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Absence Management System: Aesop®
Administrator Guide

Substitute Management

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Aesop Reference Guide for Administrators
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Aesop Reference Guide for Administrators

Welcome!

Kelly Educational Staffing® is pleased to present Aesop. Aesop is available through the Internet or telephone (via the Interactive Voice Response system - IVR) creating an easy-to-use system for absence management. Among several other available features, you can use the system to communicate and report on employee absences. For your convenience, the system is available 24 hours a day, 7 days a week. This guide details the functionality for both the Internet and telephone features in Aesop.

Accessing Aesop
- Internet – You can access the system via the Internet to enter absences, edit absences, and run informative reports.
- Telephone – You can access the system via telephone to enter absences.

Guide Content

In this guide you will learn how to:
- Access the system via the Internet or telephone
- Enter an absence
- Modify an absence
- View Preferred Substitutes
- View the Daily Report
- View the Day of Week Absence Analysis
- View the Absence Summary Report
- View the Absentee Report
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- Change your PIN
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- View the Timesheet Summary Report
- Manage time approvers
- Obtain assistance
- Monitor absences

Internet Feature of AESOP

A: Accessing AESOP

Step 1: Open the Kelly Educational Staffing Web site on the Internet at kellyeducationalstaffing.com.

Step 2: Click **Aesop Login**.

Step 3: Enter your ID number and PIN in the appropriate fields. **Your ID number and PIN have been provided by your Kelly Educational Staffing Office**.

Step 4: Click **Sign In.** This will log you on to Aesop and take you to the customized home page.
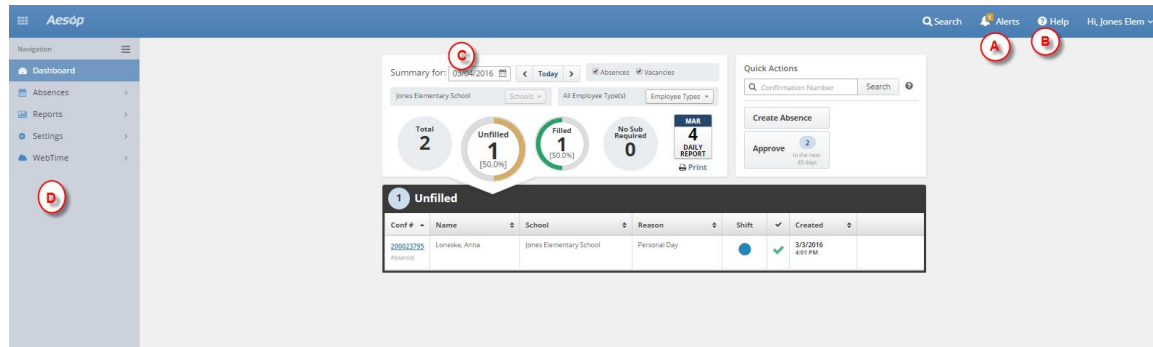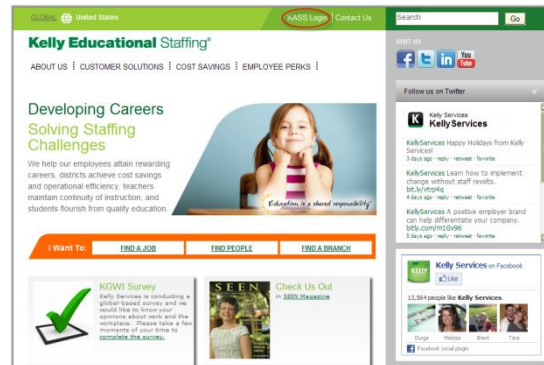
- On your home page there is an **Alerts Menu (A)**, **Help box (B)**, the **Interactive Calendar (C)**, and the absence management **Side Navigation (D)**.

- The **Alerts Menu** may contain important notes from your School District, Kelly Educational Staffing office or KAST Center.

- The **Help Box** contains information on who to contact for scheduling needs.

- The **Interactive Calendar** will display the days your school is closed. If the calendar requires updates, please contact your District Administrator or KAST Center. Scroll to another month by clicking on the right/left arrows in the upper corners of the calendar.

The **Side Navigation** shows the functions available to you, which are listed on the left side of the home page (e.g., Create Absence, Daily Report).

B: Entering an Absence

As an administrator, you can enter absences for your employees. To enter an absence, you will need the employee's name, the absence start and end dates, the reason for the absence, and the absence start and end times. The default start and end times were collected during your school district's Aesop implementation.

Step 1: Click **Create Absence** function under the **Quick Actions** box on the home page. Or click on the **Absence** side navigation tab and go to **Create Absence.**

Step 2: Select the first letter of your employee's last name, or enter the first few letters of the last name in the space provided.

Step 3: Select an employee by clicking the employee's name. Then click on **Fill Out Details.**

Step 4: Enter the absence information in the **Create Absence** screen as follows:

- **Length of Absence** – Click the calendar icon to select the start and end dates. To create an absence for multiple days, you can click your mouse over the first day and drag your mouse to the final day of the absence. If the absence is longer than five consecutive days, please contact your Kelly Educational Staffing office or KAST Center directly to record the absence. By default, the system will display the next available absence date.

