Aesop®

Phone System Instructions for Employees
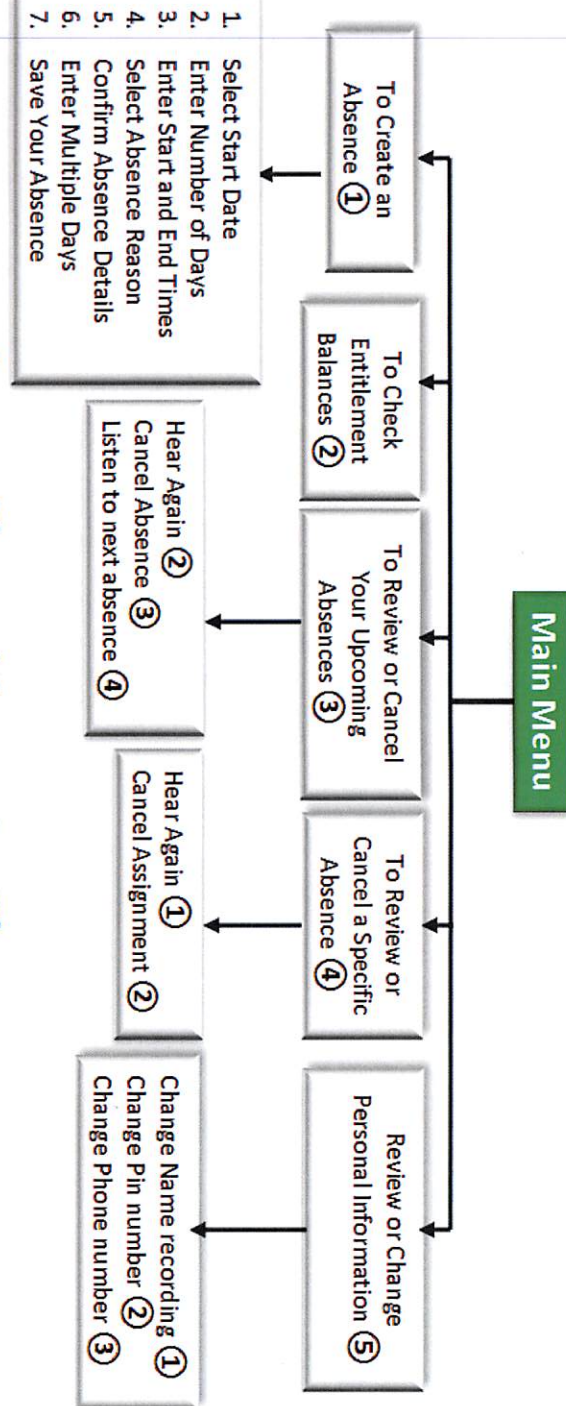
1.800.942.3767

Learn how to:

- ☐ Create absences by phone
- ☐ Review Upcoming Absences
- ☐ Personalize the phone system

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Aesop Phone Menu at a Glance

Main Menu

To Create an Absence ①
1. Select Start Date
2. Enter Number of Days
3. Enter Start and End Times
4. Select Absence Reason
5. Confirm Absence Details
6. Enter Multiple Days
7. Save Your Absence

To Check Entitlement Balances ②

To Review or Cancel Your Upcoming Absences ③
- Hear Again ②
- Cancel Absence ③
- Listen to next absence ④

To Review or Cancel a Specific Absence ④
- Hear Again ①
- Cancel Assignment ②

Review or Change Personal Information ⑤
- Change Name recording ①
- Change Pin number ②
- Change Phone number ③

When you call Aesop

To Review or Change your Personal Information, Press ⑤

- To review or change the recording of your name and title, Press ①
- To change your Pin number, Press ②
- To change your phone number, Press ③
- To return to the previous menu, Press *

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.

1.800.942.3767

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 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

When you call Aesop

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 sub, Press ①
- If your absence does not require a sub, 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

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 *

Aesop will read off all absence details:
- To hear this again, Press ②
- To cancel this absence, Press ③
- To listen to the next absence, Press ④
- To return to the Main Menu, Press ⑤

To Review or Cancel a Specific Absence, Press ④

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 ③