LAKE MILLS AREA SCHOOL DISTRICT
-- Guide for Requesting Time Off and Substitutes --

This is a step-by-step guide to requesting Time Off through Employee Access and to requesting a sub if a sub is needed.

I. GENERAL OVERVIEW.

A. EMPLOYEE ACCESS.

All Lake Mills Area School District (“LMASD”) employees’ time off MUST be recorded through Employee Access. Employee Access is the official time off record keeping system that LMASD uses. Employees are to record their time off in Employee Access for the amount of time they are requesting off. The time off that is requested in Employee Access should be recorded as either 2, 4, 6 or 8 hours and should reflect what the employee expects to be deducted from their time off allocation. Teachers, Regular Ed Paraprofessionals, Special Ed Paraprofessionals, Administrative Assistant, and Secretary staff who require a Sub to be hired during their absence will select “Sub Needed” when in Employee Access and will be prompted to record their absence in Aesop, as well. Food Service, Transportation, and Buildings and Grounds will only record their time off in Employee Access.

B. SUBSTITUTE REQUESTS.

Food Service, Transportation, and Buildings and Grounds must directly contact their supervisors who will arrange a sub.

Teachers, Regular Ed Paraprofessionals, Special Ed Paraprofessionals, Administrative Assistant, and Secretary staff who require a Sub will record their sub requests in Aesop which will advertise these sub requests. If these staff do not need a sub, do not enter Aesop.
C. AESOP.

Only Teachers, Regular Ed Paraprofessionals, Special Ed Paraprofessionals, Administrative Assistant, and Secretary staff who require a Sub to be hired during an absence need to enter Aesop. Aesop is the electronic sub calling and substitute tracking system that LMASD uses for these staff. When entering your absence information into Aesop, enter the start and end times of your absence. Use the “Notes to Substitute” section to make a sub aware of your class schedule and any other applicable notes. If you have additional duties that a Sub will be required to execute such as morning or after school supervision, please use this section to make sure the Sub is aware of these duties, as well.

D. QUESTIONS.

If you have questions regarding your time off allocations, and/or Employee Access use, or Login information, please contact the District Payroll and Benefits Coordinator. If you have questions regarding Aesop, please contact the LMASD Substitute Coordinator.

II. EMPLOYEE ACCESS.

This section outlines the steps for ALL staff to request Time Off.

STEP 1—SELECT EMPLOYEE ACCESS.

From the LMASD Staff page, click “Employee Access.”
STEP 2—SIGN IN TO EMPLOYEE ACCESS.

Enter your Login ID and Password (if assistance is needed with your Login, please contact the District Payroll and Benefits Coordinator). Click “Sign In” button.

STEP 3—SELECT “TIME OFF.”

Select “Time Off”
STEP 4—SELECT “MY REQUESTS.”

STEP 5 — ADD A REQUEST.

<< Continue to Next Step >>
STEP 6 — SELECT THE TIME OFF CODE.

Click the “Time Off Code” down arrow to bring up a list of available leave types. Scroll down to the type of leave you need.

STEP 7 — SELECT THE TIME OFF REASON.

Click the “Reason” down arrow to bring up a list of available leave reasons and scroll to the reason that you need.
STEP 8 — TYPE A REASON FOR YOUR ABSENCE IN THE DESCRIPTION BOX.

STEP 9 — ENTER “SINGLE DAY” OR “DATE RANGE” IF MORE THEN ONE DAY.
STEP 10— ENTER START DATE, NUMBER OF DAYS ABSENT, AND START TIME OF YOUR ABSENCE.

**NOTE:** Absences can only be recorded in 2 hour increments.

<< Continue to Next Step >>
STEP 11— SAVE YOUR ABSENCE REQUEST.

A. FOOD SERVICE, TRANSPORTATION, BUILDINGS AND GROUNDS . . .

CLICK “SAVE” BUTTON.

Your supervisor will receive an email that he/she has a request to approve for you. For a scheduled absence, the time off request must be approved before you are absent.

B. TEACHERS, REGULAR ED PARAPROFESSIONALS, SPECIAL ED PARAPROFESSIONALS AND ADMINISTRATIVE ASSISTANT STAFF . . .

Under either of the following situations, your supervisor will receive an email that he/she has a request to approve for you. For a scheduled absence, the time off request must be approved before you are absent.
1. IF A SUB IS NEEDED FOR YOUR ABSENCE, CHECK THE BOX NEXT TO SUB NEEDED AND THEN CLICK “SAVE” BUTTON.

**NOTE:** By selecting “Sub Needed” when in Employee Access, you will be routed to AESOP after you click on save. You MUST also enter your absence in AESOP in order to make a sub request.

2. IF A SUB IS NOT NEEDED FOR YOUR ABSENCE, CLICK “SAVE” BUTTON, ONLY.
III. AESOP.

This section applies only to Teachers, Regular Ed Paraprofessionals, Special Ed Paraprofessionals, Administrative Assistant, and Secretary staff who require a sub via Aesop. All other staff requiring a sub should follow the procedures addressed above. Any questions not addressed in this guide can be directed to the District Sub Coordinator.

REMEMBER . . .

You should only login to Aesop if your Time Off request is in Employee Access

AND . . .

If your Time Off request is denied, cancelled, etc., YOU MUST remember to cancel your Aesop request.

A. SIGN INTO AESOP.

STEP 1 — SIGN IN.