- **School** – if you have district access to Aesop, select a school or all schools

- **Absence Reason** – Select the absence reason from the drop-down list.

- **Absence Type** – Select the type of absence (Full Day, Half Day AM, Half Day PM, Custom).

- **Start Time** – To customize, select the employee's absence start time.

- **End Time** – To customize, select the employee's absence end time.
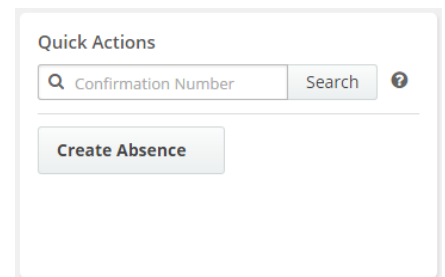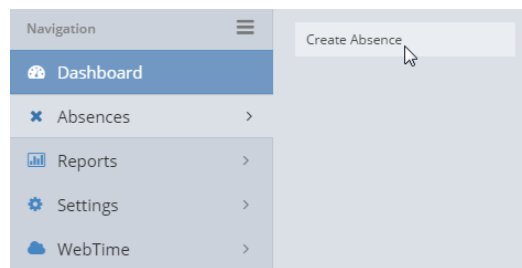
Note: If the absence begins within one hour or is past your schools absence cut off time, the system will not allow you to enter the absence. Please contact your Kelly Educational Staffing office or KAST Center to record the absence.

Step 5: You can add notes for the substitute such as the location of the lesson plan or specific classroom instructions. The notes can be read by anyone (e.g., substitutes, employees, and your Kelly Educational Staffing office) who views the absence. *In cases where permissions allow, you will be able to also see the Admin-Only Notes box as well as the Notes to Administrator box.

Step 6: *(Optional) To attach a document to the absence, click the **Choose a File** button or drag and drop files onto the box.

Step 7: Click **Review & Confirm** when all required absence information is provided.

Step 8: If all information is correct, you can click on **Create Absence** or **Create Absence and Assign Sub.**

Note: Documents attached to an absence can be in doc, docx, pdf, xls, or xlsx format and no larger than 600KB. An absence can have more than one attachment linked to it. An attachment will be deleted from an absence after 10 days of the assignment completion.

Once saved, the system will assign a unique confirmation number to the absence. **You may want to record this number to review absence history details** (e.g., current status, time the absence was created, the substitute's name if the absence is filled or closed) at a later date. The confirmation number can also be retrieved from the Daily Report or Absentee Report.

If a substitute is needed, the system will begin finding a substitute for the absence.

Assigning Prearranged Substitutes (if applicable)

Note: Only assign a substitute to an absence if you have already spoken with the substitute and arranged for the coverage. When a substitute is manually assigned, they are **not** notified by the system so it is imperative they are directly contacted.

To assign a prearranged substitute to an absence in Aesop using the Internet feature, create an absence as instructed in the previous steps. Before saving the absence (Step 8), complete the steps below.

B: Entering an Absence (continued)

Step 1: Click **Create Absence and Assign Sub.**

Step 2: Type the first letter of the substitute's last name in the **Search for Substitute** box or scroll down to see available and qualified substitutes.

Step 3: Locate the substitute's name you wish to assign. Click **Assign.**

Step 4: The system will ask you to confirm that you have already communicated the position with the substitute you are about to assign. Click **Assign** again if you have confirmed with the substitute.

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

C: Modifying an Absence

Step 1: Click on the **Quick Actions** box on the home page and input the confirmation # to bring up a specific absence.

Step 2: On the home page screen, the absences for the current date will display in four sections: **Total**, **Unfilled**, **Filled,** and **No Sub Required.** (By clicking on **Total**, it will bring them all up in a list format.) Absences currently on hold, in which a substitute is being considered, will display in the Unfilled section.

You can select another date, school (if applicable), enter a confirmation number or filter by employee type**.**

Step 3: Click the confirmation number link to view details of specific absences.

To modify absence information, contact your Kelly Educational Staffing office or KAST Center.

For additional information on how to use this screen, please refer to the **Monitoring Absences Guide** at the end of this guide.

D: Viewing the Preferred Substitutes

As an administrator, you can view your school's list of preferred substitutes.

Step 1: Click on the **Settings** link on the side navigation bar, then click on the **Preferred Subs.**

Step 2: On the **Preferred Substitutes** screen is the current list of preferred substitutes and the following sections:

Preferred Substitutes

- **Calling Sequence** – Displays whether the list of substitutes are currently in a specific call order or in random order
- **Job Visibility** – Displays the number of days and hours in advance to the start date a substitute on that preferred list can view absences for your school

General Information

- **General Info –** Displays the school name, address, phone number and external number.

Time Settings

- **School Settings** – Displays if the school is Active, the school's time zone, as well as absence times.

Excluded Substitutes

- **Excluded Subs -** Displays the list of all substitutes that are currently excluded from your school.

