

# Aesop FAQ

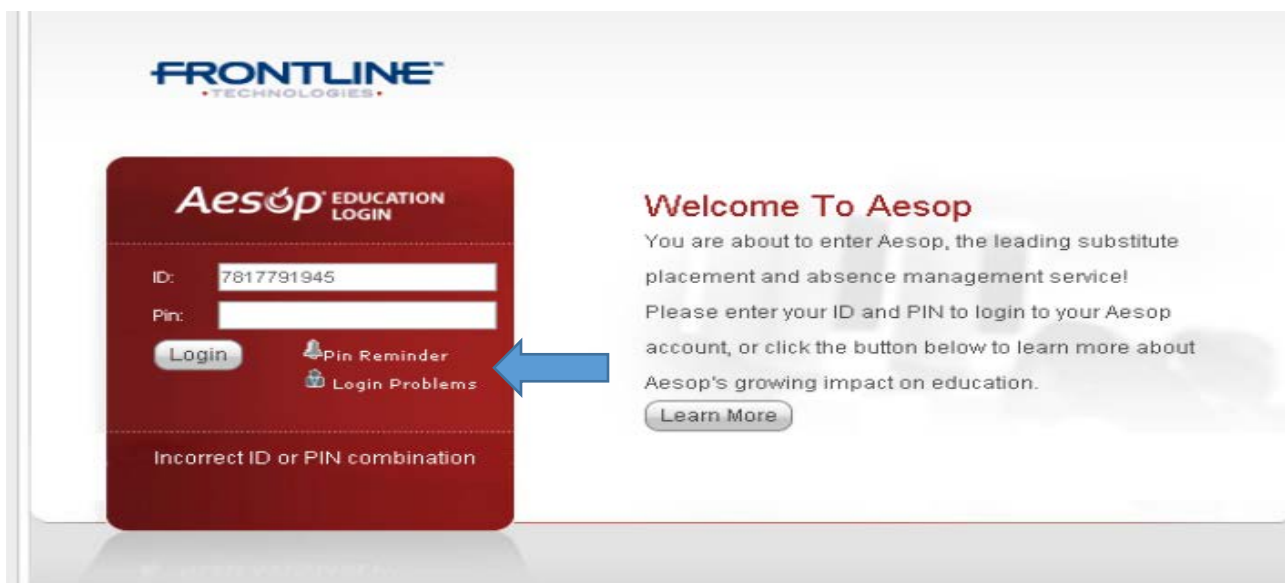
## 1. Where do I go to access the Aesop System?

A. You can access 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.

B. 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.

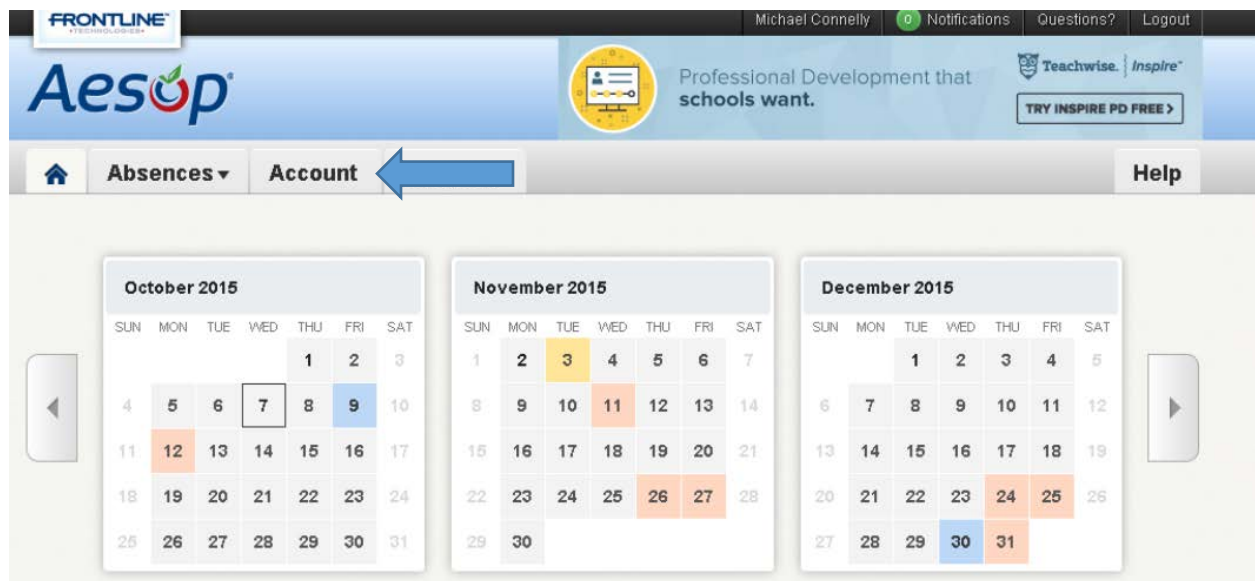
## 2. I can't remember my username and pin. What should I do?

