

There are several substitutes that have proven to be outstanding replacements when I have been out. How do I get AESOP to assign these particular subs when I am out?

An AESOP update sheet was sent to all teachers at the end of November providing step-by-step instructions as to how each teacher can have a list of preferred subs contacted when he or she is out. Call the HR Department at 908-232-6161 x-32 if you did not receive the sheet. Setting up preferred subs can only be done through the Internet. If you need help, contact your school office or Human Resources.

I want one particular sub for my next absence.

When you set up your preferred list of substitutes, you can tell the system to contact your favorite sub first before going to the rest of the list. Click on "Preferred Substitutes" and add the subs in the order you wish them to be called. No system or person can guarantee the availability of a particular sub, so the sooner the absence is put into the system the more likely your preferred sub will be assigned the absence.

What do I need to do when entering an absence so that my favorite subs get priority on filling the absence?

As long as you have set up your lists of preferred subs, just click on "Save" and let the system do the work.

Can I assign a particular sub for when I am out?

Yes, you can use this feature only if you have already spoken to the sub.

This works only through the Internet. REMEMBER! You must follow ALL the directions provided for assigning subs. If YOU assign the sub, you click on "Save and Assign" and enter the name of your sub.

Can I exclude a particular sub from ever working in my class?

Yes, when working with your preferred sub list, add the sub to your list and click on "Exclude."

**Scotch Plains-
Fanwood
Public Schools**

Human Resources Department
908-232-6161 x-32

www.aesoponline.com

800-94-AESOP
(800-942-3767)

**AESOP
HELPE**

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**for the
Classroom
Teacher**



**Frequently
Asked Questions**

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Helpful Tips

AESOP was introduced by the district in 2004 as an easy way for staff members to view, record, and verify their absences. The system gives staff members greater control over which substitutes work in their classes and assists the district in managing substitute costs.

Staff members may access this 24/7 system via the Internet @ www.aesoponline.com

or

by phone at 800-942-3767.

Your ID is your home phone number and your PIN is the last 4 digits of your Social Security number.

Do I need to use the computer in order to use AESOP?

No. The phone (800-942-3767) is just as handy and contains almost all the features found on the Internet version.

When I put my PIN in when reporting by phone, I get the following message: "Your PIN is incorrect." Why?

For your PIN to be entered correctly, always remember to hit the pound sign (#) after entering your number.

What if I forget my PIN?

When we set up the system, we set your PIN as the last 4 digits of your Social Security number.

When I enter my ID number using the phone, AESOP says that I am not an active user.

Remember, your ID number is your home phone number including the area code. If you have changed your home phone number in AESOP, then your ID has changed to the new number as well.

What if I changed my PIN and forget what the new PIN is?

If you use the Internet, the system will prompt you if you forget your PIN. It will send the PIN to your e-mail address assuming you provided AESOP with that information at the "Personal Information" link. If you use the phone, you must contact the Human Resources Department at 908-232-6161 x-32. A staff member is available to assist you every day beginning at 7:00 AM.

Which absences may I enter into AESOP?

You are able to enter sick, personal, and bereavement days. All other absences, such as professional, field trip, jury duty, family leave, etc., are entered by your main office or the Human Resources Department.

How far into the future may I enter an absence?

If you use the Internet, you may enter an absence through June. If you use the phone, you may enter absences up to 30 days in advance.

Do I still need to obtain administrative approval for absences entered into AESOP?

Yes. All absences are still subject to administrative **written** approval. Personal days require prior approval. Bereavement days and sick days require documentation as requested.

Can I cancel an absence that I already put into AESOP?

Yes. You may cancel any absence that you have put in as long as it is done prior to 6:00 AM of the day of the absence.

What if the reason for my absence changes since I originally registered the absence with the system? Can I make any changes?

You may edit the absence, either by phone or the Internet, up until 6:00 AM of the day of the absence. After that, you must contact your school office.

Will the substitute be contacted if I need to cancel an absence?

If the system has already secured a substitute, it will contact the substitute as soon as you cancel the absence. AESOP cannot contact a substitute if the absence cancellation is done just prior to school.