Shared Files

- **Upload file** – Displays the files that have been attached/loaded to this location. You can click on **Choose a file** to upload a new document to your School's location or **Drag and Drop** the file over the box. This will attach to all absences created at this school. Click **Save Changes.**
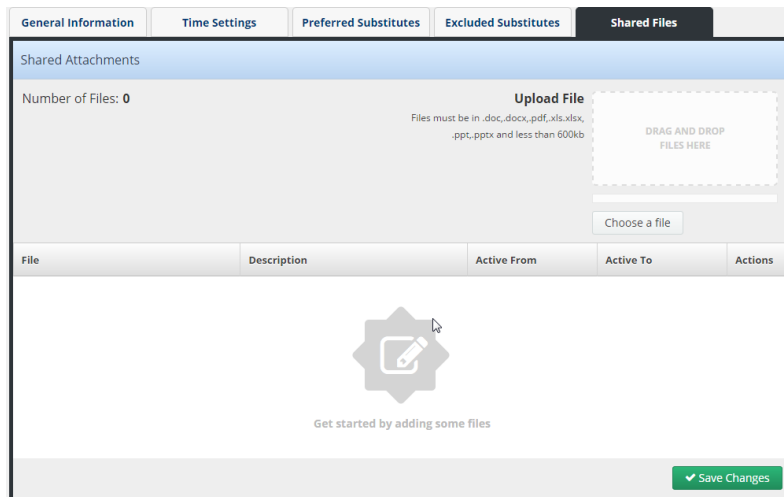
To modify your Preferred Substitutes list, contact your Kelly Educational Staffing office or KAST Center.

E: Viewing the Daily Report

The Daily Report allows the administrator to view details of the employees' absences. It provides valuable information, including employee names, absence date(s), and the substitutes who are assigned to your school. In addition, district administrators can select a specific school or view the Daily Report for the entire district.

E: Viewing the Daily Report (continued)

Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Daily Report.** This will automatically bring up the absence information for the current date.

Step 2: Enter the date for which you want to view the Daily Report. You can also specify the type of employee (e.g., teacher, librarian) to be included in the report. If the administrator oversees one school, the report will be sorted by employee name by default. District administrators may sort the report by school or by employee name.

**Step 3:** The five sections of the report will automatically show on the lower half of the page, or click **Search** to select the specified sections.

Step 4: Click **Print** to be able to print off the Daily Report for today's date, or the date that was specified in the search.

The information is sorted into five sections:

- **Unfilled** – Absences the system is attempting to fill for that date, or that are currently being held for a substitute.
- **Filled** – Absences filled with a substitute for that date.
- **No Sub Required** – Absences created in the system but do not require a substitute for that date.
- **Canceled** – Absences that have been entered, not filled, and closed unfilled. A substitute is no longer required for that date.
- **Closed** – Absences that were entered and filled with a substitute then closed. Another substitute is no longer required for that date.

  ***You also have the option to filter each section by Conf#, Employee Name, School, Absence Reason, Shift, and when it was created. Simply click on the up and down arrow to filter.

Daily Report Sample
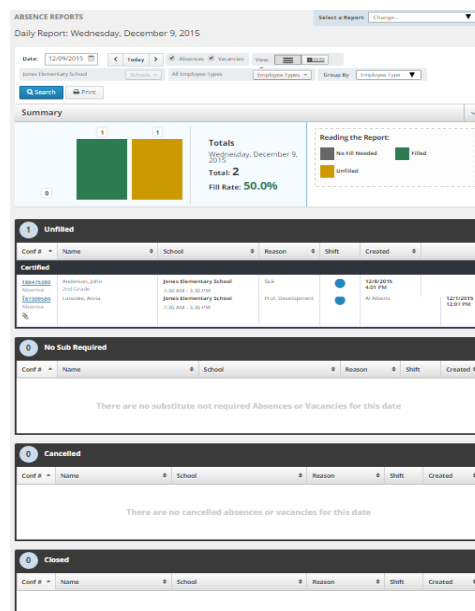
For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

F: Viewing the Day of Week Absence Analysis

The Day of Week Absence Analysis allows you to see the daily and weekly totals for absence reasons for a specific day or week. The date range can span up to 92 days for a specific school and/or district, or up to 365 days for a specific employee.

Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Day of Week Absence Analysis.**

Step 2: Enter the **Date Range** in the appropriate fields, or use the calendar icon to enter the dates. (By default, the system will display the current date.) You can also specify the **Substitutes, Extra Help, Absence Reasons, Absence or Vacancy, Filled Status** (Filled, Unfilled or Sub Not Needed), **Employee Type** and the **Employee Name.** District administrators can specify the school in the **School** drop-down list.

Step 3: Click **Search.** (You also have the option to Print this report by clicking on the **Print** button.)

- Color-coded information appears in both a graph and a summary box.

