



Campus User Guide



Tehama County Department of Education
Students • Schools • Districts • Community

What is Aesop?

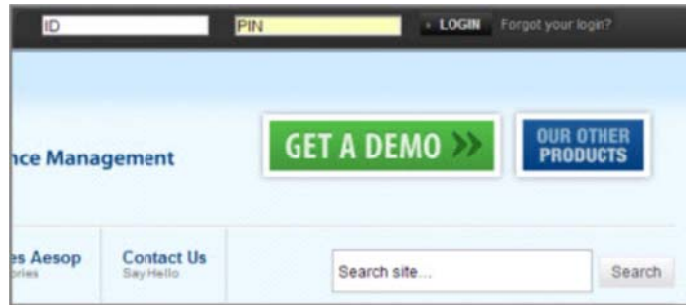
Aesop is an online absence reporting system. It replaces our **Absence From Duty** paper form. It is for recording and tracking of absences only.

Aesop is also a valuable substitute calling system for those departments that need it.

Log on to Aesop

Address: www.FrontlineK12.com/Aesop

At the top right, you will see the area to log in. Use the ID and PIN provided to you in your welcome letter.



If you forget your PIN, simply click on the "**Forgot your login?**" where you can have your PIN reminder sent to the email address we have on file (TCDE email address).

Home Page

At the very top of your home page, you will see two links.



Home – click here from anywhere in the site will bring you back to the home page.

Logout – click here to immediately end your session.

Interactive Calendar

The interactive calendar will show you the closed and service days for TCDE. **Closed days** are pink and **in service days** are yellow. You can navigate back and forth in this calendar using the white arrows.



Main Menu

The main menu contains a list of links on the left side of the page. These links will take you anywhere you need to go. They are broken down into different sections.



Absence/Vacancy – allows you to create absences for your department. You will be able to approve, reconcile, and edit absences from here. *You can also create your own absences using this link.*

Preference List – only used for departments using substitutes.

Reports – access numerous reports that contain a variety of absence data.

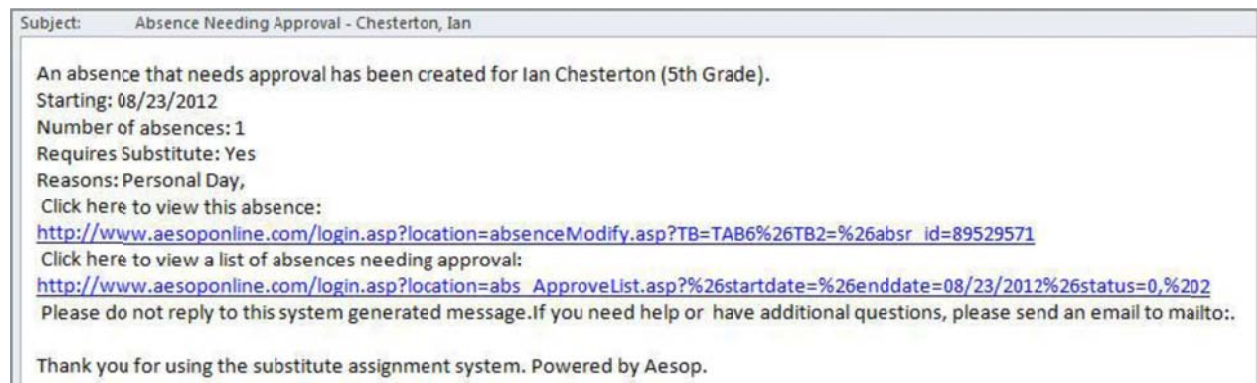
Misc – change your PIN and access all of the training and resource materials.

Absence Approval

As the Campus User, you have the responsibility of approving absences for your department.

Approval of absences is required for all planned (in advance) leaves. Approval is not needed for sick leave.

When an absence requiring your approval is created, you will receive an email notification:



To approve or deny this request, simply click on the first link. You will be directed to Aesop log in screen. Log in to the system.

