

Aesop FAQ

1. How do I access the Aesop System?

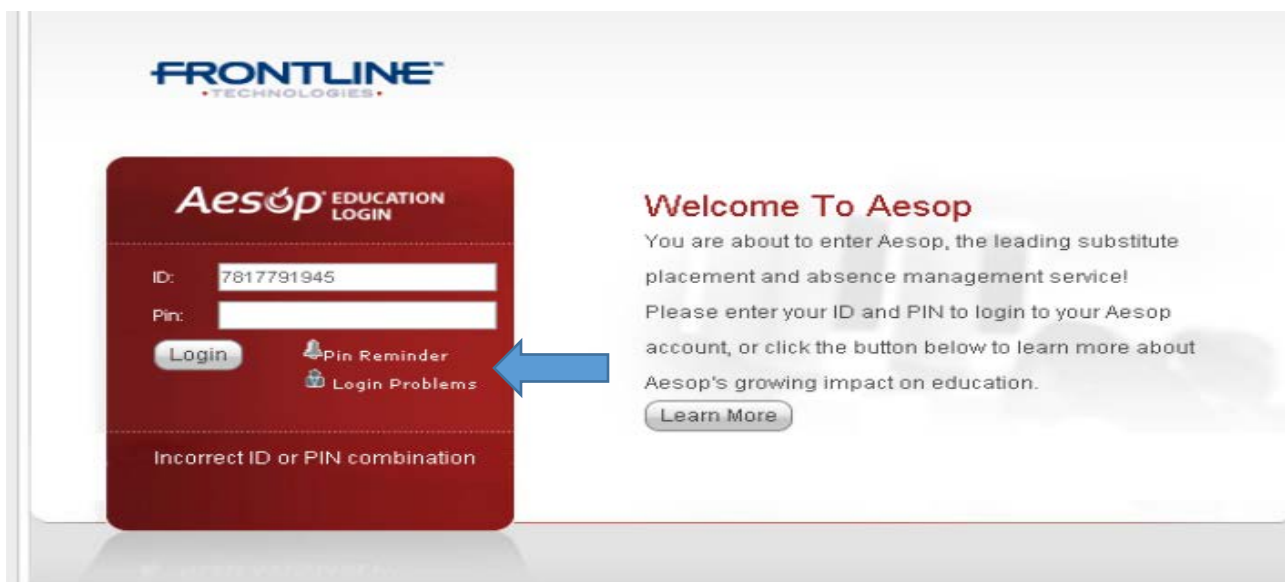
You may access the system to create absences and check your information. You can interact with Aesop on the internet at <http://www.frontlinek12.com/aesop>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

2. I can't remember my username and pin. What should I do?

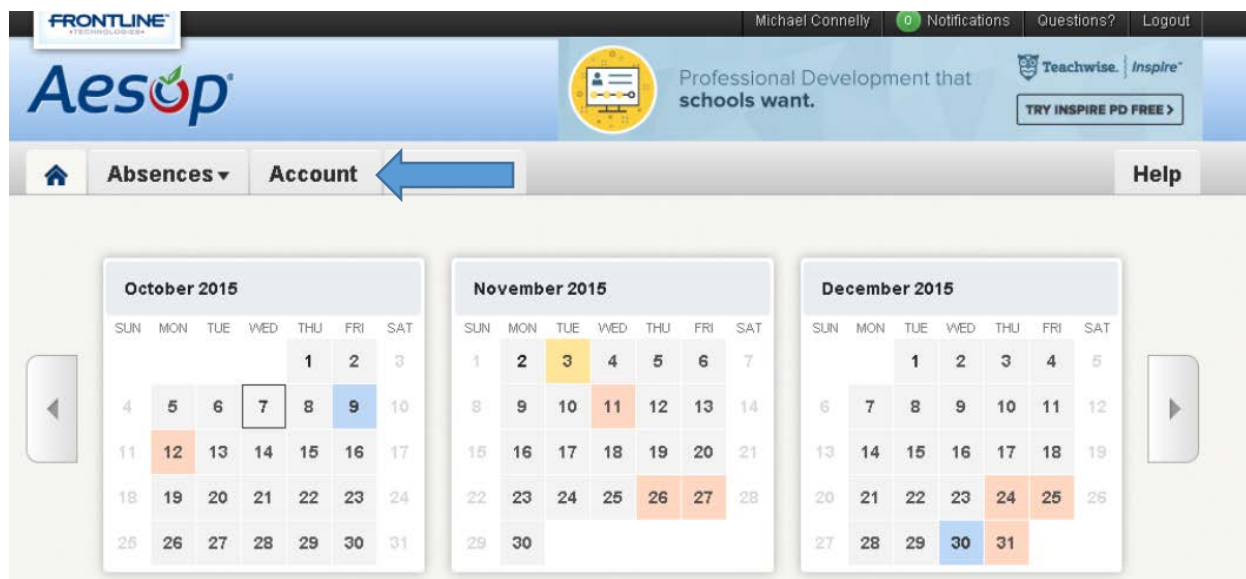
At the login screen <https://www.aesoponline.com/login2.asp>, there is a pin reminder option (see below screen shot) by clicking on this link you can enter your name and/or phone number and have your pin emailed to you. Remember your login username is your phone number. If additional login problems persist, you can check in with the main office secretaries at your school building who can look up this information for you. If these above two options do not work you may contact the Business Office and request this information, please note this should only be if the above two options have been attempted and problem still continue.