If you checked the box “Sub Needed” in Employee Access and you clicked on “Save,” you will be routed to Aesop. (Note: You can also access the Aesop login page from the staff webpage by selecting the “Aesop” link.) Enter your Login ID and Password. Click “Sign In” button. Forget your login information, click “Pin Reminder.”
Enter Login ID and PIN, Click “Sign In”

FORGET?
Click “I forgot my ‘ID or username’” OR “PIN or password”
STEP 2 — FORGOTTEN LOGIN INFORMATION.

After selecting “I forgot my ID” on login screen, enter your school email address and select “Email Username.” OR, after selecting “I forgot my PIN” on login screen, enter your ID and select “continue.” For either option . . . Check your school email!

Forgot ID, enter email address

Click “Email Username” or “Continue” and Check your Email

Forgot PIN, enter ID number
B. CREATE YOUR ABSENCE/ SUB REQUEST.

STEP 1 — SELECT “ABSENCES” TAB.

STEP 2 — SELECT “CREATE ABSENCE” from the drop down menu.

<< Continue to Next Step >>
STEP 3 — SELECT THE DATE OR RANGE OF YOUR ABSENCE.

Click the absence date(s) on the calendar. (Helpful Hint: You can click on more than one day to create multi-day absences.) Your date(s) will be highlighted in blue once selected.

Note: “Substitute Required” option will always be “yes” and not changed to “no” unless you pre-arranged in house coverage with office staff. If no outside sub is needed, then you should not be in Aesop.

“Substitute Required” always “Yes” unless pre-arranged in house coverage

<<<< Continue to Next Step >>>
STEP 4 — SELECT THE REASON FOR YOUR ABSENCE.

Click the “Absence Reason” down arrow and scroll to the same reason you used in Employee Access.

Click Down Arrow and Select Absence

<< Continue to Next Step >>
STEP 5 — ENTER THE START/END TIME OF YOUR ABSENCE.

Click “Time” down arrow and scroll to the option that equals the time entered in Employee Access. The “Custom” option should only be used if your absence time does not fit the preset Aesop options.

**NOTE:** The time entry reflects your time. NOT the substitute’s time.

If you are in more than one building, make sure your absence matches your building location. If during the absence you are in more than one building, you must click the “+Add New Variation” button and complete the required information.
STEP 6 — ADD NOTES AND ATTACHMENTS.

Below the calendar is a “Notes and Attachments” section where you can leave notes that are specifically viewable by certain people.

Notes to Administrator: This is a field where you can leave notes viewable by you, the District Administrator, and your building Principal and Secretary. The sub does not see these notes.

Notes to Substitute: This is a field where you can leave notes viewable by you, the sub, the District Administrator, and your building Principal and Secretary.

File Attachments: This is a field where you can attach documents from your computer by clicking the “Choose File” button. These are viewable by you, the sub, the District Administrator, and your building Principal and Secretary.

<< Continue to Next Step >>
STEP 7 — SAVE YOUR REQUEST.

At this point, you MUST save in order to ensure that Aesop advertises your substitute request. After accurately reviewing your information, save by clicking ONE of the green “Create Absence” buttons.
If you successfully saved, a dialog box will appear showing you a confirmation number specific to that absence. Click the green “OK” button.

Click “OK”
You are brought to a screen that allows you to review the information, edit the information, delete the absence, or logout.

C. OTHER TASKS – PREFERRED SUBSTITUTES.

It is highly recommended that you create a Preferred Substitutes list. This maximizes the visibility of your sub request by initially showing your request for a period of time to only the people on your list. If you do not have a Preferred Substitutes list, your sub request will not be visible until after this period of time. You can set up a Preferred Substitutes list by doing the following:
STEP 1 — SELECT “ACCOUNT” TAB.

STEP 2 — SELECT “PREFERRED SUBSTITUTES” TAB.

<< Continue to Next Step >>
STEP 3 — SELECT ONE OF THE GREEN “ADD SUBSTITUTES” BUTTON.

STEP 4 — SELECT SUBSTITUTES.

Scroll through the list of Substitutes or search by last name. Click box next to 3 to 5 names that you wish to select. After selecting a Substitute, their name will appear in the “Selected Substitutes” column.

**Note:** Do not Select District Staff.
STEP 5 — SAVE YOUR LIST.

Select the green “Add to Preferred Substitutes” button.

You will be returned to the “Preferred Substitutes” screen. From this screen you can edit your list by adding or deleting names. To add, click green “Add Substitutes” button and follow the above steps.
OR, to remove a Substitute from your list, click the box to the right of the name(s) to be removed. This will highlight a red “Remove Selected Substitute(s)” button. To remove, select the button.

D. OTHER TASKS – DELETE EXISTING ABSENCE.

If necessary, you can delete your Aesop request.

REMEMBER . . .

If your Time Off is denied or deleted in Employee Access, you must manually delete your request in Aesop. Once you delete an absence and if there is a sub assigned already, Aesop will email the sub to let them know.
STEP 1 — ACCESS THE REQUEST.

Access existing requests in one of two ways: (1) use the calendar on your home screen by clicking the day of the scheduled absence highlighted in blue; or (2) click the “Scheduled Absences” tab to see a list of your absences.

<< Continue to Next Step >>
STEP 2 — DELETE THE REQUEST.

Select the “Delete” button to delete the absence.

This concludes the instructions for requesting Time Off and Substitutes. Thank you!