

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.

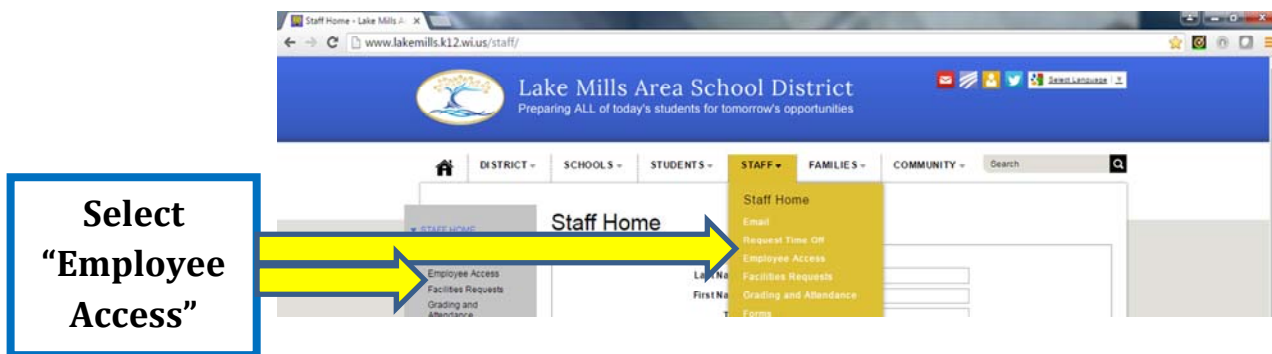
If you have questions regarding your time off allocations, and/or Employee Access use, or Login information, please contact the District Payroll and Benefits Coordinator. If you have questions regarding Aesop, please contact the LMASD Substitute Coordinator.

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.

Staff Home - Lake Mills Area School District - Login - Powered by Skyward

https://sky.lakemills.k12.wi.us/scripts/wsisa.dll/WService=wsFin/seplog01.w

SKYWARD
Lake Mills Area School District

Login ID:

Password:

[Forgot your Login/Password?](#)

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Login Area:

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STEP 3—SELECT "TIME OFF."

SKYWARD

Home Employee Information Time Off Expense Reimbursement

Employee Access

Calendar

Skyward User

Employee

Reset Dashboards Select Widgets

My Print Queue

Job Status

No items available.

Calendar Events

No calendar events available.

