

AESOP Training

How to Request a Sub:

1. Go to Skyward like normal: Employee Access Time Off My Requests
2. Add: Time off code
Reason code
3. If you need a sub, you **HAVE** to check the box that says "Sub Needed" in order to get to AESOP. If you don't need a sub or are having it filled internally, then **DON'T** check the box!

The screenshot shows the 'Add' form in Skyward. It includes a table for 'Remaining Time Off' and a 'Time Off Request' section. A yellow starburst labeled 'Important!' points to the 'Sub Needed' checkbox. A blue arrow points from a text box to the 'Sub Needed' checkbox. Another blue arrow points from the 'Sub Needed' checkbox to the 'Select additional employees to notify' section.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
EMERGENCY	0.8 Days			0.8 Days			
FUNERAL LEAVE	3 Days			3 Days			
SCHOOL BUSINESS	0 Days	4 Days		-4 Days			
SICK DAYS	15.28 Days			15.28 Days			

Time Off Request

* Time Off Code: SCHOOL BUSINESS - Days
* Reason: SCHOOL BUSINESS
Description: SCHOOL BUSINESS
Maximum characters: 200, Remaining characters: 200
* Start Date: 11/17/2015 Tuesday
Days: 0.0000
Start Time: 08:00 AM
 Sub Needed

Select additional employees to notify
[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

Select Employees: Your time off requests are sent to all of those in the approval process (there is no need to notify extra people, unless you want to contact your team members.)

How Subs Get Paid: Subs for teachers get paid for half days or full days (if over 60%.)

You will need to enter the percentage in Skyward based on the following chart, but AESOP only pays subs by $\frac{1}{2}$ day or full day depending on time.

Chart for Calculating Time Off

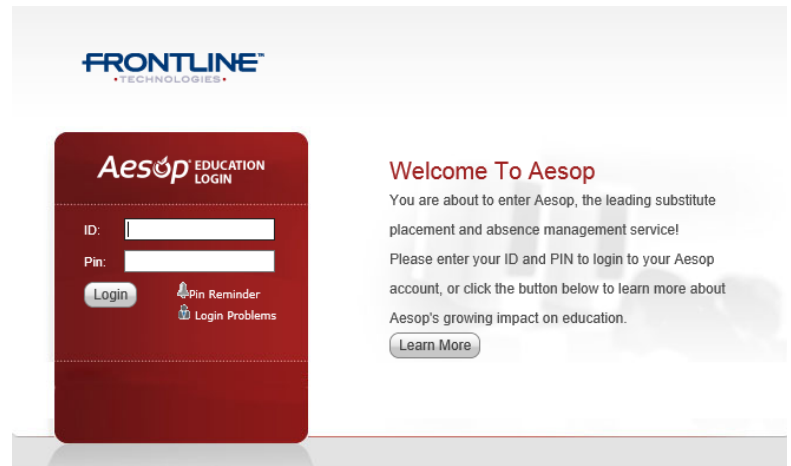
Time amount	Amount you should put in for "days"		Time amount	Amount you should put in for "days"
15 minutes	0.03		4 hours 15 minutes	0.53
30 minutes	0.06		4 hours 30 minutes	0.56
45 minutes	0.09		4 hours 45 minutes	0.59
1 hour	0.13		5 hours	0.63
1 hour 15 minutes	0.16		5 hours 15 minutes	0.66
1 hour 30 minutes	0.19		5 hours 30 minutes	0.69
1 hour 45 minutes	0.22		5 hours 45 minutes	0.72
2 hours	0.25		6 hours	0.75
2 hours 15 minutes	0.28		6 hours 15 minutes	0.78
2 hours 30 minutes	0.31		6 hours 30 minutes	0.81
2 hours 45 minutes	0.34		6 hours 45 minutes	0.84
3 hours	0.38		7 hours	0.88
3 hours 15 minutes	0.41		7 hours 15 minutes	0.91
3 hours 30 minutes	0.44		7 hours 30 minutes	0.94
3 hours 45 minutes	0.47		7 hours 45 minutes	0.97
4 hours	0.50		8 hours	1

***Support Staff:** Aides are hourly (all codes start with SS)

You can't do multiple days in one request, however you can clone the event and it will default to the next day. (Don't click *Sub Needed* until the last day you enter) In AESOP you can add the extra days since it will only select the last day.

AESOP Login

1. **ID:** is your classroom phone number 715758xxxx (the information taken off of the directory. If you don't have a phone, a number has been assigned to you - ask Mark M.)
2. **Pin:** is your door code
3. Click on Absences Tab,
4. Create Absence.
5. Fill out the information for "absence reason"
6. Fill out the information for "time"
7. Adjust the times if necessary (it defaults to 8:00-3:30)



Stay away from the variation tool now.

