

AESOP & KIOSK GUIDELINES

Use AESOP for all absences, except Professional Development with expenses in which case you will then use KIOSK

AESOP ABSENCE

1. **Check your absence balance to ensure you have enough day(s) for absence**
Go to Home Page – then Account (3rd tab on top) – then Absence Reason.
Or can also sign into your KIOSK account to check your leave balances.
2. **Create Absence** – As you have in the past. Be careful to select the appropriate absence type.
3. **If you need to change your original absence request.**
 - a. Talk to your building secretary, who along with the principal, has received instructions on the proper procedures or call Linda Posadny (ext. 10206).

PROFESSIONAL DEVELOPMENT WITH EXPENSE– Please use KIOSK only and follow these instructions.

1. Enter professional development information as usual but click **no sub** required
2. Ask building secretary to use AESOP to assign your preferred Sub or create the absence to get a sub.

Contact Linda Posadny ext. 10206 if you need further assistance. If any doubt contact Linda to clarify.

Principals, to correct a mistake of absence in AESOP:

- A Give your building secretary a heads up if there is a correction to be made.
- b. Reject leave request in KIOSK – with explanation
- c. Ask your building secretary to resubmit in AESOP the correct absent and reassign sub worked/going to work the position. (Only secretary or Daphne can fix the correct sub worked).

Secretaries

- a. Notify assigned sub who worked or is going to work that there was an error for that job and assure them they will be paid if already worked the assigned position or is still assigned to the job in future.
 - a. Give about 10 minutes for KIOSK to sync to AESOP or call Linda Posadny to ensure the leave is gone from both AESOP & KIOSK.

Please don't hesitate to contact Linda Posadny ext. 10206 or Daphne ext. 10201, if you need further assistance.

***Note: AESOP does not sync to KIOSK with edits, this creates a huge mess trying to fix.**