Recent Programs

Employee Access Home

My Requests

My Status

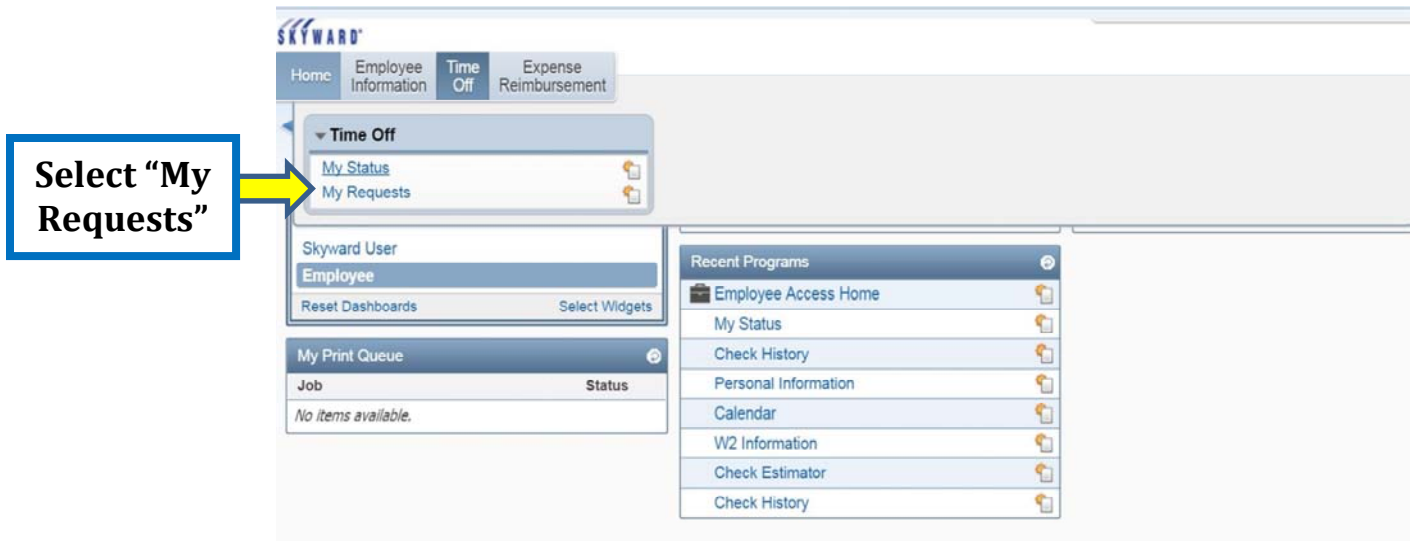
Check History

Personal Information

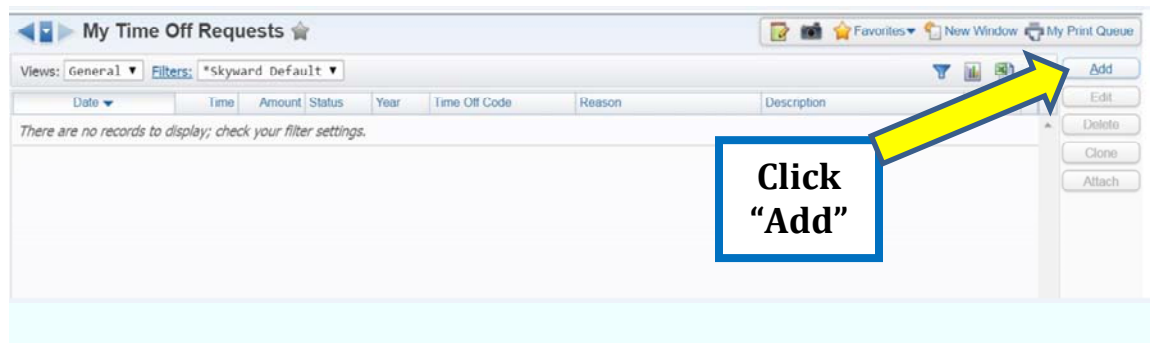
Favorites

No favorites available.

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.

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016

Days: 0.0000

Start Time: 07:45 AM

☐ Sub Needed

Select additional employees to notify when this request is approved

[Select Employee\(s\):](#)

[Save](#) [Back](#)

Click Down Arrow and Scroll to Leave Needed

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.

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016

Days: 0.0000

Start Time: 07:45 AM

☐ Sub Needed

Select additional employees to notify when this request is approved

[Select Employee\(s\):](#)

[Save](#) [Back](#)

Click Down Arrow and Scroll to Matching Reason

STEP 8 — TYPE A REASON FOR YOUR ABSENCE IN THE DESCRIPTION BOX.

The screenshot shows the 'Time Off Request' form. At the top, there is a 'Remaining Time Off' table. Below it, the 'Time Off Request' section contains several fields: 'Time Off Code' (PERSONAL DAY - Days), 'Reason' (DOCK PAY), 'Description' (a text box), 'Type' (Single Day selected), 'Start Date' (08/01/2016), 'Days' (0.0000), and 'Start Time' (07:45 AM). A yellow callout box with the text 'Enter Explanation' points to the 'Description' text box.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days Hours per Day: 8h 00m

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016 Monday

Days: 0.0000

Start Time: 07:45 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

STEP 9 — ENTER "SINGLE DAY" OR "DATE RANGE" IF MORE THEN ONE DAY.