At the login screen <http://www.frontlinek12.com/aesop>, there is a pin reminder option ([see below screen shot](#)) by clicking on this link you can enter your name and 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 who can look up this information for you. 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](mailto:mdalton@nrpsk12.org). If you are a teacher you may contact Steve Hartery at 978-526-5268 or via email at [shartery@nrpsk12.org](mailto:shartery@nrpsk12.org). If you are a substitute you may contact Michael Connelly at 978-526-5270 or via email [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org). Please use the system first to reset your pin before turning to the other options noted above.

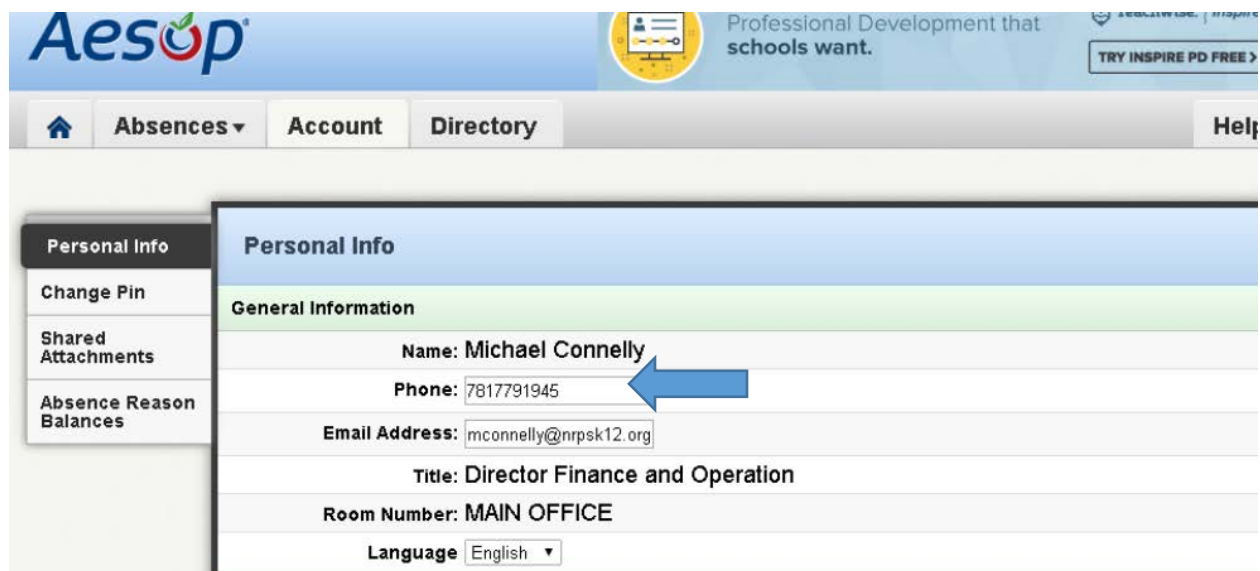


3. The phone number in the system is out of date and not the number I wish to use to access the system. Can this be changed?

Yes, once you are logged into the system if you click on the account link and then select the option for personal info, you 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)