Day of Week Absence Analysis Sample
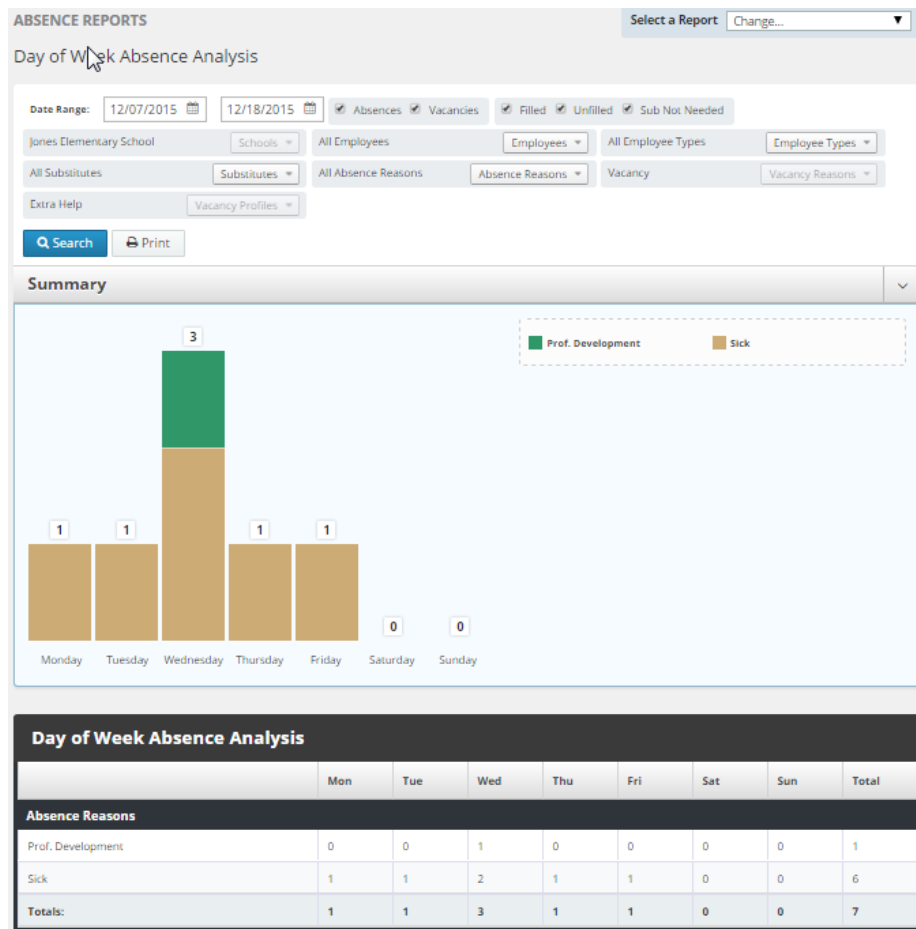
For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

G: Viewing the Absence Monthly Summary Report

The Absence Summary Report allows you to view weekly and monthly absence statistics one month at a time.

This report will allow you to:

- See monthly and weekly trends in absenteeism
- Compare month-to-month trends

Step 1: Click on the **Reports** link on the side navigation bar, then click on **Absence Monthly Summary.**

Step 2: Select the appropriate month and year.

Step 4: Select the appropriate report filters (i.e. Absence Type, School, Employee, and/or Employee Type)

Step 3: Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)

The Absence Summary displays in calendar form. Each calendar day contains the following information:

- **Total** – Number of absences logged for the day.
- **Fill NOT Needed** – Number of absences that do not require a substitute.
- **Fill Needed** – Number of absences that require a substitute.
- **Filled**– Number of filled absences**.**
- **Unfilled**– Number of absences currently unfilled.
- **Held** – Number of absences currently on hold, for which a substitute is being considered.
- **Fill Rate** – Percentage of filled absences among absences requiring a substitute.

At the bottom of the report, a summary will display describing weekly and monthly totals for each category.

A sample report is provided for reference on the next page.

Absence Monthly Summary Report Sample

ABSENCE REPORTS

Absence Monthly Summary

Select a Report | Change... ▼

| Decem ▼ | 2015 ▼ | ☒ Absences ☒ Vacancies | Jones Elementary School Schools ▼ |
| All Employees | Employees ▼ | All Employee T Employee Types ▼ |