This screenshot is identical to the one above, showing the 'Time Off Request' form. A yellow callout box with the text 'Select "Single Day" or "Date Range"' points to the 'Type' section, specifically to the 'Single Day' radio button.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days Hours per Day: 8h 00m

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016 Monday

Days: 0.0000

Start Time: 07:45 AM

☐ Sub Needed

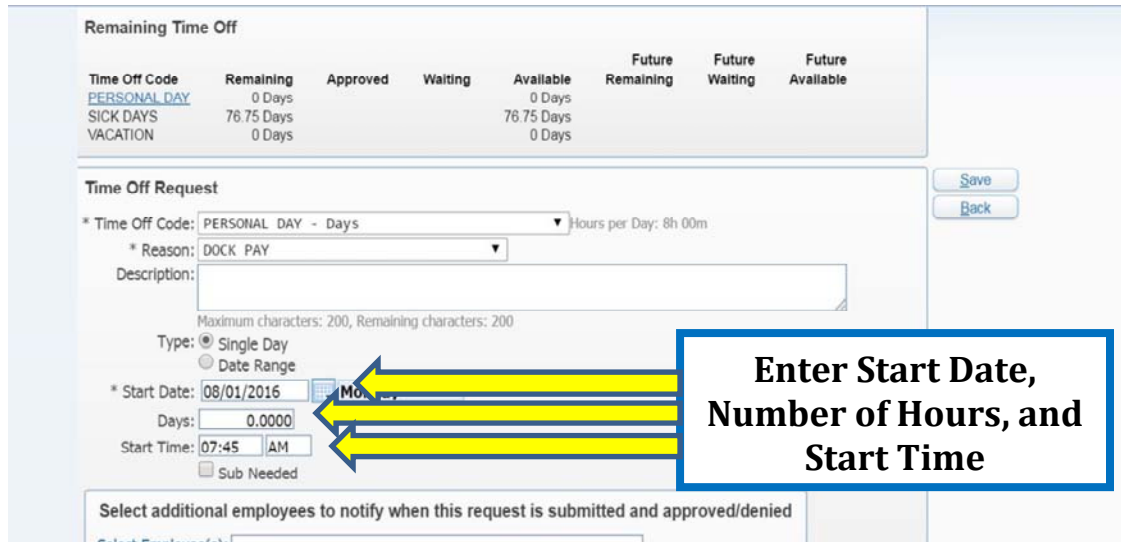
Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

STEP 10— ENTER START DATE, NUMBER OF DAYS ABSENT, AND START TIME OF YOUR ABENCE.

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



The screenshot shows the 'Time Off Request' form. At the top, there is a 'Remaining Time Off' table. Below it, the 'Time Off Request' section contains several fields: a dropdown for 'Time Off Code' (set to 'PERSONAL DAY - Days'), a dropdown for 'Reason' (set to 'DOCK PAY'), a text area for 'Description', a 'Type' section with 'Single Day' selected, a date field for 'Start Date' (08/01/2016), a 'Days' field (0.0000), and a 'Start Time' field (07:45 AM). A blue box with the text 'Enter Start Date, Number of Hours, and Start Time' has three yellow arrows pointing to the 'Start Date', 'Days', and 'Start Time' fields respectively. At the bottom, there is a field for 'Select additional employees to notify when this request is submitted and approved/denied'.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days Hours per Day: 8h 00m

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016

Days: 0.0000

Start Time: 07:45 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

Enter Start Date, Number of Hours, and Start Time

<< 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.

The screenshot shows a web interface for managing time off. At the top, there is a table titled 'Remaining Time Off' with columns for 'Time Off Code', 'Remaining', 'Approved', 'Waiting', 'Available', 'Future Remaining', 'Future Waiting', and 'Future Available'. The table lists three codes: 'PERSONAL DAY' (0 Days), 'SICK DAYS' (76.75 Days), and 'VACATION' (0 Days). Below this is the 'Time Off Request' section. It includes a dropdown for 'Time Off Code' (set to 'PERSONAL DAY'), a dropdown for 'Reason' (set to 'DOCK PAY'), a text area for 'Description', a 'Type' section with radio buttons for 'Single Day' (selected) and 'Date Range', a 'Start Date' field (set to '08/01/2016') with a calendar icon, a 'Days' field (set to '0.0000'), a 'Start Time' field (set to '07:45 AM'), and a checkbox for 'Sub Needed'. At the bottom, there is a section for 'Select additional employees to notify when this request is submitted and approved/denied' with a 'Select Employee(s):' dropdown. On the right side of the form, there are 'Save' and 'Back' buttons. A large yellow arrow points from a blue box labeled 'Click "Save"' to the 'Save' button.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days Hours per Day: 8h 00m

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016

Days: 0.0000

Start Time: 07:45 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

Click "Save"

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.

