When you call Aesop Phone System

Instructions for Employees

www.FrontlineK12.com/Aesop
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 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

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 (#)

Aesop will play back your entitlement balances.

www.AesopEducation.com

1.800.942.3767

Available 24/7