

## Creating an Absence with AESOP

### **STEP 1: Log In or Call the AESOP System**

[www.aesoponline.com](http://www.aesoponline.com)

Type in your user ID and your PIN number

-OR-

Call the AESOP System at 1-800-94-AESOP (942-3767)

Enter you ID followed by the pound (#) key

Enter your PIN followed by the pound (#) key

Follow the voice prompts.

**STEP 2:** Click on the menu item "Create an Absence"

**STEP 3:** Enter the following information:

- ✓ Number of Days
- ✓ Starting Date
- ✓ Type of Entitlement (sick day, personal day, etc.)
- ✓ Full day, half day AM, half day PM

**STEP 4:** Click "NEXT"

**STEP 5:** Review the information in the box to make sure it is correct. You may enter additional information in the comment box such as "My plans are in the main office." Substitutes will see this information when they log on to check for available jobs.

**STEP 6:** If you want the system to contact a substitute, click "SAVE"

**STEP 7:** If you already know who your sub will be, click "SAVE AND ASSIGN"  
You will see a list of substitutes. Find the one who you have talked to and click "ASSIGN" This will assign that sub to the dates you have entered.

### **Deleting an Absence**

If you wish to delete an absence, you must tell Ms. Roberson in the Main Office. You cannot delete an absence online. You can, however, delete an absence by phone. Follow the voice prompts on the phone system.