The screenshot shows the 'Time Off Request' form. At the top, there is a 'Remaining Time Off' table. Below it, the 'Time Off Request' section contains several fields: 'Time Off Code' (PERSONAL DAY - Days), 'Reason' (DOCK PAY), 'Description' (empty), 'Type' (Single Day selected), 'Start Date' (08/01/2016), 'Days' (0.0000), 'Start Time' (07:45 AM), and a 'Sub Needed' checkbox which is checked. A yellow arrow points from a blue box with the text 'Sub Needed? Check the Box AND THEN Click "Save"' to the 'Sub Needed' checkbox. Another yellow arrow points from the 'Save' button to the same blue box. The 'Save' and 'Back' buttons are located on the right side of the form.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days Hours per Day: 8h 00m

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016 Monday

Days: 0.0000

Start Time: 07:45 AM

☒ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

Sub Needed? Check the Box AND THEN Click "Save"

2. IF A SUB **IS NOT** NEEDED FOR YOUR ABSENCE, CLICK "SAVE" BUTTON, ONLY.

This screenshot is identical to the one above, but the 'Sub Needed' checkbox is unchecked. A yellow arrow points from a blue box with the text 'Click "Save"' to the 'Save' button. The 'Sub Needed' checkbox is now unchecked.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
PERSONAL DAY	0 Days			0 Days			
SICK DAYS	76.75 Days			76.75 Days			
VACATION	0 Days			0 Days			

Time Off Request

* Time Off Code: PERSONAL DAY - Days Hours per Day: 8h 00m

* Reason: DOCK PAY

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/01/2016 Monday

Days: 0.0000

Start Time: 07:45 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

Click "Save"

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 . . .

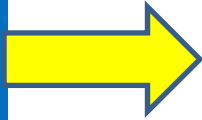
If your Time Off request is denied, cancelled, etc., **YOU MUST** remember to cancel your Aesop request.

