



## Phone System Instructions for Employees

1.800.942.3767

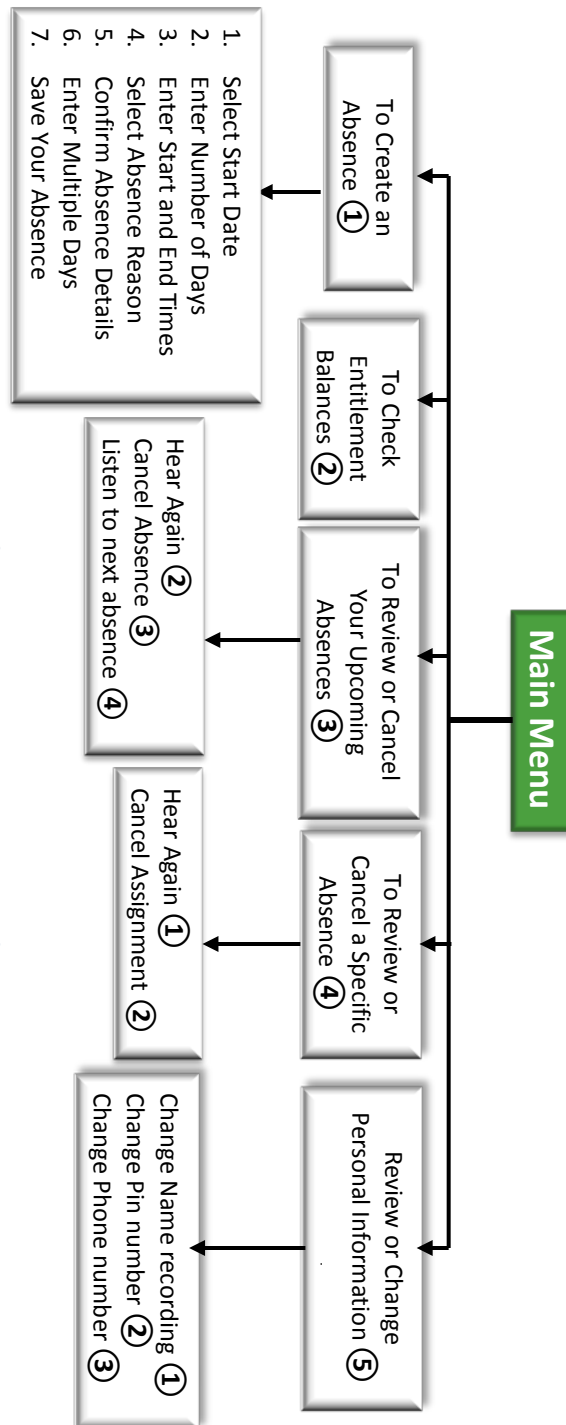
### Learn how to:

- Create absences by phone
- Review Upcoming Absences
- Personalize the phone system

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## Aesop Phone Menu at a Glance



## When you call Aesop

### To Review or Change your Personal Information, Press (5)

- To review or change the recording of your name and title, Press (1)
- To change your Pin number, Press (2)
- To change your phone number, Press (3)
- To return to the previous menu, Press \*

### Special Things to Note

- 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)
- 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.



Pressing the star key (\*\*) will always take you back one menu level anywhere in the phone system.

1.800.942.3767

## 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

#### 1. Select the Start Date

##### To enter an absence for:

- TODAY, Press ①
- Tomorrow, Press ②
- Another Day, Press ③
- Monday, Press ④

> If option ③ 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 ①
  - For a Half-Day in the Morning, Press ②
  - For a Half-Day in the Afternoon, Press ③
  - For Specific Start/End Times, Press ④
- » If option ④ 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 ① for AM or Press ② for PM

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## When you call Aesop

#### 4. Select Absence Reason

#### 5. Confirm absence information

- If correct, Press ①
- To re-enter, Press ②
- To cancel, Press ③

#### 6. For a multiple day absence

1. Enter the day of month followed by the pound sign ('#')
2. Aesop will ask the following:
  - If the details are the same as the previous date, Press ①
  - To change some of the details, Press ②
  - To change all of the details, Press ③

#### 7. Save your absence

##### 1. If you can decide whether a sub is needed:

- If your absence requires a sub, Press ①
- If your absence does not require a sub, Press ②

##### 2. If you can assign a substitute:

- If you want to select a specific sub to assign to the absence, Press ①
- » **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 ②
- » if option ① is selected you will need to enter the sub's full 10-digit phone number.

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## When you call Aesop



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

### To Check Entitlement Balances, Press ②

Aesop will play back your entitlement balances.

### To Review or Cancel Your Upcoming Absences, Press ③

- To review your absences for the next 30 days, Press ③
- To return to the Main Menu, Press \*

##### Aesop will read off all absence details:

- To hear this again, Press ②
- To cancel this absence, Press ③
- To listen to the next absence, Press ④
- To return to the Main Menu, Press ⑤

### To Review or Cancel a Specific Absence, Press ④

Enter the confirmation number followed by the pound key ('#').

##### Aesop will read off the absence details:

- To Hear again, Press ①
- To cancel this absence, Press ②
- To return to previous menu, Press ③

Available 24/7