CONF#: 89529571
Employee: Ian Chesterton
School: Walker Middle School
Created On: 8/17/2012 2:10:40 PM
Last Update: 8/17/2012 2:12:03 PM
Status: UnFilled
Reconciled: No
Substitute Required: Yes
Employee Hours Per Day: 8

Approval Status: Unapproved
Approvals Received: 0
Last Approval Action:
Approvers: [View List](#)
Approval Comments: [Show/Hide Comments](#)

If you click on the second link, once you log in, it will bring you to a current list of pending absence requests.

Approve/Deny Absences

Start Date: 08/17/2012 **End Date:** 09/16/2012

Unapproved Partially Approved Approved Denied

| <input type="checkbox"/> | CONF# | Employee | Start | End | Length | Absence Reason | Filled | Status | Approvals Received | Notes |
|-------------------------------------|--------------------------|-----------------|------------|------------|--------|----------------|--------|------------|--------------------|-------|
| <input checked="" type="checkbox"/> | 89530133 | Chesterton, Ian | 08/24/2012 | 08/24/2012 | 1 Day | Personal Day | No | Unapproved | 0 | |
| <input checked="" type="checkbox"/> | 89530167 | Massoud, Paul | 08/28/2012 | 08/28/2012 | 1 Day | Personal Day | No | Unapproved | 0 | |
| <input checked="" type="checkbox"/> | 89530199 | Provov, Lori | 09/03/2012 | 09/03/2012 | 1 Day | Personal Day | No | Unapproved | 0 | |

From here you can access each absence to view for approval or denial.

From the home page you can also view a list of absences that need to be approved by you by clicking on the **Approve Absences** link.

- Absence/Vacancy**
- ▶ [Create Absence](#)
- ▶ [Create Vacancy](#)
- ▶ [Modify Absence/Vacancy](#)
- ▶ [Approve Absences](#) ←
- ▶ [Reconcile Absences/Vacancies](#)
- ▶ [Absence/Vacancy Files](#)

Reconciling Absences

Absences need to be reconciled in Aesop to ensure the absences are checked for accuracy before the information is transferred to Payroll.

Absences cannot be edited by you or the employee once they have occurred. As a result, we strongly recommend reconciling on a daily basis.

If a past absence needs to be changed, added, or deleted, a form (attached) needs to be filled out and processed through HRS.

To start the process, click the **Reconcile Absences** link.



At the top of the page you will be able to submit the date range that you want to see.



A screenshot of the 'Reconcile Absences' form. It includes a 'Select a date range:' section with 'From:' and 'To:' date pickers (08/22/2012 and 08/29/2012), a 'Filled:' dropdown menu (Both), and a 'Submit' button.

Once you submit your date range you will see a list of dates with columns of Reconciled and Not Reconciled absences. At the end of each row will be a button to **Reconcile All** or **Unreconcile All**. If you have already checked the absences for the date simply click the **Reconcile All** button.

| Absences/Vacancies from 8/20/2012 - 8/24/2012 | | | | |
|---|-----------------------|-------------------|-------------------|-----------------|
| Date | Total Absence/Vacancy | Reconciled | Not Reconciled | |
| 8/20/2012 | 1 | 1 | 0 | Unreconcile All |
| 8/21/2012 | 1 | 1 | 0 | Unreconcile All |
| 8/22/2012 | 1 | 0 | 1 | Reconcile All |
| 8/23/2012 | 2 | 0 | 2 | Reconcile All |
| 8/24/2012 | 1 | 0 | 1 | Reconcile All |

You will notice that the numbers in the columns are hyperlinks. You can click on a number to be taken to the absence details. From this page you can make changes to the absences before reconciling.

To reconcile, click the **Rec** circle and click **Apply Changes**. Click on the **No Action** circle to take no action on that specific absence. Click the **Edit** hyperlink to be taken to the absence modify page for that absence.

