

AESOP

Frequently Asked Questions/Information:

These questions have been developed to help answer routine concerns, if you require further assistance, please contact the Aesop Coordinator, Heather Goulet, at 924-2019 or hgadmin@belgradeschools.com

1. What is Aesop?
 - a. Aesop is a Leave Balance System. This means, in the very near future, Aesop will track your leave as you use it. Payroll will then pull your leave report from Aesop and that will reflect on your paycheck. Aesop will reflect the most current and up-to-date on your leave balances. No more asking, how much sick leave do I have?
2. If I don't need a substitute, why do I have to use Aesop?
 - a. Aesop has the feature of finding substitutes for employees, but that is not the purpose of Aesop. Just remember, Aesop is a leave balance system and helps keep track of your leave.
3. What is a half-day, full-day or custom absence time?
 - a. A half day is from 8:00 am to 12:00 pm.
 - b. A full day is from 8:00 am to 4:00 pm.
 - c. Custom time is for those employees that work different shift times.
4. I work three different jobs in the district. How do I put in an absence for just one of those positions? What if I'm going to be gone the whole day?
 - a. Each employee with multiple positions in the district, have multiple accounts in Aesop. Each account is associated to the different position you work.
 - b. You need to log in to each account to create the absence for that position.
 - c. If you are unsure of the log in information, contact the Aesop Coordinator.

5. I have heard that we may be moving to time clocks. Please explain this and what will it do? Why is Aesop so important if we will have a time clock?
 - a. The District will be purchasing a program called VeriTime and it will be rolled out over the summer months. VeriTime is a time clock system that will replace electronic timecards. All Classified hourly employees will use the time clock system to record their time worked.
 - b. Why does this apply to Aesop? When you clock into the VeriTime system, your hours will be reported directly into the payroll system. However, if you fail to clock in for a shift/day, this is where Aesop takes over. If you have put in for vacation or sick leave, VeriTime will pull that from Aesop and you will get paid for the day you were gone. If the time was not put into Aesop and you did not clock in, you will not be paid for that day. You will be paid for any missed time/errors on the next month's payroll cycle. In many ways, Aesop and VeriTime will drive payroll and the payroll office will no longer be catching "errors" or following up on discrepancies.
6. I tried to cancel my absence and the system won't let me. What do I do?
 - a. Aesop is setup to allow cancellations of absences up to a half hour after the start of the shift.
 - i. What can you do? Send an email to the Aesop Coordinator, Heather Goulet @ hgadmin@belgradeschools.com or contact your Building Secretary. Both positions have the ability to cancel the absence for you.
7. I tried to make a change to my absence and the system won't let me. Why does this happen and what should I do?
 - a. Once an absence has been approved, changes cannot be made to the absence by the employee. Contact the Building Secretary or the Aesop Coordinator to make the changes to the absence.

8. How does the approval process work?
 - a. When an absence is created in Aesop, an email is sent directly to the Building Principal/Supervisor/Administrator. Once this is approved/denied, you will receive an email back stating the status of your request. If you don't receive an email it is a good practice to remind your supervisor you submitted a request!

9. What is the difference between Preferred Substitutes for the employee and Preferred Substitutes for the building? How do I exclude a substitute?
 - a. A substitute listed as a Preferred Substitute gets the opportunity to accept the position as soon as the absence has been created. It is a good idea to use this feature. Your preferred subs will get an email from Aesop asking them if they'd like to take the job. If you have your preferred subs numbered in order of preference the system will send email notices in the order of numbering. If you do not have them numbered, all of your preferred subs will receive an email notifying them of the absence at the same time. If none of your preferred subs accept the job from this email, the system will then continue to contact other available subs until the position is filled.
 - b. A Building Preferred Substitute is a substitute that is usually a certified teacher or it may be an applicant who prefers to work in a specific building.
 - c. An Excluded Substitute is someone who has been removed from working directly for a specific employee or removed from substituting for the building completely. To exclude a substitute from a building, an email needs to come from the Building Principal to the Aesop Coordinator. Once the email is received, and questions or concerns are clarified by the Aesop Coordinator, the substitute will be placed on the excluded list.

10. How do I select my Preferred Substitutes?
 - a. Go to account > Preferred Substitutes > Add Substitute > Select favorite substitutes > Add to Preferred Substitutes.

- b. To order by number your Preferred Substitutes, select the heart shaped symbol next to their name. The numbers will change as you select them.

- 11. I left a couple hours early on Friday because I wasn't feeling well. Do I still have to put it in Aesop?
 - a. Yes, recording your leave into the Aesop system is mandatory! Any time you are absent from your shift, you are required to record your absence into Aesop.

- 12. What is the difference between create absence and create absence/assign sub?
 - a. If you have spoken to a substitute directly and have confirmed they can do the assignment, you can click create absence and assign sub.
 - b. If you have not spoken directly to anyone and just need the system to find a sub, or if you don't need a sub, just click create absence.