Q Search **🖶 Print**

Absence Monthly Summary - December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 — Total: 2, Fill NOT Needed: 0, Fill Needed: 2, Filled: 1, Unfilled: 1, Held: 0, Fill Rate: 50%	2 — Total: 2, Fill NOT Needed: 0, Fill Needed: 2, Filled: 1, Unfilled: 1, Held: 0, Fill Rate: 50%	3 — Total: 2, Fill NOT Needed: 0, Fill Needed: 2, Filled: 1, Unfilled: 1, Held: 0, Fill Rate: 50%	4 — Total: 1, Fill NOT Needed: 0, Fill Needed: 1, Filled: 0, Unfilled: 1, Held: 0, Fill Rate: 0%	5
6	7 — Total: 1, Fill NOT Needed: 0, Fill Needed: 1, Filled: 0, Unfilled: 1, Held: 0, Fill Rate: 0%	8 — Total: 1, Fill NOT Needed: 0, Fill Needed: 1, Filled: 0, Unfilled: 1, Held: 0, Fill Rate: 0%	9 — Total: 2, Fill NOT Needed: 0, Fill Needed: 2, Filled: 1, Unfilled: 1, Held: 0, Fill Rate: 50%	10 — Total: 1, Fill NOT Needed: 0, Fill Needed: 1, Filled: 0, Unfilled: 1, Held: 0, Fill Rate: 0%	11 — Total: 1, Fill NOT Needed: 0, Fill Needed: 1, Filled: 0, Unfilled: 1, Held: 0, Fill Rate: 0%	12
13	14	15	16 — Total: 1, Fill NOT Needed: 0, Fill Needed: 1, Filled: 0, Unfilled: 1, Held: 0, Fill Rate: 0%	17	18	19
20	21	22	23	24 — Total: 1, Fill NOT Needed: 1, Fill Needed: 0, Filled: 0, Unfilled: 0, Held: 0, Fill Rate: 100%	25 — Total: 1, Fill NOT Needed: 0, Fill Needed: 1, Filled: 1, Unfilled: 0, Held: 0, Fill Rate: 100%	26
27	28	29	30	31	1	2

	Fill NOT Needed	Fill Needed	Filled	Unfilled	Held	Fill Rate
Dec 1-5	7	7	3	4	0	42.86%
Dec 6-12	6	0	6	1	5	16.67%
Dec 13-19	1	0	1	0	1	0%
Dec 20-26	2	1	1	1	0	100%
Dec 27-31	0	0	0	0	0	0%
Monthly T...	16	1	15	5	10	0	33.33%

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

H: Viewing the Absentee Report

The Absentee Report allows you to view a complete listing of all absences for a specific employee or all employees, and for a specific date or range of dates.

This report allows you to:

- View employees' absence history
- Specify an individual employee or all employees
- Sort the report by either date or employee name

Step 1: Click on the **Reports** link on the side navigation bar, then click **Absentee Report.**

Step 2: Select the **Date Range** for the report. (By default, the system will display the current date.) This report is useful in searching up to 92 days for an entire school or district, or up to 365 days for a specific employee.

Step 3: Select additional criteria for the report. You can filter the report by **Absences, Vacancies, Filled Status, Employee Name, Employee Type, Substitute Name, Absence Reasons,** or **Extra Help.** You can also change the Order by Date or Employee. District administrators may select a specific school from the **School** drop-down list.

Step 4: Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)

At the top of the report, a summary will display for the following categories:

- Total - The total amount of absences
- Need Sub - Total Absences Needing a Substitute
- No Sub Needed – Total Absences Not Needing a Sub
- No Fill Needed – Absences Not Needing to be Filled.
- Filled – Absences that were Filled.
- Unfilled – Absences that were not Filled by a Substitute.
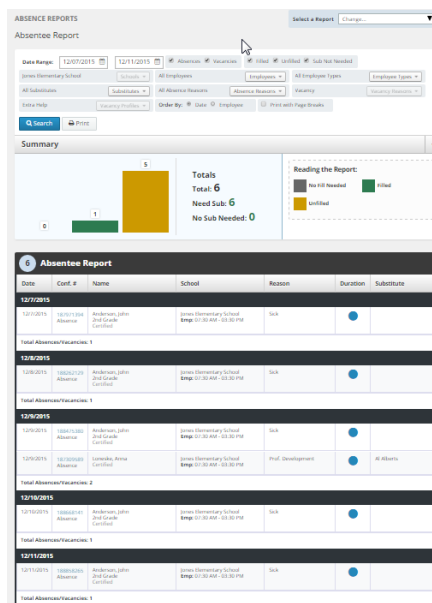
For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

I: Viewing the Staff List

The Staff List allows you to view a listing of your school's employees.

The Staff List includes the following information:

- Employee Name and Title
- Telephone Number (Aesop ID)
- PIN
- Employee Status (active/inactive). Employees who are not active do not have access to the system. To change the status of an employee, please contact your Kelly Educational Staffing office.
- Whether the employee requires a substitute.
- Employees who have their names recorded on the Aesop Interactive Voice Response (IVR). The voice recording allows substitutes to hear the name of the employee that is absent when using the IVR.

Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Staff List** under **Employee.**

Step 2: The system will display employees for your school as well as Vacancy Profiles. The information is sorted by School, Employee type, Employee or Vacancy profile, and active or Inactive. District administrators can search a specific school from the **School** drop-down list.

