

I have detailed some information about AESOP and Timeclocks Plus for you to reference as needed. We thought it might be helpful to have this information all in one place.

- Deans, Principals, Athletic Directors, and School Admin will still fill out paper absence forms.
- Educational Interpreters, ENL IAs, IAs, ISR Secretaries, Secretaries, Treasurers, Food Service and Technology will be using Timeclocks plus for absences and clocked time.
- Secretary Substitutes can use Timeclocks if they are in a building frequently and can be assigned to a person to approve or they can fill out paper timesheets if they end up roaming between multiple schools.
- Office Managers use Timeclocks for requesting absence days.
- Nurses, Substitute Teachers, Permanent Substitute Teachers, Nurse Substitutes, Coordinators, Counselors, TDSs, Teachers, SLPs and Temporary Teachers use AESOP to record absences. No paper absence forms are needed. We also pull time worked for substitutes from Aesop.

Timeclock Plus hints

- Please watch AM and PM when approving time and make sure the box is checked to automatically schedule the request.
- Please watch for missed punches, those need to be fixed. If they aren't corrected, the time worked will not be pulled into the payroll system to be paid.
- Watch hours that a person is claiming, if they normally work 40 hours, their hours should be around 40 each week.
- If staff are absent and have days available, they must be used. Even if they are out of days, please request an absence day. Your weekly total time worked + absence time requested should equal your scheduled number of hours.
- Use the notes section on an absence especially for the relationship of deceased for bereavement.

AESOP hints

- **Please fill out substitute teacher sheets through September 30th so we can make sure the time is coming over correctly.** We had some issues with sub time not being recorded correctly in Aesop at the end of last school year and want to ensure it's working correctly this year.
- The gold form for before and after holiday does not need to be filled out, an email still needs to be sent to Nancy McCool to request the day.
- The pink professional day form needs to be filled out and sent to admin for approval, this will be sent back to you and kept at the building. We will pull the absence day from Aesop so payroll does not need the form.
- Jury duty will be in AESOP and we only need court documentation. No absence day form is needed.
- We need to know the relationship of the deceased for bereavement leave. Please be sure that is included in the notes in Aesop.
- Please remember to reconcile each week. Only reconciled absences and sub time worked are pulled into the payroll system.

- Permanent Substitute teachers should have all days entered in AESOP in order to be paid. If they are not in a classroom, the portion of the day worked should be under roaming teacher or vacancy. Sick and Personal days also need to be put in AESOP.
- Teachers on leave need to have a green sheet done and nothing entered in AESOP. We will charge absence days from the green.
- A sub/temp filling in for a teacher for less than 45 days needs to be put in AESOP under roaming teacher or vacancy so they can be paid.