Notes & Attachments This is not required, but you may choose to put notes for your administrator and/or for the substitute about anything you feel are necessary.

Uploading Files: You can upload files for your sub, but keep in mind that they may not see or be able to print off the files. You should protect yourself and send your lesson plans to your principal, secretary or a team member that can share the information with your sub.

Variation Tool: For now, stay away from the variation tool.

Check Dates: Make sure you look at your calendar and double check the dates (It will default to Skyward dates.)

Multi-Day Absence: **Very Important!** If you have a multi-day absence in Skyward, you have to go into AESOP and correct it because it will only mark it as one day. Also, a multiple day absence is created as one absence and will be posted for one sub to take all of the days, it will not allow multiple people to pick dates.

How to End: Clicking "Create Absence" will make it official!

Preferred Subs: If you want a particular sub, this is how it works:

- You can select up to 5 preferred subs and rank them in the order of preference. (NOTE: substitutes do NOT see your list.)
- Each school also has a preferred sub list.

How does the sub know I want them to take my absence? The time between when you initially create the request to the actual date you will be absent is divided:

- the first 15% of time will go to the teacher's preferred list in your ranked order,
- the next 15% goes to the preferred school list,
- the final 70% of the time will be available to all subs. If no sub has agreed to sub and it is within 48 hours of your absence, AESOP will call people until they get someone to fill the position.
- As soon as you create an absence, AESOP notifies your top choice immediately. They have a fixed amount of time in which to respond, then AESOP contacts the next person on the list, until someone agrees to sub.

How do I know who my sub will be?

- You will get an email once a sub has filled the absence.

Remove an Absence:

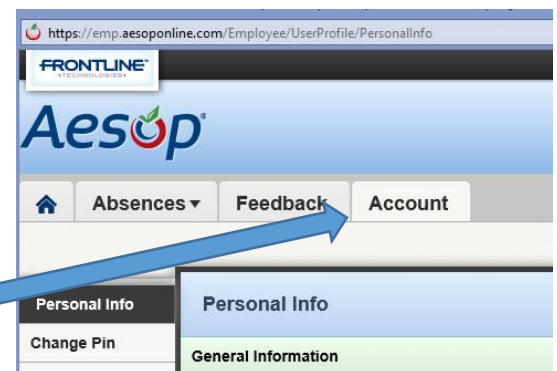
- Delete it out of Skyward first and it will redirect you to AESOP.

Edit an Absence:

- If you need to edit an absence, go into AESOP and Click on absence.
- Click on the confirmation number to make your changes.

Changing Pin, Preferred Subs and Personal Info

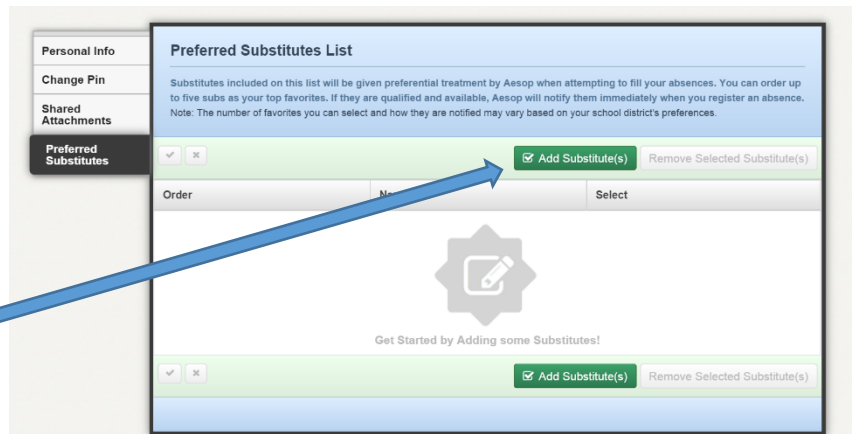
In AESOP, if you click on the "account tab", you can change your login and pin, but if you change it, you need to remember it and be responsible for it - the technology department will not be able to tell you what it is if you forget!



Preferred Sub: This is also where you can make and change your preferred sub list as well as your preferred order.

Click Add Substitute(s) and then select the ones you prefer (up to 5).

When you come back to this screen, you will be able to rank them.



NOTE: When teachers see the list of subs, they will only have teacher subs and the support staff list will only show support staff aides.

If there is someone that you prefer not to ever have, the building administrator has to change that on their end-you cannot.

Feedback Tab

Here you will find a rating system for teachers and subs to rate their experience.

AESOP Help Desk and Training Videos

http://help1.frontlinek12.com/?b_id=3397

Mobile App

Go through Skyward app first and it will kick you to the AESOP site if you have it.