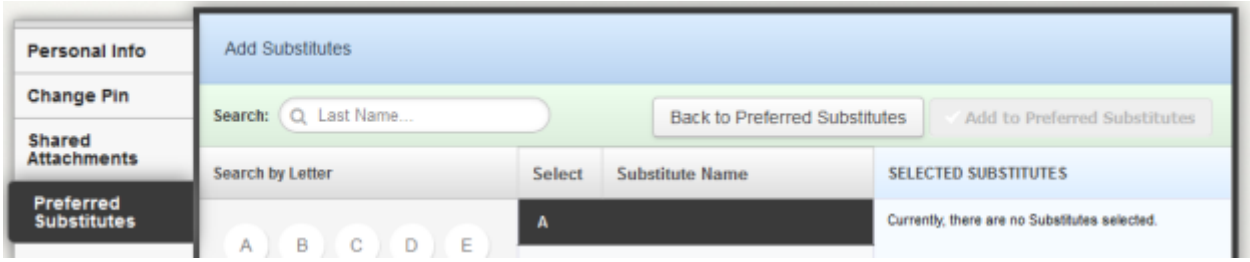


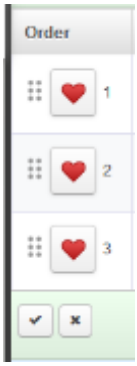
Creating a preferred substitute list

When you create an absence, names on your preferred substitute list will be contacted first. To create or add to your list, start on the home screen by clicking the tab *Account*. Next click *Preferred Substitutes*, then click *Add Substitute(s)*.



You can search by typing the last name in the field, click the letter of the last name, or scroll. Check the box next to one or many names and click *Add to Preferred Substitutes*.

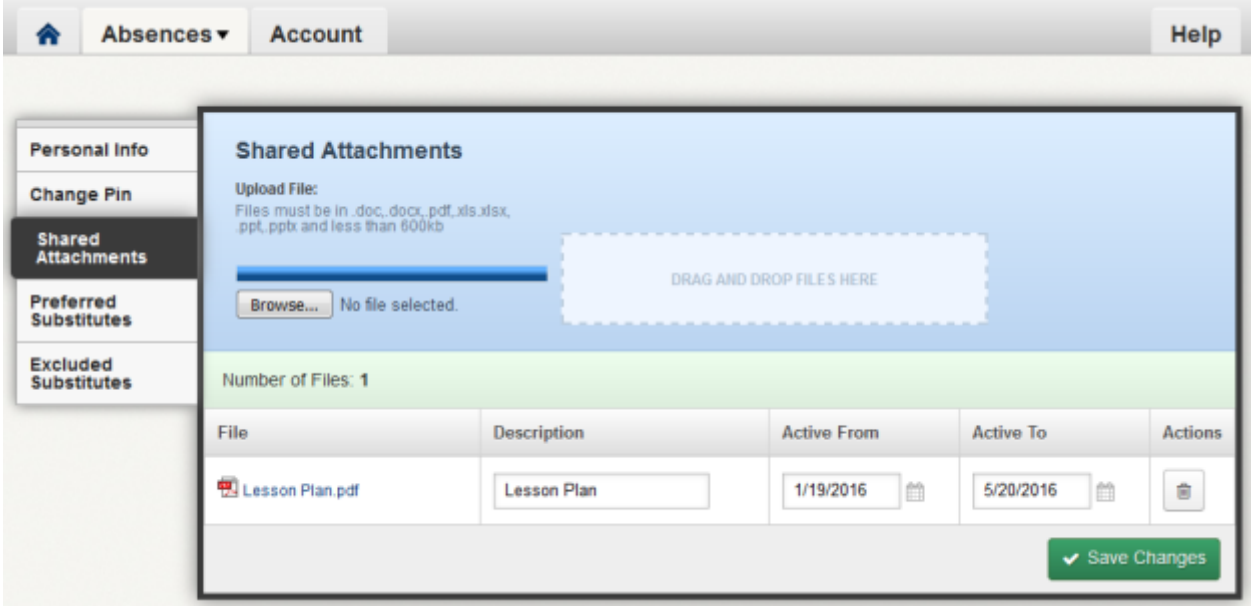




If you would like to change the ranking order, click on the *heart*, then click the dots to the left and drag up or down. Click the *check mark* to save.

Attaching documents to all absences

It can be helpful to the substitute if you attach generic documents such as lesson plans, a map of the building, your itinerant schedule, or other school or class materials. At the top of the page, click the tab *Account*, then *Shared Attachments*. Drag the item inside the dotted line box. In the provided fields, add a description of the document, and dates for how long you wish the items to be viewable. Documents uploaded here will automatically be attached to any absence you create within that timeframe.

