

Aesop Transportation Web Guide

1. Logon to Aesop—www.aesoponline.com
2. Enter your ID number _____
3. Enter your PIN number _____
4. Click on GO

To Create An Absence

1. Click on Create an Absence
2. Enter Start Date
3. Enter End Date
4. Check Day(s) of Week
5. Choose Absence Reason (Sick, Personal)
6. Choose Absence Type (Full day, 1/2 day AM, 1/2 day PM)
7. Click the **Next** button

Start Date End Date

2/7/2006 2/7/2006

Sun Mon Tue Wed Thu Fri Sat

Create absences on these days of the week within the date range specified above

Start Date End Date

2/7/2006 3/17/2006

Sun Mon Tue Wed Thu Fri Sat

Create absences on these days of the week within the date range specified above

Single Day Absence.

Enter the Start & End dates; you can disregard the Days of Week

Long Term Absence.

Enter the Start & End dates and leave all days checked.

8. Verify all information
9. Click Save

Aesop will give you a **confirmation number** when the transaction is complete.

List Absences | Monthly | Absence Log | Call History | Available Substitute | Approves

Modify Absence Create a new absence | Create another absence for this employee

Confirmation#: 208899

Employee: Test Employee

School: Cash Senior High School

Created on: Feb 7 2006 5:33:25 PM

Last Update: Feb 7 2006 5:33:25 PM

Status: Filled

Reconciled: No Reconcile

Substitute Required: Yes

Fulfilled by: Test Sub (ME)

Feedback: Enter Feedback on Substitute Assignment
Enter Feedback on Substitute

Edit/Close Split

Date	Absence Reason	Absence Type	Start - End
04/04/2006	Sick	Full Day	8:00 AM-4:00 PM
Tuesday	Budget Code: -- none Selected --	Pay Code: -- none Selected --	
04/11/2006	Sick	Full Day	8:00 AM-4:00 PM
Tuesday	Budget Code: -- none Selected --	Pay Code: -- none Selected --	
04/18/2006	Sick	Full Day	8:00 AM-4:00 PM
Tuesday	Budget Code: -- none Selected --	Pay Code: -- none Selected --	
04/25/2006	Sick	Full Day	8:00 AM-4:00 PM
Tuesday	Budget Code: -- none Selected --	Pay Code: -- none Selected --	

Notes:

To Review or Cancel Your Absences

Click on View My Schedule

To delete an absence click on the trash can*



Click on Absence History
View all absences from the past 366 days and 90 days into the future.

The screenshot shows a 'View My Schedule' interface with a calendar for February 2006. A table below the calendar lists 'Scheduled Absences for the selected month' with columns for Date, Reason, School, Start Time, End Time, and Absence Type. A trash can icon is visible next to one of the entries.

To Review or Change your Personal Information

You can change part of your personal information.

Click on Change Personal Information
Edit Info
Apply Changes

Change Personal Information

Internal ID: 115403

School(s): Chelsea Elementary School

First Name: Greg

Middle:

Last Name: Adams

Title: Super Guy

Phone: (123) 456-7890

E-Mail: greg.adams@comcast.net

Room #: 12

Start Time: 7:00 AM

1st Half End Time: 9:30 AM

2nd Half Start Time: 9:32 AM

End Time: 4:00 PM

Address

Address 1

Address 2

City

State/Province

Zip

[Edit Info](#)

You can change your Pin number at any time.

Click Change PIN
Enter Info
Apply Changes

Change your PIN

Current PIN:

New PIN:

Retype PIN:

Apply Changes Cancel

[Need help? PIN Guidelines.](#)