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"**

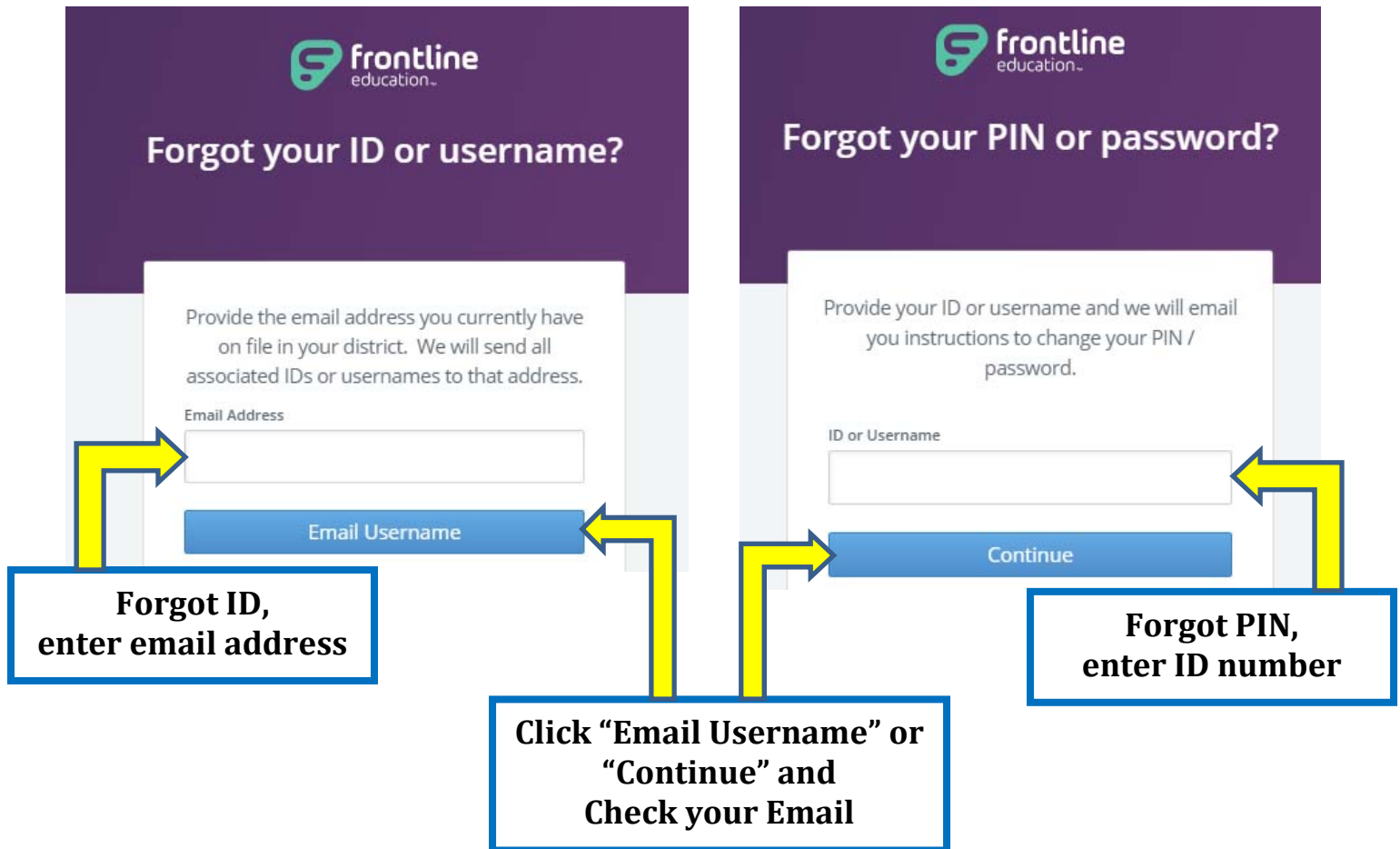


**FORGET?
Click "I forgot my 'ID
or username'" OR
"PIN or password"**



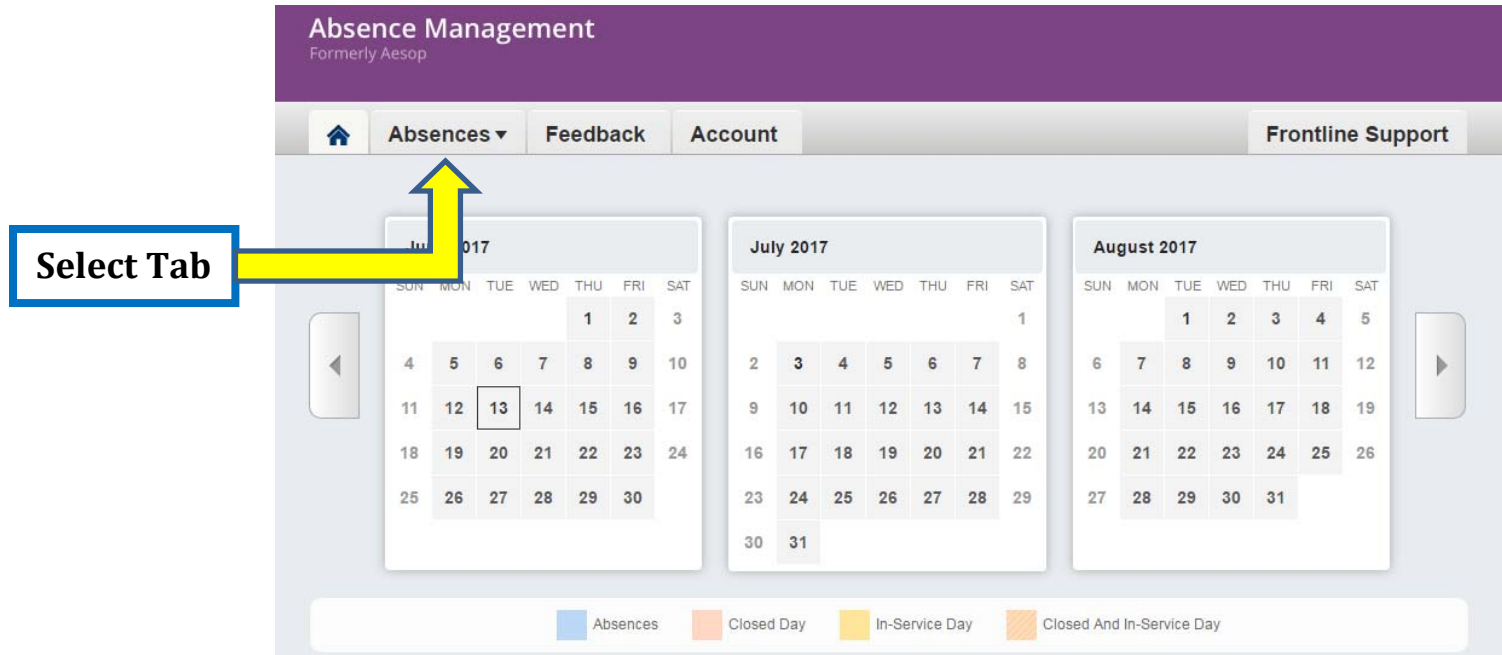
STEP 2 — FORGOTTEN LOGIN INFORMATION.