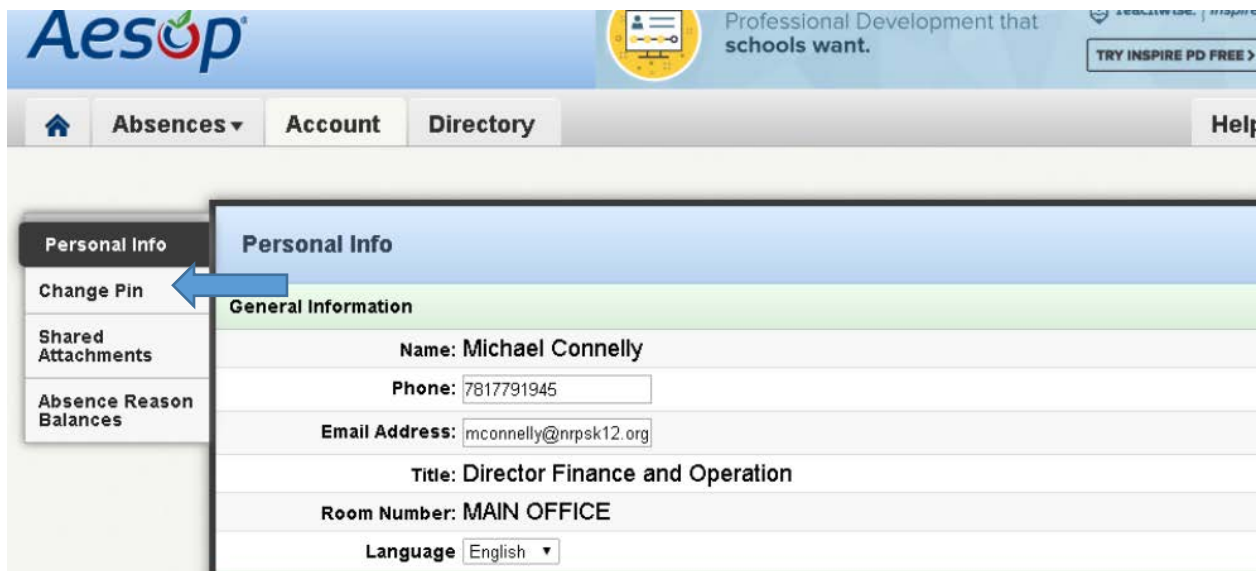


Once you have selected account the following page is displayed and you can change your phone number.



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

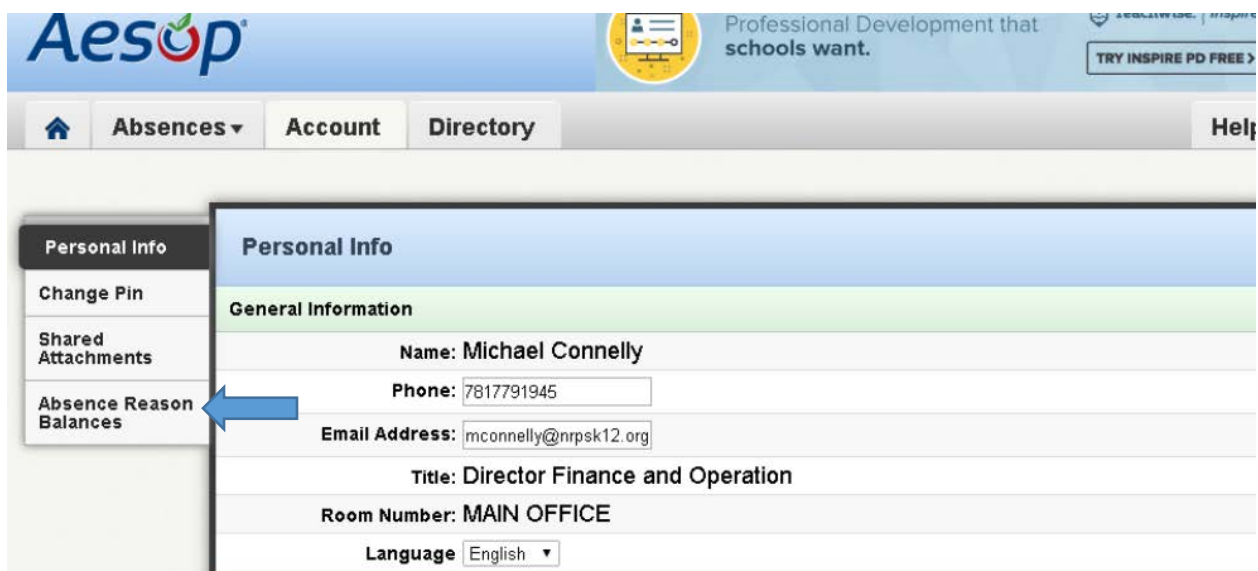
Yes, once you are logged into the system if you click on the account link and then select the change pin option you may enter a new pin and save the changes. This is highly recommended so the pin is a number sequence that you will remember.



The screenshot shows the Aesop Professional Development system interface. The top navigation bar includes a home icon, 'Absences', 'Account', 'Directory', and 'Help'. The 'Account' section is expanded, showing a sidebar with 'Personal Info', 'Change Pin', 'Shared Attachments', and 'Absence Reason Balances'. The 'Personal Info' section is active, displaying a 'General Information' form with the following details: Name: Michael Connelly, Phone: 7817791945, Email Address: mconnelly@nrpsk12.org, Title: Director Finance and Operation, Room Number: MAIN OFFICE, and Language: English. A blue arrow points to the 'Change Pin' link in the sidebar.

#### 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.



The screenshot shows the Aesop Professional Development system interface, similar to the previous one. The 'Account' section is expanded, and the 'Absence Reason Balances' link in the sidebar is highlighted with a blue arrow. The 'Personal Info' section is still active, displaying the same 'General Information' form as before.

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TEACHWISER

Michael Connelly

0 Notifications

Questions?

Logout

Aesop  
Professional Development that schools want.

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TRY INSPIRE PD FREE >

Home

Absences ▾

Account

Directory

Help

Personal Info

Change Pin

Shared Attachments

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 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 your 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 secretary 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. 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 as 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. Login to the system and click on scheduled absences and then click delete on the absence you have created. If information in that absence needs to be changed you can do this by clicking on view details and then clicking on edit 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 and who in turn 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 secretary staff to ensure all absences have been entered and are processed accurately.