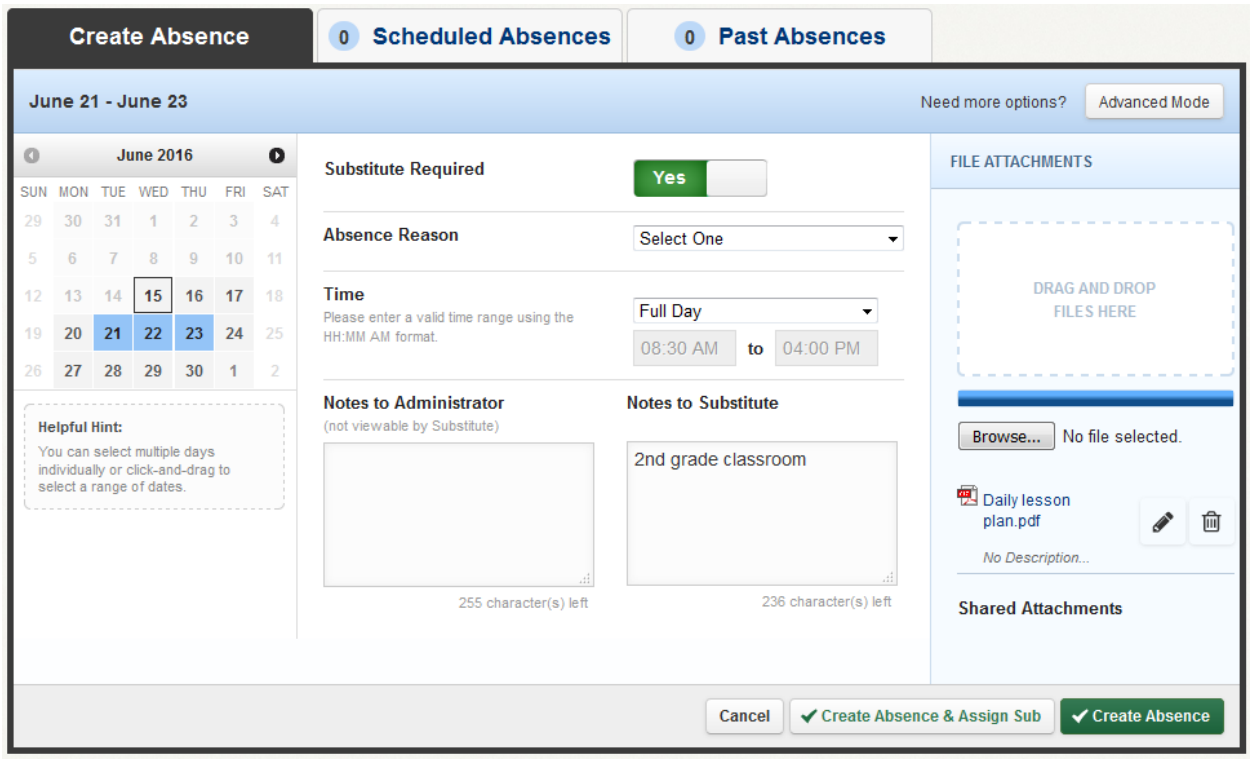


Creating an absence

Once you have verified and set up your account you can post an absence. To post an absence you will work in the lower half of the home screen.

