

AESOP Frequently Asked Questions

Q: Where can I easily locate the Aesop website to enter in an absence?

A: You will find the AESOP link by visiting the district webpage, clicking on District, then clicking on Human Resources. The link is located under the Resources tab.

Q: How do I create an absence in AESOP?

A: You can interact with Aesop on the internet at <http://www.aesoponline.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features.

Q: How do I find my Aesop ID number and/or Aesop pin if I don't have the mailing?

A: You may contact Human Resources at 216-865-4721.

Q. How early can you call in an absence? What time for the next day?

A. You can enter in an absence over the phone 30 days in advance. Using the web, you can enter in an absence up to one year in advance. The only other restriction is that you cannot call after 7:00 AM the day of the absence, After 7:00 AM, you must contact the building secretary as has always been the case.

Q: Do I need to enter professional development time in Aesop?

A: Yes, professional development and modify worksite should be entered as soon you are aware of the professional development opportunity. Professional development and modification of worksite must be approved by your supervisor prior to the absence.

Q: Can I enter an absence for FMLA or Workers Compensation?

A: Yes, FMLA and Workers Compensation are valid absence reason codes for employee who has received approval from Human Resources. **Please not if you are not on an approved leave of absence, your absence will be amended to sick or dock time.**

Q. Will supervisors be notified that a sub has been contacted and will be coming to teach/work in their department? Can we still get a "printout" of an employee's attendance?

A: The campus users will receive a list of all employee absences and their substitutes (if applicable) daily. They will be responsible for notifying the respective divisions. In addition, the system can generate multiple types of attendance reports.

Q: Do I still have to fill out an absence variation form?

A: Yes, please complete the absence variation form and list your AESOP confirmation number. Please note an absence variation form should be submitted to your supervisor prior to your absence, excluding unforeseeable events.

Q: If I am out for multiple and consecutive days how do I prevent from getting a different substitute for every day I am out?

A: Aesop is set up to get one substitute per "absence". If you enter in your absence Monday thru Thursday, then Aesop will send this out to the substitutes as one job. There will be one confirmation number linked to this absence. If you enter in an absence for each separate day, then Aesop sends out each separate absence as a job, and you would have multiple confirmation numbers linked to these four days. You have the possibility of four different substitutes accepting these jobs. You can always communicate with the building if you continue to be absent, and the building can modify your absence(s) to assign the same substitute to all four days.

Q: What is the minimum time an absence can be taken?

A: 2 hours is the minimum time an absence can be taken, AESOP is also program to split your absence by AM half day or PM half day.