To Create an Absence
1. Select Start Date
2. Enter Number of Days
3. Enter Start and End Times
4. Select Absence Reason
5. Confirm Absence Details
6. Enter Multiple Days
7. Save Your Absence

To Check Entitlement Balances

To Review or Cancel Your Upcoming Absences

To Review or Cancel a Specific Absence

Review or Change Personal Information

Main Menu

Hear Again
2. Cancel Absence
3. Listen to next absence
4. Change Name recording
2. Change Pin number
3. Change Phone number

Absence Review
• To review or change the recording of your absence, Press
• To change your phone number, Press
• To return to the previous menu, Press

Absence Change
• 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)

Absence Details
• 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.

Absence Assignment
• If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.