

When you call Aesop

To Review or Change your Personal Information, Press ...

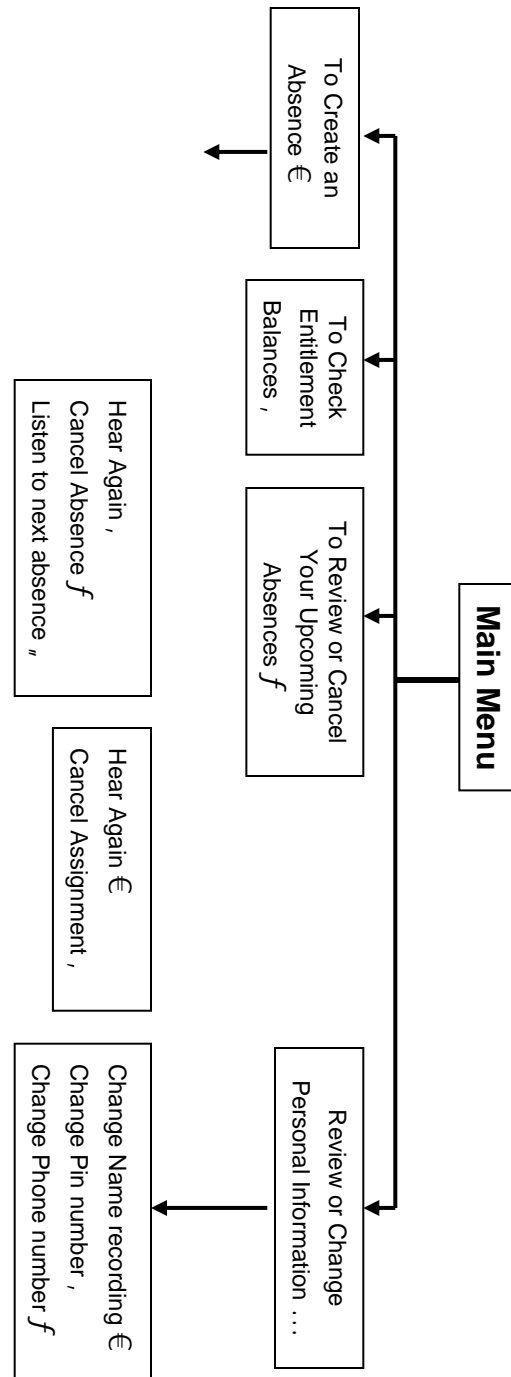
- To review or change the recording of your name and title, Press €
- To change your Pin number, Press ,
- To change your phone number, Press *f*
- To return to the previous menu, Press μ

Special Things to Note

- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
 - t Name (First and Last Name)
 - u 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.

1.800.942.3767

Aesop Phone Menu at a Glance



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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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. Select the Start Date

To enter an absence for:

- TODAY, Press €
- Tomorrow, Press ,
- Another Day, Press *f*
- Monday, Press „

∅ If option *f* 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 €
- For a Half-Day in the Morning, Press ,
- For a Half-Day in the Afternoon, Press *f*
- For Specific Start/End Times, Press „

∅ If option „ 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 € for AM or Press , for PM

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4. Select Absence Reason

5. Confirm absence information

- If correct, Press €
- To re-enter, Press ,
- To cancel, Press *f*

6. If a multiple day absence

t Enter the day of month followed by the pound sign ('#')

u Aesop will ask the following:

- If the details are the same as previous date, Press €
- To change some of the details, Press ,
- To change all of the details, Press *f*

7. Save your absence

t **If you can decide whether a sub is needed:**

- If your absence requires a substitute, Press €
- If your absence does not require a substitute, Press ,

u **If you can assign a substitute:**

- If you want to select a specific sub to assign to the absence, Press €
- ∅ **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 ,

∅ If option € is selected you will need to enter the sub's full 10-digit phone number.

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When you have successfully created an assignment Aesop will play back the **confirmation number**.