Step 3: Click **Search.** (You also have the option to print this report by clicking on the **Print** button.)
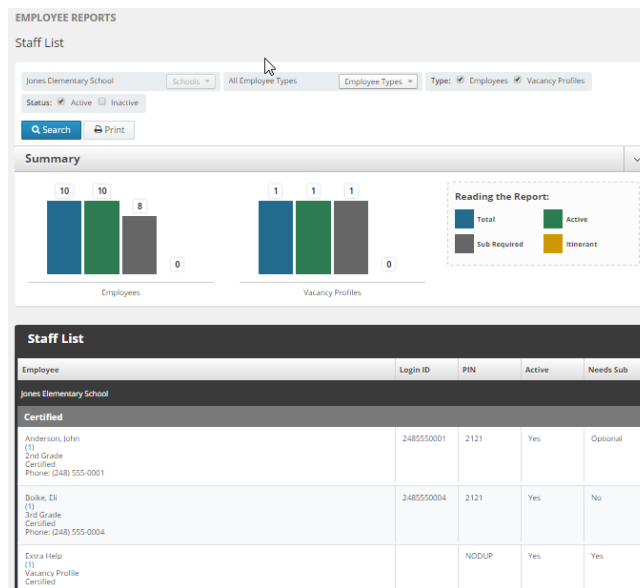
At the top of the list is a bar graph that summarizes the following categories:

- Total Employees
- Total Active Employees
- Total Active Employees requiring a Substitute
- Total Itinerant Employees

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

J: Viewing the Absence Interactive Report

The Absence Interactive Report allows you to access historical absence data quickly and easily.
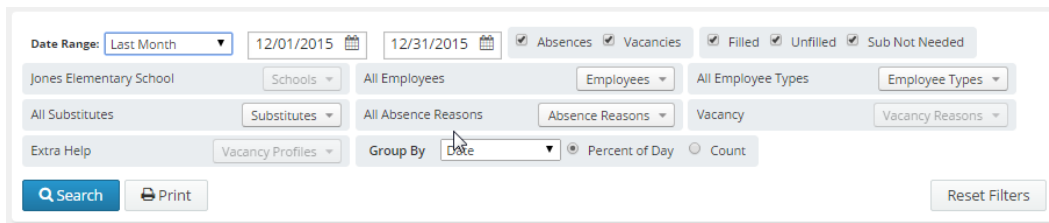
The report allows you to do the following:
- Choose the date range for absence information.
- Choose the absence reasons and employee types - Along with customizing the grouping and detail of the data.
- Download the report into an Excel spreadsheet.

Step 1: Click on the **Reports** link on the side navigation bar, then click **Absence Interactive** report.

Step 2: By default, the system will display the current school week. You can select a date range by using the drop down menu and selecting a custom date range.

Step 3: Select additional criteria for the report.

Step 4: Click **Search.** (You also have the option to print this report by clicking on the **Print** button.)

To export this report to Excel, click the export to Excel link:
- To save the report, click **Download Details** and follow necessary steps.
- To view the overall results, click on **Drill Down.**
- To view details of the one specific date, click on **View Details** and you can view all absences for that date. (You also have the option to download the specific dates details.)

K: Changing the PIN

You can change your branch-issued PIN to one that is easier to remember.

Step 1: Click on the greeting drop down menu and then click on **Pin.**

Step 2: Enter your existing PIN in the **Old Pin** field.

Step 3: Enter your new PIN in the **New Pin** field.

Step 4: Retype your new PIN in the **Confirm New Pin** field.

Step 5: Click **Save Changes** to complete the change, or click **Clear Form** to keep your current PIN.

L: Approving/Rejecting Timesheets Using Aesop Web Time

Aesop Web Time is available via the Internet and/or the Interactive Voice Response (IVR) telephone system. This time keeping system offers the following functionalities:

- Substitutes can access the system online or IVR system to submit weekly timesheets.
- You can only approve or reject Substitute timesheets online.

Each school must assign an Aesop Web Time administrator to approve substitute timesheets each week. A backup administrator should also be designated to approve timesheets in the event of the first administrator's absence.

If saved timesheets are not approved by Tuesday at 11:59 P.M. for the prior workweek, all submitted timesheets will be automatically approved and sent to the payroll processing center.

How to Approve or Reject Timesheets

Step 1: The assigned approver will receive an e-mail with a subject line of "ACTION REQUIRED for timesheet approval" twice for saved time for the prior work week; Monday and Tuesday morning at 12:01 AM. Each e-mail has a link to a list of timesheets requiring approval. Click this link to go to the **Time Sheets Approval Page**.

- The page will display "All Periods" by default. You can view a specific week (up to four weeks in the past) by selecting it from the second drop-down menu.
- The page will display "All Substitutes" by default. You can view time sheets for a specific Substitute by selecting their name from the first drop-down menu.

Step 2: On the **Time Sheets Approval Page**, select the check box that corresponds with the substitute's name and click **Approve Selected** or **Reject** to approve or reject that timesheet without reviewing it.

- You can select all employee time sheets at once by clicking the check box located on the top right corner of the time sheet.
- You can only multi-approve, rejections must be done individually.

Step 3: To review the time sheet's details, click the date range in the **Dates** column for that Substitute. The **Approve Time Sheets** page will display.

Step 4: Verify that the name of the employee reflects the correct name that the substitute replaced.

Step 5: Review the timesheet details on the **Approve Time Sheets** page to verify that the hours, the substitute's name, and the dates are correct.

Step 6: To approve or reject the timesheet, click **Approve Time Sheets** or **Reject** as appropriate.