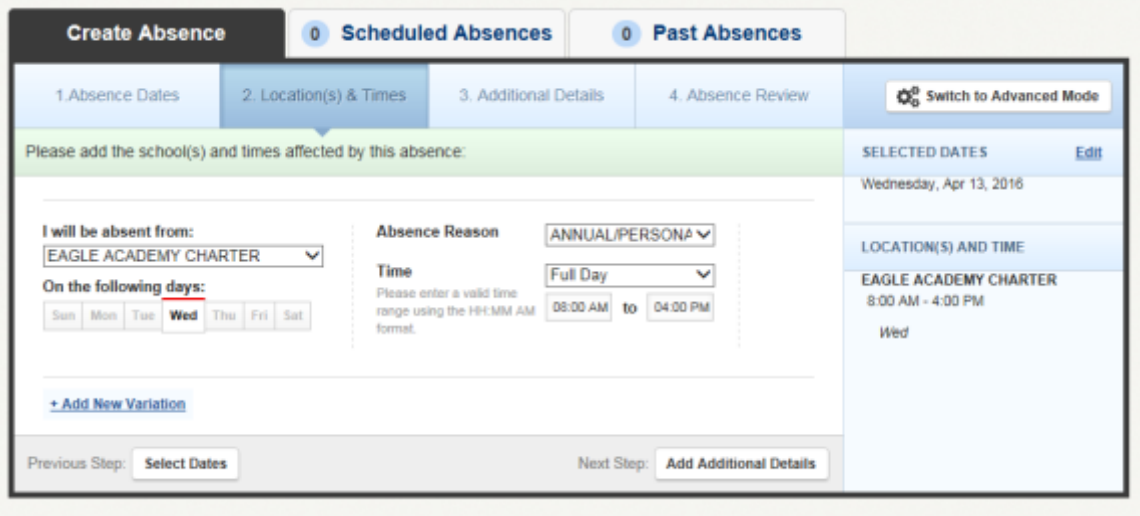
1. Toggle the yes or no for whether a substitute is required.
2. Click to select the date, or hold down the Ctrl key to click multiple days.
3. Choose the reason, and full or half day for teachers, or hours for biweekly employees.
4. Optional, but not required, you can type a note for the administrator.
5. It is highly recommended to type a note to the substitute, including, at minimum, the grade level and/or subject taught.
6. Attach files specifically for this absence by clicking, dragging, and dropping the document into the dotted line box at the right.
7. If you have already spoken with and secured a substitute, click *Create Absence & Assign Sub.* Otherwise, click *Create Absence* and the system will begin searching for a substitute.

Note: Please be aware that if an absence has already started, you will not be able to add the absence request in Absence Management. Please contact Sub Dispatch if this is the case.



Creating an absence if itinerant

If you work at multiple schools and are going to be absent for more than one day, after clicking Create Absence, click *Add New Variation* to add a another school.



Modifying absences

To modify an absence after you have created it, on the home screen select the tab *Scheduled Absences*. You can view details of the job, assign a specific substitute, or delete the job.

Using Absence Management (Aesop) on the phone

Not only is Absence Management available on the web, but you can also create absences and check absence reasons over the phone. If you create an absence over the phone, be sure to make note of the confirmation number that Absence Management assigns the new absence for reference.

To call Absence Management, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) then your PIN number (followed by the # sign).

- **Your ID number** is your phone number on file with area code. To find the phone number the system has listed for you, on the home screen click the tab *Account*, then click Personal Info. The phone number is listed under your name without dashes, for example 9077424000.
- **Your PIN number** will be emailed to you in a welcome letter you will receive shortly after your initial hire with ASD. This number can be changed after logging into Absence Management. On the home screen, click the tab *Account*, then click *Change PIN*. Type your Old Pin, New Pin, confirm New Pin, and click *Save Changes*.

If you forget your PIN for the phone system

If you forget your PIN, you can find it through District Connection. While on the ASD network, go to https://home.asdk12.org. Under Other resources, click the link *Employee ID Information*. The page will show both your EmpCenter Employee ID PIN and the Absence Management (Aesop) phone PIN.

AEA Leave

AEA members must enter any leave request in Absence Management (Aesop), even if a substitute is not required. Once submitted, within two hours the request will automatically be created in EmpCenter. Once in EmpCenter, the system will send notification to the supervisor. Once the leave is approved or denied, the employee will receive an email notification from EmpCenter. Denied EmpCenter requests will automatically be cancelled in Absence Management.

AEA members still have the same access to EmpCenter and are still able to enter leave in EmpCenter as needed and view the status of any leave requests. If a change is needed, the AEA member will use Absence Management (Aesop) to update the absence. The original leave request will be cancelled in EmpCenter and a new leave request will be created automatically.

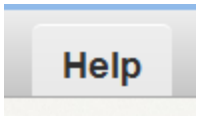
If an employee attempts to make a request for future annual or sick leave but no leave is available, the system will not create a leave request in EmpCenter and will cancel the Absence Management request.

If the AEA member is entering a request for a past absence and doesn't have enough leave, EmpCenter will convert the leave request to leave-without-pay.

The procedures related to approval for Workers' Compensation or FMLA cases have not changed. FMLA and Workers' Compensation absences entered in Absence Management will not automatically create leave requests in EmpCenter. Please contact the leave specialist for additional assistance with FMLA.

Learning Library

If you need help navigating Absence Management (Aesop), click the *Help* tab from any page to view the learning library.



In the left column, click *Employee Help* for detailed guides. Other search suggestions are listed below.

- Employee training video, both basic and advanced
- Creating a multi-day absence

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