Click on the RECONCILE or NO ACTION hyperlink to select the entire column.

| Employee | Substitute | Details | Status | Rec | No Action | Edit |
|--|------------|--|----------------|----------------------------------|-----------------------|----------------------|
| Chesterton, Ian 89529571 Type: Teacher Title: 5th Grade Conf 89529571 | | Absence Reason: Personal Day Budget Code: Budget Code 2 Accounting Code: (AG) - AG 4 | Not Reconciled | <input checked="" type="radio"/> | <input type="radio"/> | Edit |
| Jackson, Jon 89910786 Type: Teacher Title: Math Teacher Conf 89910786 | | Absence Reason: Illness > Family Illness Budget Code: Budget Code 2 Accounting Code: (AG) - AG 1 | Not Reconciled | <input checked="" type="radio"/> | <input type="radio"/> | Edit |

→

Reports

There are a number of reports that you will have access to in Aesop. You can find these reports listed under the Reports header on your menu. You will only be able to see reports that are visible for TCDE.

- Reports**

 - ▶ [Daily Report](#)
 - ▶ [Unfilled Absences](#)
 - ▶ [Day Of Week Absence Analysis](#)
 - ▶ [Absence Monthly Summary](#)
 - ▶ [Absentee Report](#)
 - ▶ [Absence Approval Status](#)
 - ▶ [Substitute History By Date](#)
 - ▶ [Absence Call History](#)
 - ▶ [Substitute Availability](#)
 - ▶ [Substitute Sign In](#)
 - ▶ [Excluded Substitute Report](#)
 - ▶ [Employee Register Report](#)
 - ▶ [Voice Recording Instructions](#)
 - ▶ [Absence Feedback](#)
 - ▶ [Absence Interactive](#)

Daily Report

This is the most widely used report within Aesop. The Daily Report lists all absence information for a specific day's absences. The report lists all absence categories and has a number of filters to choose from at the top of the page.

Walker Middle School Daily Report

Run Date: 09/03/2012 <<< Today >>> School(s): Walker Middle School

Employee Types : View All Type: Absences/Vacancies Order By: School Employee

Name

Display Options: Show All Choose Sections
 UnFilled Filled Substitute Not Needed

Monday, September 03, 2012

[Watch training video about absence/vacancy log](#)

Filled

| Name | Title | Emp Start/End Sub Start/End | Emp Duration Sub Duration | Reason | Replaced by | Phone | More Days | Time Recorded | CONF# |
|------------------------------|-------|--|------------------------------|--------------|-------------|----------------|-----------|----------------------|--------------------------|
| School: Walker Middle School | | | | | | | | | |
| Teacher | | | | | | | | | |
| Provov, Lori | | 8:00 AM - 3:00 PM 8:00 AM - 3:00 PM | Full Day Full Day | Personal Day | Baker, Tom | (555) 555-1138 | --- | 8/17/2012 2:27 PM | 89530199 |

Absentee Report

The same information as the Daily Report except for here you have a date range. If you run the report for your department, maximum range is 92 days. If you run the report for an individual employee, the maximum range is 365 days.

[Return To Homepage](#)

Start Date: 03/01/2012 End Date: 09/05/2012 School(s): Walker Middle School

Type: Absences/Vacancies Employee: Chesterton, Ian Absence Reason:
View All Vacancy Profile: View All Vacancy Reason:
View All

Employee Types : View All Order By: Date Employee

Print with page breaks

Absentee Report

| Date | School | Name | Employee Type | Title | Absence/Vacancy Reason | Start/End | Duration | Substitute | CONF# |
|---------------------------------|----------------------|-----------------|---------------|-----------|----------------------------|-------------------|----------|-------------|--------------------------|
| 05/04/2012 | Walker Middle School | Chesterton, Ian | Teacher | 5th Grade | Illness > Personal Illness | 8:00 AM - 3:00 PM | Full Day | Baker, Tom | 87268420 |
| Total Absence/Vacancy: 1 | | | | | | | | | |
| 05/08/2012 | Walker Middle School | Chesterton, Ian | Teacher | 5th Grade | Illness > Family Illness | 8:00 AM - 3:00 PM | Full Day | Kenobi, Ben | 85516010 |

Absence Approval Status

Use this report to view the approval status of all absences within a date range. The report can be filtered by employee name as well as absence reason.