The screenshot displays the Aesop system interface. At the top, there are tabs for 'Create Absence', '2 Scheduled Absences', '0 Past Absences' (which is highlighted with a blue arrow), and 'Denied Absences'. Below the tabs, there is a section for 'ase select a date' with a calendar for October 2015. To the right of the calendar, there is a form for creating an absence. The form includes a 'Substitute Required' dropdown set to 'No', an 'Absence Reason' dropdown set to 'Select One', a 'Time' dropdown set to 'Full Day' with a time range of '08:00 AM to 04:00 PM', and a 'Notes to Administrator' text area. On the right side of the form, there is a 'FILE ATTACHMENTS' section with a dashed box for 'DRAG AND DROP FILES HERE' and a 'Choose File' button.

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 # <a href="#">173292998</a> NO SUBSTITUTE REQUIRED / UNAPPROVED   <a href="#">View Details</a>					
10 Jul 2015	Vacation Day Admin	Central Office	 Full Day	8:00 AM - 4:00 PM	
CONFIRMATION # <a href="#">173293016</a> NO SUBSTITUTE REQUIRED / UNAPPROVED    <a href="#">View Details</a>					
17 Jul - 20 Jul 2015	Vacation Day Admin	Central Office	 Full Day	8:00 AM - 4:00 PM	
CONFIRMATION # <a href="#">173292963</a> NO SUBSTITUTE REQUIRED / UNAPPROVED  <a href="#">View Details</a>					

10. 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 absence 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

Absence

 Create Absence
 Cancel

Please select a date at North Reading Middle School

October 2015

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

07:55 AM to 02:21 PM

+ Add New Variation


NEXT STEPS

Status: Unfilled

ABSENCE SUMMARY

Substitute Required

Yes



No Dates Selected

7:55 AM - 2:21 PM

No Reason Selected



**11. 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.

**12. Administration has approved my participation in a Teacher Initiated professional development day, how does this get recorded in Aesop?**

The day should be entered in My Learning Plan, once approved in My Learning Plan the absence will automatically link to Aesop. The absence does not need to be entered in both My Learning Plan and Aesop. The employee should check in Aesop to make sure the Absence has been properly recorded. Secretarial staff will also be checking for this when absences are reconciled each week.

**13. I have been approved to take a School Initiated professional development half or full day. How should 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.

**14. How do I interpret my sick day and personal day balances in Aesop? I am a teacher and I took a family illness day, why is that day also being deducted from both my family sick day allotment and personal sick day allotment?**

In accordance with the teacher contract a teacher receives up to five (5) family illness days a year that are to be deducted from their total available sick day allotment.

For example, a teacher has 18 sick days available at the start of the school year. Aesop will reflect this as 18 available sick leave days and 5 sick leave-family illness days. This does not mean there are a total of 23 sick days available. It means there are 18 sick days available 5 of which can be used for a family illness. If a family illness day is used the balance will reflect under both reasons as 17 remaining available sick leave days and 4 remaining family illness days.

In accordance with the teacher contract a teacher receives five (5) personal leave days a year. Within those five (5) personal days, a teacher may use up to 3 personal days for personal business, 3 days for religious observance and 3 day for a teacher initiated professional development day.

For example, a teacher begins the school year with 5 personal leave days in total. The teacher takes a teacher initiated professional development personal day. Aesop will now reflect this has 4 personal leave days remaining and 2 personal days for a teacher initiated professional development day. If a personal day is used the absence balances will reflect under both reasons as 4 remaining personal days and 2 remaining personal days for a teacher initiated professional development day.

**15. How do I interpret my sick day balances in Aesop? I am a paraprofessional and I took a family illness day, why is that same day also being deducted from both my family sick day allotment and personal sick day allotment?**

**In accordance with the paraprofessional contract a paraprofessionals receives up to five (5) family illness days a year that are to be deducted from their total available sick day allotment.**

**For example, a paraprofessional has 15 sick days available at the start of the school year. Aesop will reflect this as 15 available sick leave days and 5 sick leave-family illness days. This does not mean there are a total of 20 sick days available. It means there are 15 sick days available 5 of which can be used for a family illness. If a family illness day is used the balance would than reflect under both reasons 14 remaining available sick leave days and 4 remaining family illness days.**

**16. I am a paraprofessional who receives an annual allotment of vacation days, how are these recorded in Aesop?**

**A paraprofessional based on their years of service also receives a vacation day allotment. Vacation days are fixed and must be used during specific time periods when school is not in session according to the contract. The Payroll office enters the vacation days on behalf of each paraprofessional according to the school schedule and contract. If there are vacation days available at the end of the school year these days are paid to the paraprofessional during the last week of June.**