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!



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.

Absence Management
Formerly Aesop

Home Absences Feedback Account Frontline Support

Create Absence

Absence

☒ Create Absence

Please select a date at Lake Mills High School

June 2017

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

School Lake Mills High School

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH-MM AM format.
07:45 AM to 03:15 PM

Substitute Required ☒ Yes

ABSENCE SUMMARY

No Dates Selected
Lake Mills High School
7:45 AM - 3:15 PM

<< 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.

Absence Management
Formerly Aesop

Home Absences Feedback Account Frontline Support

Create Absence

Absence

✓ Create Absence Cancel

Please select a date at Lake Mills High School

June 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

School Lake Mills High School

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
07:45 AM to 03:15 PM

NEXT STEPS
Status: Unfilled

SUBSTITUTE SUMMARY
Substitute Required
Yes No

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.

The screenshot shows the 'Absence Management' web application. At the top is a purple header with the text 'Absence Management' and 'Formerly Aesop'. Below this is a navigation bar with links for 'Home', 'Absences', 'Feedback', 'Account', and 'Frontline Support'. The main section is titled 'Create Absence'. It features a calendar for June 2017 on the left, with the 13th highlighted. To the right of the calendar are fields for 'School' (set to 'Lake Mills High School'), 'Absence Reason' (a dropdown menu), and 'Time' (a dropdown menu currently set to 'Full Day', with a time range of '07:45 AM to 03:15 PM' shown below it). A yellow arrow points to the 'Time' dropdown menu with the text 'Click Down Arrow and Select YOUR Absence Time'. Another yellow arrow points to the '+ Add New Variation' button at the bottom left with the text 'Multiple Buildings? Select "+Add New Variation"'. On the right side, there is a 'Summary' section with a 'Substitute Required' checkbox and a list of dates and times: 'No Dates Selected', 'Lake Mills High School 7:45 AM - 3:15 PM', and 'No Reason Selected'.

<< Continue to Next Step >>

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.

25 26 27 28 29 30 1

+ Add New Variation

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

File Attachments

Uploaded Files

DRAG AND DROP FILES HERE

Choose File No file chosen

✓ Create Absence Cancel

No Dates Selected
Lake Mills High School
7:45 AM - 3:15 PM
No Reason Selected

Notes to Administrator

Notes to Substitute

Click to Attach Files

<< 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.

The screenshot shows the 'Absence Management' web interface. At the top is a purple header with the text 'Absence Management' and 'Formerly Aesop'. Below the header is a navigation bar with links: Home, Absences (with a dropdown arrow), Feedback, Account, and Frontline Support. The main content area is titled 'Create Absence'. It features a tab labeled 'Absence' and a green button with a checkmark and the text 'Create Absence', next to a 'Cancel' button. Below this is a section titled 'Please select a date at Lake Mills High School'. On the left is a calendar for June 2017, with the 13th highlighted. To the right of the calendar are form fields: 'School' (a dropdown menu showing 'Lake Mills High School'), 'Absence Reason' (a dropdown menu showing 'Select One'), and 'Time' (a dropdown menu showing 'Full Day' and a text input for a time range from '07:45 AM' to '03:15 PM'). On the far right is a sidebar with sections: 'NEXT STEPS' (Status: Unfilled), 'ABSENCE SUMMARY', and 'Substitute Required' (with a green 'Yes' button).