Absence Approval Status

Start Date:

End Date:

School:

Employee:

Absence Reasons:

- Bereavement > Immediate Family
- Bereavement > Non Immediate Family
- Illness > Family Illness
- Illness > Personal Illness
- Jury Duty

Statuses: Unapproved Approved Denied Partially Approved

| CONF# | Employee | Absence Start | Absence End | # Of Absence Days | Absence Reasons | Substitute | Status | Last Approver | Last Approval Action |
|--------------------------|-----------------|---------------|-------------|-------------------|-----------------|------------|------------|---------------|----------------------|
| 89529571 | Chesterton, Ian | 08/23/2012 | 08/23/2012 | 1 | Personal Day | -- | Approved | Mickey Smith | 8/17/2012 2:18 PM |
| 89530133 | Chesterton, Ian | 08/24/2012 | 08/28/2012 | 3 | Personal Day | -- | Unapproved | | |
| 89530167 | Massoud, Paul | 08/28/2012 | 08/28/2012 | 1 | Personal Day | -- | Unapproved | | |
| 89530199 | Provov, Lori | 09/03/2012 | 09/03/2012 | 1 | Personal Day | Baker, Tom | Unapproved | | |

Absence Interactive

The Absence Interactive report allows the administrator to pull information and statistics from Aesop for a large date range. This report also offers a variety of ways that the data can be grouped, and also gives the user the ability to download the detailed data to an Excel spreadsheet.

Absence Interactive Report

Date Range: Quick:

Schools:

Type:

Absence Reasons:

- Bereavement > Immediate Family
- Bereavement > Non Immediate Family
- Illness > Family Illness
- Illness > Personal Illness
- Jury Duty

Vacancy Reasons:

- Extra Sub
- Open Position
- Whooping Cough

Employee Types:

- Janitor
- Nurse
- Paraprofessional

Accounting Codes:

- 2001 2001
- 2002 2002
- AC2009

Group By:

Threshold for details:

Show Absence as percent of day?

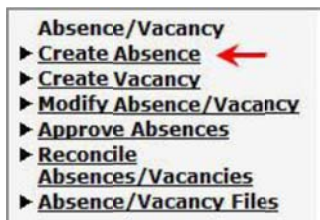
From: 9/1/2011
 To: 5/30/2012
 Grouped By: Date(Daily)
 Need Sub: Need Sub or Not Need Sub
 Filled: Filled or Unfilled

[Export to Excel](#) [Previous Page](#)

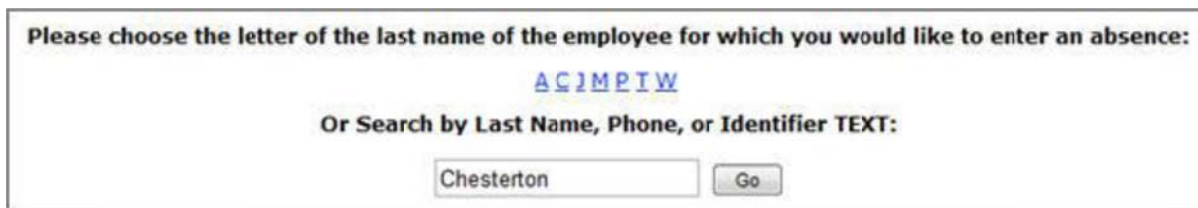
| CONF# | Title | Employee | Employee Type | Substitute | Weekday | Date | Start | End | Type | Duration | School | Absence/Vacancy Reason | Acc Code Ext ID | Acc Code Desc | Org Ext ID | Is Vacancy |
|--------------------------|-----------|-----------------|---------------|-------------------|---------|----------|-------|-------|----------|----------|----------------------|----------------------------|-----------------|---------------|------------|------------|
| 86091229 | | Canelo, Henry | Teacher | Barrowman, George | Fri | 04-27-12 | 08:00 | 15:00 | Full Day | 07:00 | Walker Middle School | Illness > Family Illness | | | | 0 |
| 87268420 | 5th Grade | Chesterton, Ian | Teacher | Baker, Tom | Fri | 05-04-12 | 08:00 | 15:00 | Full Day | 07:00 | Walker Middle School | Illness > Personal Illness | | | | 0 |

Creating an Absence

In most cases, your employees will be creating their own absences in Aesop using the phone or the internet procedures. There may be occasions where you, as the Campus User, will have to create an absence for an employee.



This will take you to a page where you can search for the employee (including yourself) you want to create an absence for.



