

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

To Review or Change your Personal Information, Press **5**

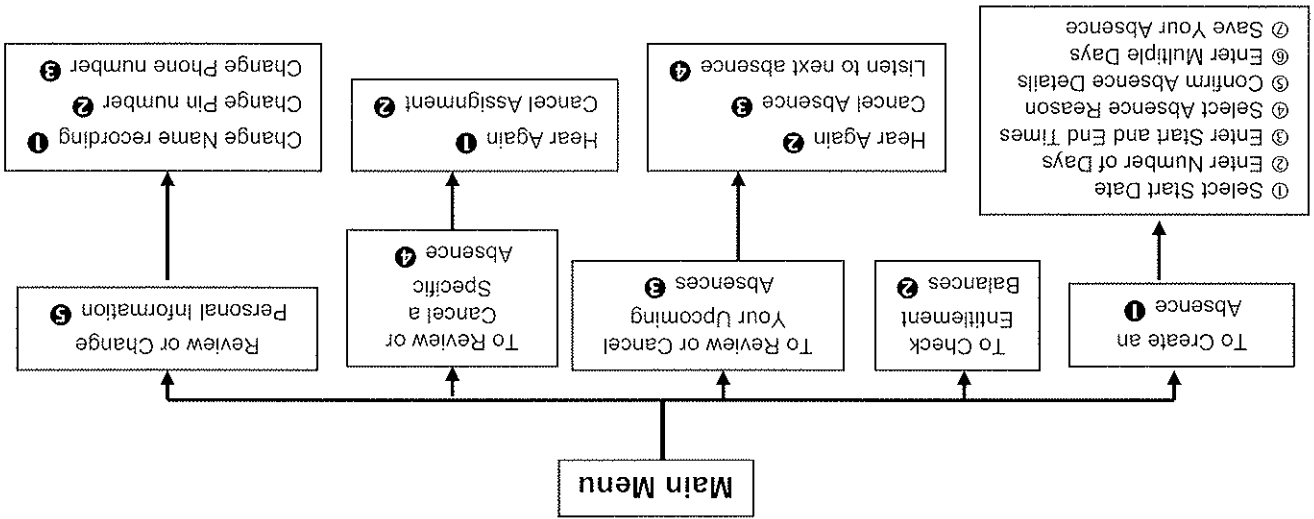
- To review or change the recording of your name and title, Press **1**
- To change your Pin number, Press **2**
- To change your phone number, Press **3**
- To return to the previous menu, Press **4**

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

MAIN MENU

Aesop Phone Menu at a Glance



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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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 substitute, Press **1**
- If your absence does not require a substitute, 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 **4**

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 **5**

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