Click “Create Absence” to have Aesop find a Sub

<< Continue to Next Page >>

If you successfully saved, a dialog box will appear showing you a confirmation number specific to that absence. Click the green “OK” button.

The screenshot displays the 'Absence' management interface. At the top, there's a tab labeled 'Absence' and a button 'Edit Absence'. Below this, a section titled 'June 14 at Lake Mills Middle School' shows a calendar for June 2017 with the 14th highlighted. To the right of the calendar, fields for 'School' (Lake Mills Middle School), 'Absence Reason' (Sick), and 'Time' (Full Day, 07:45 AM to 03:15 PM) are visible. Further right, a 'NEXT STEPS' section indicates 'Status: No Substitute Required'. Below this, an 'ABSENCE SUMMARY' section shows 'Substitute Required: No' and details for 'Wednesday, June 14, 2017' at 'Lake Mills Middle School' from '7:45 AM - 3:15 PM' with the reason 'Sick'. At the bottom left, there are sections for 'Notes & Attachments', 'Notes to Administrator', and 'File Attachments'. A confirmation dialog box is overlaid in the center, titled 'Confirmation', with the message 'Your Confirmation Number is 262306014'. A green 'Ok' button with a checkmark is at the bottom right of the dialog. A yellow arrow points from a blue box labeled 'Click "OK"' to the 'Ok' button.

June 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Confirmation

Your Confirmation Number is 262306014

✓ Ok

Click "OK"

<< Continue to Next Page >>

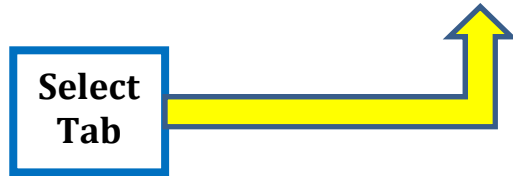
You are brought to a screen that allows you to review the information, edit the information, delete the absence, or logout.

The screenshot shows the 'Absence Management' web application. At the top, a purple header bar contains the user name 'Donald Duck', a 'Notifications' icon, and links for 'Questions?' and 'Logout'. Below this is a navigation bar with 'Absences', 'Feedback', and 'Account'. The main content area displays 'View Absence # 262307570 - Duck, Donald' for 'June 28'. It includes a calendar for June 2017, a table of absence details (School: Lake Mills Middle School, Reason: Sick, Time: Full Day), and sections for 'Notes & Attachments' and 'ABSENCE SUMMARY'. Annotations with yellow arrows point to specific actions: a blue box labeled 'Edit' points to the 'Edit Absence' button at the top left; a blue box labeled 'Logout' points to the 'Logout' link in the top right; and a blue box labeled 'Delete' points to the 'Delete' button at the bottom right.

