When you call Aesop Phone System

Instructions for Employees

www.aesopeducation.com
1.800.942.3767

Learn how to
- Create absences by phone
- Review Upcoming absences
- Personalize the phone system

Special Things to Note

- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
  1. Name (First and Last Name)
  2. Title (Grade Level and/or Subject Matter)
- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.
- If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.

Pressing the star key ("*") will always take you back one menu level anywhere in the phone system.
To Create an Absence, Press 1

1. Select the Start Date
   - To enter an absence for:
     • TODAY, Press 1
     • Tomorrow, Press 2
     • Another Day, Press 3
     • Monday, Press 4
   - If option 3 is selected then Aesop will prompt you to enter the DAY OF MONTH followed by the pound key (#).

2. Enter the number of days

3. Enter the Start and End times
   - For a Full Day, Press 1
   - For a Half-Day in the Morning, Press 2
   - For a Half-Day in the Afternoon, Press 3
   - For Specific Start/End Times, Press 4
   - If option 4 is selected then Aesop will prompt you to enter time in “hh:mm” format and the choice of AM or PM.

   For example: 8:00 AM
   a. Enter “800” followed by the pound key (#)
   b. Press 1 for AM or Press 2 for PM

4. Select Absence Reason

5. Confirm absence information
   - If correct, Press 1
   - To re-enter, Press 2
   - To cancel, Press 3

6. For a multiple day absence
   ① Enter the day of month followed by the pound sign (#)
   ② Aesop will ask the following:
   - If the details are the same as the previous date, Press 1
   - To change some of the details, Press 2
   - To change all of the details, Press 3

7. Save your absence
   ① If you can decide whether a sub is needed:
     • If your absence requires a substitute, Press 1
     • If your absence does not require a substitute, Press 2
   ② If you can assign a substitute:
     • If you want to select a specific sub to assign to the absence, Press 1
     • It is your responsibility to contact the sub to see if they are willing to accept this absence PRIOR to assigning.
     • If you want me (Aesop) to find a sub, Press 2
     - If option 1 is selected you will need to enter the sub’s full 10-digit phone number.

When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key (#)
3. Enter your PIN number followed by the pound key (#)

To Review or Cancel a Specific Absence, Press 4

• To review your absences for the next 30 days, Press 3
• To listen to the next absence, Press 4
• To return to the Main Menu, Press 5

Aesop will read off all absence details:
• To hear this again, Press 1
• To cancel this absence, Press 2
• To return to the Main Menu, Press 3

When you have successfully created an assignment Aesop will play back the confirmation number.

To Check Entitlement Balances, Press 2

Aesop will play back your entitlement balances.

To Review or Cancel Your Upcoming Absences, Press 3

• To review your absences for the next 30 days, Press 3
• To return to the Main Menu, Press 3

Aesop will read off all absence details:
• To review your absences for the next 30 days, Press 3
• To cancel this absence, Press 2
• To return to the Main Menu, Press 3

To Return to the Main Menu, Press 5

Enter the confirmation number followed by the pound key (#).

Aesop will read off the absence details:
• To hear again, Press 1
• To cancel this absence, Press 2
• To return to previous menu, Press 5

Available 24/7