Please choose the letter of the last name of the employee for which you would like to enter an absence:

A C I M P T W

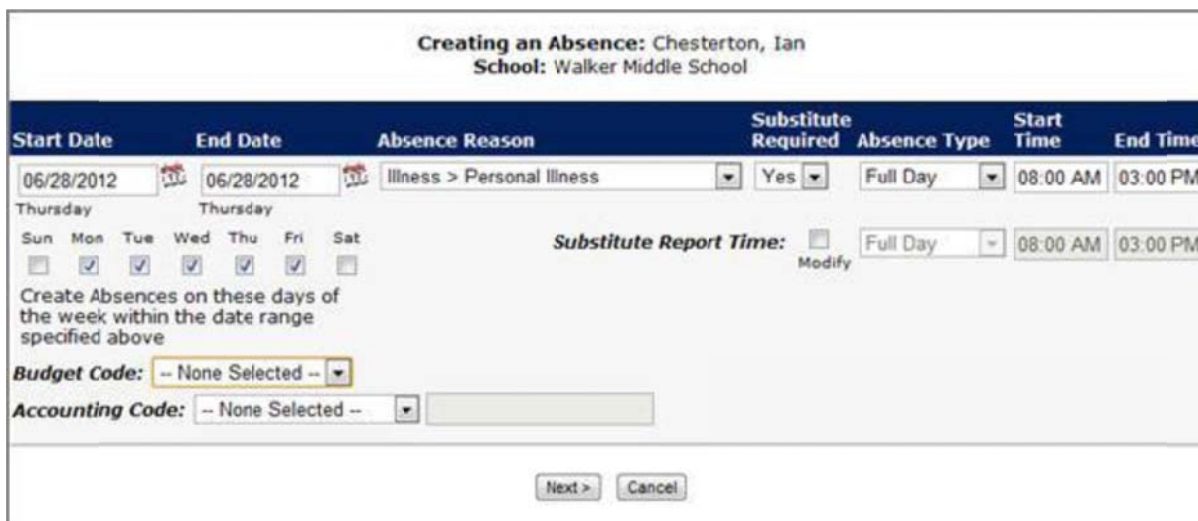
Or Search by Last Name, Phone, or Identifier TEXT:

Chesterton

Go

Once you find the employee, click on their name to be taken to the **Create Absence** screen.

Screen 1



Creating an Absence: Chesterton, Ian
School: Walker Middle School

| Start Date | End Date | Absence Reason | Substitute Required | Absence Type | Start Time | End Time |
|------------|------------|----------------------------|---------------------|--------------|------------|----------|
| 06/28/2012 | 06/28/2012 | Illness > Personal Illness | Yes | Full Day | 08:00 AM | 03:00 PM |

Thursday Thursday

Sun Mon Tue Wed Thu Fri Sat

Create Absences on these days of the week within the date range specified above

Substitute Report Time: Full Day

Budget Code: -- None Selected --

Accounting Code: -- None Selected --

Next > Cancel

1. Enter the **Start and End Date**. Use the same date if it just a one day absence.
2. Choose the **Absence Reason** from the drop down box.
3. Choose if a substitute is required (if applicable).
4. Choose the **Absence Type** (full day, half day AM/PM). You can also enter custom times.
5. Click the **Next** button.

Screen 2

You can enter **Administrator Notes** if needed (not seen by employee or sub). If a substitute is needed for the absence, you can also enter notes in that section.

Notes To Substitute:
(Maximum length is 255 characters.)
255 characters left.

Notes to Administrator (not viewable by Substitute):
(Maximum length is 255 characters.)
255 characters left.

Administrator Notes (not viewable by Substitute or Employee):
(Maximum length is 255 characters.)
255 characters left.

School Default Information
Default Start Time: 8:00 AM
Default End Time: 3:00 PM
Hours in a full day: 8 Hours
Min Absence Length: 1 Hour
Max Absence Length: 8 Hours

Save Save & Assign Cancel

Click **Save** to create the absence.

Once created, you will be taken to a summary page where you can find the assigned confirmation number.