Step 7: If you reject a timesheet, use the **Comments** field to enter any notes regarding the rejection and select the appropriate reason in the **Reject Reason** drop-down menu.

- This information is immediately sent to the substitute via e-mail or telephone. The substitute can revise their timesheets and resubmit for approval.

Step 8: The **Approve Time Sheets** page will reflect any timesheets you approve or reject. Rejected timesheets will display under the **Rejected Time Sheets** section and remain there until the Substitute resubmits their timesheet for approval.

M: Managing Time Approvers Using Aesop Web Time

You can change the time approvers in your school. Each school must assign one approver that will be responsible for approving timesheets each week, or an alternate approver who will handle timesheet approvals in the event of the primary time approver's absence.

Step 1: Click on the **WebTime** link on the side navigation bar, then click on the **Manage Approvers.**

Step 2: First Click on the edit button and enter the e-mail address and name for the **Primary Approver**.

Step 3: Click **+Add Approver** and enter the e-mail address and the name of an **Alternate Approver** (when needed) and the dates during which they will serve as the approver.

Step 4: Click the green check mark to save your changes.

Note: When an alternate approver is assigned, the primary approver will not receive an approver email until the alternate is removed or their permission expires.

Primary Approver		
Name	**Email**	**Actions**
Jones Admin	jones@kesschooldistrict.com	✎

Alternate Approver Schedule				
Name	**Email**	**From**	**To**	**Actions**
		No Alternate Approver Scheduled		

+ Add Approver

N: Viewing the Timesheet Summary Report

The Timesheet Summary Report allows you to view substitute timesheets by a particular name, date or status. You can select the necessary timesheets and print them as needed for your records.

Step 1: Click on the **WebTime** link on the side navigation bar, then click on the **Time Sheet Summary.**

Step 2: Enter the appropriate start and end dates (By default, the system will display the current date).

Step 3: Select the school location. District administrators may select a specific school from the school drop-down list.

Step 4: Select the appropriate substitute or select the "View All" option to view all timesheets.

Step 5: The report can be filtered by Type (Absence/Vacancies) & Vacancy Profile. Select "Order by" Time Period or Substitute.

Step 5: Select the appropriate timesheet status

Step 6: Click **Search.** (You also have the option to print the report by clicking the **Print** button.)

Time Sheet Summary

Date Range: 12/01/2015 — 12/31/2015 — ☑ Absences ☑ Vacancies — Jones Elementary School — Schools ▾

All Employees — Employees ▾ — All Substitutes — Substitutes ▾ — Extra Help — Vacancy Profiles ▾

☑ Saved ☑ Revised ☑ Pending ☑ Approved ☑ System Approved ☑ Rejected ☑ Paper Time Sheet — **Order By:** ● Time Period ○ Substitute

Q Search — 🖶 Print

IVR Telephone Feature of Aesop

O: Accessing Aesop

The automated scheduling system is also accessible through IVR telephone technology. You will need a touch-tone telephone to use the IVR system. If you do not have a touch-tone telephone, please contact your Kelly Educational Staffing office or KAST Center.

This feature only allows for one absence to be recorded at a time, whether a single day absence or multiple day absence. In order to access the IVR system, you will need the following information:

- Employee's ID (telephone number including area code, located on the Employee Staff List)
- Employee's PIN (located on the Employee Staff List)

Step 1: Call 1-800-942-3767.

Step 2: Enter the employee's ID number and PIN.

Step 3: Once you are logged on, you will hear the following options:

- Press **1** to create an absence (see section P).
- Press **2** to inquire about entitlement balances.
- Press **3** to review upcoming absences.
- Press **4** to review a specific absence.
- Press **5** to update personal information.
- Press the ***** key to end the call.

Note: The IVR numerical options may change at any time. Please listen carefully to the options before making a selection.

P: Entering an Absence

An administrator must use the employee's login information to enter an absence for the employee.

To enter an absence, you will need the following information:

- Absence start date
- Number of absence days
- Absence start and end time, if different from the school start and end times
- Reason for absence

Step 1: Press **1** to create an absence.

Step 2: Follow the voice prompts to enter the absence.

Note: If the absence begins within one hour, the system will not allow you to enter the absence. Please contact your Kelly Educational Staffing office or KAST Center to record the absence.

The IVR system will assign a confirmation number when the absence has been saved. You may want to write this number down for future reference.

P: Entering an Absence (continued)

Assigning a Prearranged Substitute (if applicable)

Note: Only assign a substitute to an absence if you have already spoken with the substitute and arranged for the coverage.

To assign a prearranged substitute to an absence in Aesop using the IVR feature, create an absence as illustrated in the previous steps. Before saving the absence, the system will confirm the details of the absence and provide the following options:

- Press **1** to assign a specific substitute
- Press **2** to allow the system to locate a substitute

Step 1: Enter the substitute's 10-digit telephone number including area code and press **#**.

Step 2: Confirm the telephone number you entered by pressing **1**.

Step 3: Select the appropriate substitute's name by pressing the appropriate number.

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

General Information

Q: Need Help?

