

# 1. Time Absent

- a. Sub Time does not have to be the same as Time Absent. Employees or Campus Users (*Secretaries, Principals, Directors are AESOP Campus Users*) may edit the Sub Report Time by clicking the link icon.

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. Below this is a calendar for October 2016. The main form area is divided into several sections: 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu), 'Time' (with a 'Full Day' dropdown and a time range of 07:40 AM to 03:40 PM), and 'Substitute Report Time' (also with a 'Full Day' dropdown and a time range of 07:40 AM to 03:40 PM). A red box highlights the 'Substitute Report Time' field, and a red arrow points to a link icon in the 'Time' field. There are also sections for 'Notes to Administrator' and 'Notes to Substitute', and a 'File Attachments' section on the right.

- b. To reconcile ~~past~~ absences, always click Edit Details to verify Time Absent values.

The screenshot shows a single absence entry. At the top, it says 'Absence SA [redacted] Day (7:00 AM-4:00 PM)'. Below this, there are buttons for 'Edit Details' and 'Reconcile'. The 'Edit Details' button is highlighted with a red arrow. The form displays the following information: 'Confirmation #: 220220325', 'Employee Type: 190 Teacher', 'Title: TEACHER-CTAE/BUSI & COMPU SCIE', 'Location: Rutland High School', 'Report Times: (7:00 AM-4:00 PM)', 'Substitute: LINDA HALL [redacted]', and 'Absence Reason: SICK > Personal Leave'. There is also a 'Save' button at the bottom right.

# 2. Campus User's Past Absences Entry/Edit Cutoff Time:

- a. Payroll will continue to send notifications about absence entry deadline. After pay period cutoff time, campus users will notify Payroll about absence errors and adjustments.
- b. Campus Users can edit past absences in Aesop before the Payroll deadline.
- c. Employees can create absences within 15 hours from the absence start time. Please remind employees that AESOP absence time entry should not replace the school absence reporting protocol; e.g. Teachers should always notify Principals of their absences.
- d. School Staff can delete/update absences 2 hours before the absence start time; Central Office Staff can delete/update absences 15 hours after the absence start time.