Modify Absence Cr

CONF#: 89433583 ←

Employee: Ian Chesterton ☒

School: Walker Middle School

Created On: 8/13/2012 4:34:44 PM

Last Update: 8/13/2012 4:38:22 PM

Status: UnFilled

Reconciled: No

Substitute Required: Yes

Employee Hours Per Day: 8

| Date | Absence Reason | Absence Type |
|-----------------------|----------------------------|--------------|
| 08/14/2012 Tuesday | Illness > Personal Illness | Full Day |

Substitute Report Time: Full Day

Budget Code: --None Selected --
Accounting Code: -- None Selected --

Assigning a Substitute (Where applicable)

When creating an absence, you will have the option to assign the absence to a substitute. To do this, click the **Save & Assign** button (from screen 2 above).

Save **Save & Assign** Cancel

You can also click on **Assign Sub** button from the confirmation screen.

This will bring up a list of the qualified and available substitutes you can assign. To assign the substitute, click the **Assign** link next to the name. Aesop will assign and contact the substitute for you.

Baker, Tom ★★★★★
 Phone:(555) 555-1138
 Pay Code:Regular Sub Rate
 Call History

✓ ✓ ✓ ✓ Yes No Yes Yes [Assign](#)

You can view all substitutes, even those not qualified or available, by selecting **View All**.

View Qualified and Available
 View All ←

| Name | Skill Check |
|--|-------------|
| Baker, Dee ★★★★★ Phone:(555) 555-6394 | ✓ |

Attaching a file

Files can be attached to any absence. In the attachments area, click the **Upload New** link. Files can be Word, Excel, PDF and less than 600Kb.

Modify Absence Create a New Absence | Create another absence for this employee

CONF#: 89453710
 Employee: Ian Chesterton
 School: Walker Middle School
 Created On: 8/14/2012 2:43:54 PM
 Last Update: 8/14/2012 2:49:01 PM
 Status: UnFiled
 Reconciled: No [Reconcile](#)
 Substitute Required: Yes
 Employee Hours Per Day: 8

[Assign Sub](#) [Edit/Delete](#)

Attachments:

[Upload New](#) [Edit](#)

In the **Upload Files** dialog box, select the file to upload using the **Choose File** button and then assign a description.

Click the **Upload** button to load the file.

Upload File

| | |
|---------------------------------------|---|
| File | <input type="button" value="Choose File"/> No file chosen |
| Description | <input type="text"/> |
| <input type="button" value="Upload"/> | |

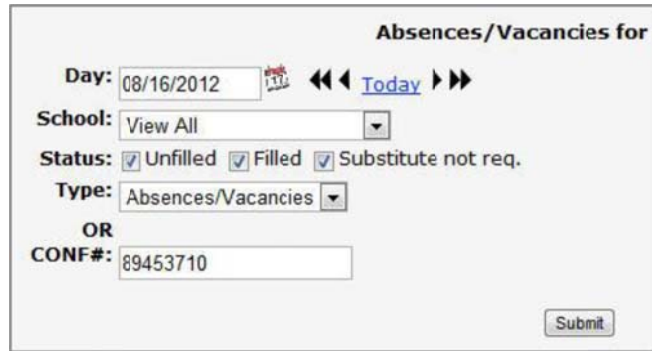
Modify an Absence

Once an absence has been created, you can edit details of the absence or even the delete the absence completely. You are able to do this as long as the event has not occurred.


To modify an existing absence click **Modify Absence/Vacancy** link on the home page.


- Absence/Vacancy**
- ▶ [Create Absence](#)
- ▶ [Create Vacancy](#)
- ▶ [Modify Absence/Vacancy](#) ←
- ▶ [Approve Absences](#)
- ▶ [Reconcile Absences/Vacancies](#)
- ▶ [Absence/Vacancy Files](#)

This will open a page where you can search for an absence. Once you've selected your choices, click the Submit button to search.