- If you are a paraprofessional in the district you may contact Maggie Reilly-Dalton, at 978-526-5267 or via email at mdalton@nrpsk12.org.
- If you are a teacher you may contact Steve Hartery at 978-526-5268 or via email at shartery@nrpsk12.org.
- If you are a substitute you may contact Anne Lundell at 978-664-7811 or Michael Connelly at 978-526-5270 or via email at alundell@nrpsk12.org or mconnelly@nrpsk12.org. Please use the system first to reset your pin to access the system first.



3. The phone number which is my username to access the system is old or out of date and not the number I wish to use to access the system. Can this be changed?

Yes. Once you are logged into the system if you click on **the account link** and then select the option for personal info, you then can override the existing phone number and enter the new phone number. You must select save changes in the lower left hand side of the screen to ensure the change will be saved. (See below screen shots)



Once you have selected **the account link**, the following page is displayed and you can change your phone number.

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Home Absences Account Directory Help

Personal Info

Change Pin
Shared Attachments
Absence Reason Balances

Personal Info

General Information

Name: Michael Connelly

Phone: 7817791945

Email Address: mconnelly@nrpsk12.org

Title: Director Finance and Operation

Room Number: MAIN OFFICE

Language: English

4. Can I change my four or five digit pin to a pin that I will more easily remember?

Yes. Once you are logged into the system if you click on the account link and then select the change pin option you may enter a new pin and save the changes. This is highly recommended so the pin is a number sequence that you will remember.

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5. Can I check my absence reason balances in Aesop?

Yes. Once you are logged into the system if you click on the account link and then select the Absence Reason Balances link, you will be able to see the used, pending and current available balance of all the absence reasons available to you under your employment contract.

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FRONTLINE TECHNOLOGIES Michael Connelly 0 Notifications Questions? Logout

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Absence Reason Balances

Absence Reason Balances Last Calculated: Wednesday, October 7, 2015

Absence Reason	Initial	Used	Pending	Balance
Personal Leave	5.00 Days as of Tuesday, June 30, 2015	None	None	5.00 Days
Sick Leave	45.00 Days as of Tuesday, June 30, 2015	None	0.50 Days	45.00 Days 44.50 Days after Pending
Sick Leave>Family Illness	5.00 Days as of Tuesday, June 30, 2015	None	0.50 Days	5.00 Days 4.50 Days after Pending
Vacation Day Admin	25.00 Days as of Tuesday, June 30, 2015	5.50 Days	1.00 Days	19.50 Days 18.50 Days after Pending

6. What if I see absence reason balances that do not look accurate to me? Who should I contact?

If you are a teacher or administrator who is paid on a bi-weekly pay schedule, please contact Steve Hartery with the Business Office with any questions on your absence reason balances.

If you are a paraprofessional who is paid on a weekly pay schedule, please contact Maggie Reilly-Dalton in the Business Office with any questions on your absence reason balances.

7. I am a part time staff member, who works less than 1.0 FTE, if I am going to be out for a full or half day how should I process that absence in Aesop?

Your days in Aesop are reflective of your FTE status, for example if you are a .60 FTE employee and receive 15 sick days annually according to the employment contract you receive 15 .60 FTE

days. If you are going to be out for a full day you should process that absence for a full day, and/or half day accordingly.

8. What if an emergency arises and I am going to be absent from school but this absence is close to the start of the school day and the system will not allow me to enter that absence? What should I do?

The system has cut off times based on the Building Administrator's preferences; typically this cutoff time is within one hour to the start of the school day. **If you are attempting to enter an absence within one hour and the system is not letting you then you need to contact the Building Principal and make them aware that you will not be able to report to work.** The Building Administrator and secretarial staff have been trained to enter this absence on your behalf and will be reconciling all absences on a daily and weekly basis to make sure all absences are recorded in Aesop and payroll records will be up-to-date. You should monitor your absence balances to make sure they continue to reflect accurate balances and submit any questions and concerns to School Administration.