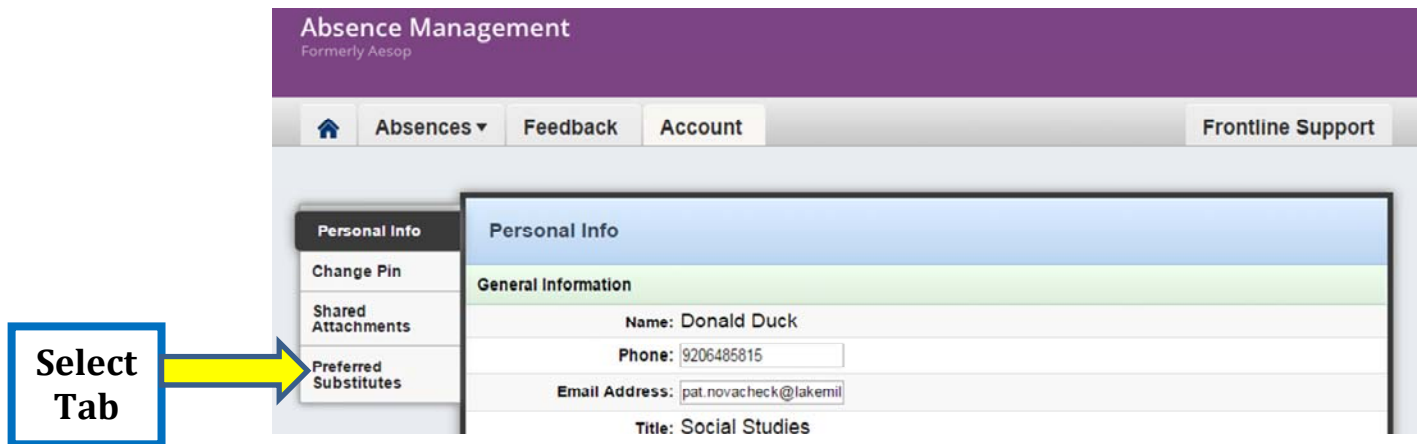
C. OTHER TASKS – PREFERRED SUBSTITUTES.

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.

Absence Management
Formerly Aesop

Home Absences Feedback Account Frontline Support

Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

Order	Name	Select
<input type="checkbox"/>	Novacheck, Pat ★★★★★	<input checked="" type="checkbox"/> Add Substitute(s)

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.

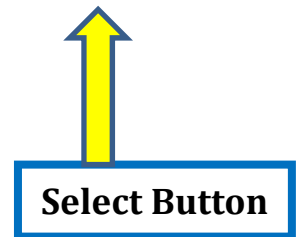
****Note:** Do not Select District Staff.

Click Box to Select Name

Selected Sub List

STEP 5 — SAVE YOUR LIST.

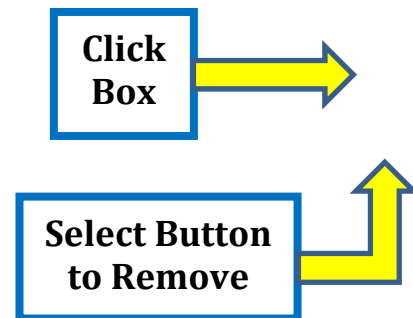
Select the green “Add to Preferred Substitutes” button.



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.

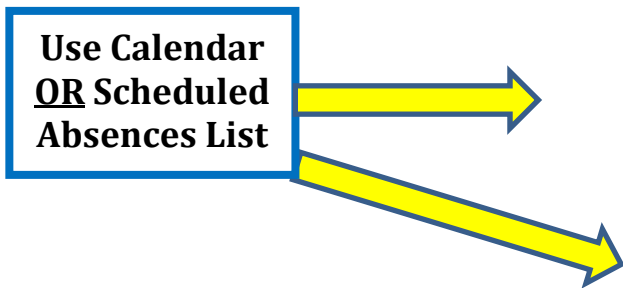
If necessary, you can delete your Aesop request.

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.

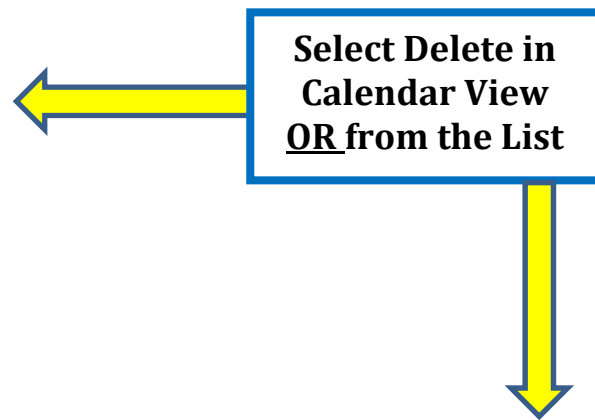
Access existing requests in one of two ways: (1) use the calendar on your home screen by clicking the day of the scheduled absence highlighted in blue; or (2) click the "Scheduled Absences" tab to see a list of your absences.



<< 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!