Absences/Vacancies for

Day: 08/16/2012  << Today >>

School: View All 

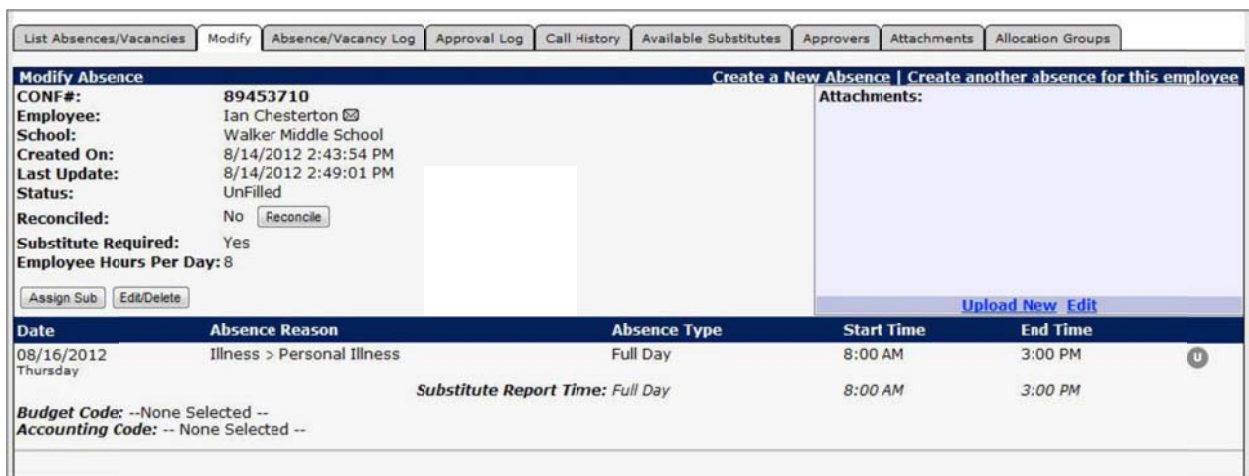
Status: Unfilled Filled Substitute not req.

Type: Absences/Vacancies 

OR

CONF#: 89453710


Aesop will give you a list of matching absences or take you straight to the absence if there was only one match. Click the confirmation number of the absence you want to edit in the list of matches. This takes you to the Modify page.



List Absences/Vacancies | **Modify** | Absence/Vacancy Log | Approval Log | Call History | Available Substitutes | Approvers | Attachments | Allocation Groups

Modify Absence Create a New Absence | Create another absence for this employee

CONF#: 89453710

Employee: Ian Chesterton 

School: Walker Middle School

Created On: 8/14/2012 2:43:54 PM

Last Update: 8/14/2012 2:49:01 PM


Status: UnFilled

Reconciled: No

Substitute Required: Yes

Employee Hours Per Day: 8

Attachments:

| Date | Absence Reason | Absence Type | Start Time | End Time | |
|---|----------------------------|--------------|------------|----------|--|
| 08/16/2012 Thursday | Illness > Personal Illness | Full Day | 8:00 AM | 3:00 PM |  |
| <i>Substitute Report Time: Full Day</i> | | | 8:00 AM | 3:00 PM | |

Budget Code: --None Selected --
Accounting Code: -- None Selected --

On the modify page you will see a few buttons like **Reconcile**, **Assign Sub**, and **Edit/Delete**.

[Change your PIN](#)

You have been given a user name and PIN in your Aesop welcome letter. Your PIN can be changed. To change your PIN, click on the **Change PIN** under the **Misc** section of the home page.

Enter your current PIN.

Enter your new PIN.

Confirm your new PIN.

Click **Apply Changes**.



Change your PIN

Current PIN

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

PIN Guidelines:

- Must be between 4 and 5 digits
- PIN must not have all consecutive digits
- Must not have 4 or more consecutive digits the same
- New PIN must be different than previous 5 PINS

[Training & Reference Materials](#)

Aesop has several resources available to you for training purposes. To view these choices, click on the **Training & Reference Materials** under the **Misc** section of the home page.

Documents

Employee Web User Guide

Substitute Web User Guide

Campus User Guide

Campus User Mobile Web Guide

Instructor Guide for Training Substitutes

Instructor Guide for Training Employees

Employee Phone Guide  Español  Français

Substitute Phone Guide  Español  Français

Videos

A Phone Call from Aesop

Campus User Web Basic Training

Campus User Video Course

Employee Basic Training

Employee Advanced Training

Substitute Training