9. What if I thought I was going to be absent but then suddenly I am able to report to work? Does the system allow me to cancel that absence I created?

Yes. But just like there are cut off times to create an absence there are cut off times to cancel that absence. If you want to delete or cancel an absence you have already created once logged in just click on scheduled absences and then click delete on the absence you have created. If information in that absence needs to change for example notes to the Administrator or substitute you can do this by clicking on view details and then clicking on edits absence. If it is too close to the start of that absence, again, typically within one hour, you will not be able to cancel this absence and will need to contact your Building Principal, who will need to cancel or change the details of that absence for you.

10. Can I check and view past absences that have been entered and approved in Aesop to make sure they are accurate?

Yes. Once you have logged in if you click on the Past Absences option you can view all of the absences that have been recorded in your account. If you see any discrepancies please work with the Building Administrator and secretarial staff to ensure all absences have been entered and are processed accurately.

Absences Closed Day In-Service Day

Create Absence **2 Scheduled Absences** **0 Past Absences** **Denied Absences**

Please select a date Need more options? Advanced Mode

October 2015

MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

Substitute Required No

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
08:00 AM to 04:00 PM

Notes to Administrator
(not viewable by Substitute)

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Helpful Hint:
You can select multiple days visually or click-and-drag to set a range of dates.

The past absence link will allow you to display a timeline of your absences created in the system.

Past Absences from 7/1/2015 to 10/7/2015

Select a date range: Last 60 days Last 90 days Last 120 days **This School Year** Last School Year Custom

5 Past Absences

Date	Reason	Location	Duration	Time	
CONFIRMATION # 173292998	NO SUBSTITUTE REQUIRED / UNAPPROVED				View Details
10 Jul 2015	Vacation Day Admin	Central Office	Full Day	8:00 AM - 4:00 PM	
CONFIRMATION # 173293016	NO SUBSTITUTE REQUIRED / UNAPPROVED				View Details
17 Jul - 20 Jul 2015	Vacation Day Admin	Central Office	Full Day	8:00 AM - 4:00 PM	
CONFIRMATION # 173292963	NO SUBSTITUTE REQUIRED / UNAPPROVED				View Details

11. I am in a position that requires a substitute, but the Principal and I have agreed that an upcoming absence of mine will be covered internally or a substitute will not be required. How should I enter that absence?

There are certain staff members that require a substitute and staff members that do not. If you are in a position that requires a substitute upon creating an absence it will default to indicate that a substitute is required. If you know that in a particular instance an external substitute will not be required you should change that from Yes to No when creating that absence. It is important to note that the School Principal should be aware of this as well before this information is changed.

Create Absence

The screenshot shows the 'Create Absence' interface. At the top, there's a header 'Absence' and buttons for 'Create Absence' and 'Cancel'. Below this, a prompt says 'Please select a date at North Reading Middle School'. A calendar for October 2015 is displayed on the left. To the right of the calendar, there's an 'Absence Reason' dropdown menu set to 'Select One'. Below that, a 'Time' section allows selecting a time range, currently set to 'Full Day' from '07:55 AM' to '02:21 PM'. At the bottom left, there's a '+ Add New Variation' button. On the right side, a sidebar contains 'NEXT STEPS' (Status: Unfilled) and 'ABSENCE SUMMARY'. Under 'ABSENCE SUMMARY', there's a 'Substitute Required' section with a 'Yes' button highlighted by a blue arrow. Below this, it shows 'No Dates Selected', '7:55 AM - 2:21 PM', and 'No Reason Selected'.

12. Am I able to provide feedback about a substitute's performance in Aesop?

There is an option to provide feedback regarding a substitute's performance; however, currently we have made this option inactive. Please forward feedback to the Building Principal.

13. I am interested in requesting a *Teacher Initiated* professional development day. How does this get recorded in Aesop?

The day should be entered in My Learning Plan for pre-approval. Once approved in My Learning Plan the absence will be **automatically entered in Aesop**. The teacher initiated professional development day should not be entered in both My Learning Plan and Aesop. The employee should check in Aesop to verify that the absence has been properly recorded. Secretarial staff will also be checking for this when absences are reconciled each week.

14. I have been approved to take a School Initiated professional development half- or full-day. How will this be recorded in Aesop?

This absence should be recorded in Aesop **by the employee**. There is an absence reason for School Initiated PD day which should be used for this absence. This absence reason will not deduct from any available absence balances.

The teacher and/or sending administrator should contact Nicole Orlando to batch enter the event into My Learning Plan. Upon successful completion of the event the attendee should send the certificate to Nicole and mark complete in My Learning Plan.