Contact your Kelly Educational Staffing office or KAST Center to:

- Cancel or modify an absence
- Enter an absence that starts within an hour
- Ask questions regarding Kelly Educational Staffing or the use of Aesop
- Locate your ID or PIN
- Receive assistance or information if you are unable to access the system

**Call 1-866-KELLY-38 during regular business hours if you
experience technical difficulties using the automated scheduling system or if you
have forgotten your PIN.**

Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
How do I monitor a specific employee's absenteeism? *Example: See how often and why Mary Smith was absent.*	**Absentee Report**	1. Click **Absentee Report** from the sidebar **Reports** menu. 2. Select the employee and the appropriate **Start** and **End** dates. 3. Click **Search.**
How do I monitor a day of the week absence pattern? *Example: See Friday absenteeism one month at a time.*	**Absence Summary Report** -or- **Day of Week Absence Analysis**	1. Click **Absence Monthly Summary** from the sidebar **Reports** menu. 2. Select the appropriate month and year. 3. Click **Search**. **-or-** 1. Click **Day of Week Absence Analysis** from the sidebar **Reports** menu. 2. Enter the **Date Range** dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the **Employee Type**. District administrators can specify the school in the **School** drop-down list. 3. Click **Search**. Color-coded information appears in both a graph and a tabled summary.
How do I monitor a particular date's absence information? *Example: See the absence information before or after a holiday.*	**Daily Report**	1. Click **Daily Report** from the sidebar **Reports** menu. 2. Enter the appropriate date. This will allow you to see who was absent, what the entitlement type was, and when the absence was entered into the system. **Note:** To obtain specific details about an absence or employee's history, click the **Confirmation Number** for that absence. This will display the employee's name, the school, the time the absence was created, the status, and the Substitute's name. 3. Click **Search**.
How do I monitor absence reason usage (reasons for absences)? *Example: See how many employees were absent due to professional development on Monday.*	**Day of Week Absence Analysis**	1. Click **Day of the Week Absence Analysis** from the sidebar **Reports** menu. 2. Enter the appropriate **Date Range** dates, school name, and employee type. 3. Click **Search.**

Monitoring Task	Report Name	Report Details
How do I view unfilled absences? *Example: See which absences do not yet have a substitute assigned.*	**Daily Report**	1. Click **Daily Report** from the sidebar **Reports** menu. 2. View the Unfilled section from the report. 3. Enter the date to view unfilled absences for and click **Search.**
How can I view when an absence was entered? *Example: See the advance notice provided by the employee for the absence.*	**View Absence**	1. Click **Modify Absence** from the home page. 2. The current date's information displays by default. You can change the date as needed. 3. Click **Submit.** 4. Click the **Confirmation Number** to view the specific details of the absence.
How do I find an employee's ID and PIN? *Example: The ID and PIN are required to enter an absence using the Interactive Voice Response (IVR).*	**Employee Staff List**	1. Click **Staff List** from the sidebar **Reports** menu. 2. The list of employees for your school will display. District administrators can select a specific school from the **School** drop-down list. 3. Click **Search** and the information for the school you specified will appear. The information is sorted by school, employee type, and employee name. 4. An employee's ID is located in the Phone column, and the PIN is located in the PIN column.
How do I monitor the total number of absences? *Example: See how many people were absent Friday.*	**Absentee Report** -or- **Day of Week Absence Analysis**	1. Click **Absentee Report** from the sidebar **Reports** menu. 2. Select the appropriate school and the appropriate start and end dates. 3. Click **Search.** 4. Scroll down to the first row in the summary table. **-or-** 1. Click **Day of Week Absence Analysis** on the sidebar **Reports** menu. 2. Enter the **Date Range** dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the **Employee Type**. District administrators can specify the school in the **School** drop-down list. 3. Click **Search**. Color-coded information appears in both a graph and a tabled summary.

✂ Cut out and save these quick reference cards:

Kelly Educational Staffing™

Via the Internet

- Go to kellyeducationalstaffing.com**.**
- Click **Aesop Login** and enter your ID number and PIN in the appropriate fields.
- The system allows you to:
  - Enter an absence
  - Modify an absence
  - View the Preferred Substitutes
  - View the Daily Report
  - View the Day of Week Absence Analysis
  - View the Absence Summary Report
  - View the Absentee Report
  - View the Employee Register
  - View the Absence Interactive Report
  - Change your PIN
  - Approve/reject timesheets
  - View the Timesheet Summary Report
  - Manage time approvers
  - Obtain assistance
  - Monitor absences

Via the Interactive Voice Response System (IVR)

- Dial 1-800-942-3767 and log on to Aesop by entering your employee's ID number and PIN.
- This feature allows you to:
  - Record an absence
  - Review upcoming absences
  - Review a specific absence
  - Review or change your employee's personal information

Kelly Educational Staffing™

Aesop for Administrators

- Report an absence via kellyeducationalstaffing.com or call 1-800-942-3767.
- For technical difficulties, or if you forget your PIN, call 1-866-KELLY-38 during regular business hours.