

## 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**
  - In AESOP, go to Home Page – then Account (3<sup>rd</sup> tab on top) – then Absence Reason Balance.
  - Or 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.**
  - Talk to your building secretary, who along with the principal, has received instructions on the proper procedures, or call Colleen Shanahan, ext. 10205.
4. Use of **custom times** in AESOP can alter your absence in KIOSK and may not be correct. Check with secretary if unsure.
5. AESOP times should reflect when the sub is needed, not necessarily when the employee is absent.

**PROFESSIONAL DEVELOPMENT WITH EXPENSE &  $\frac{1}{4}$  OR .25 DAY ABSENCE**– Please use KIOSK only and follow these instructions.

1. Enter professional development information as usual or .25 absence 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 Colleen Shanahan ext. 10205 if you need further assistance. If any doubt contact Colleen to clarify.

### MISTAKE OF ABSENCE - Principals, to correct in AESOP:

1. Give your building secretary a heads up if there is a correction to be made.
2. Reject leave request in KIOSK – with explanation
3. 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:

1. 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.
2. Give about 10 minutes for KIOSK to sync to AESOP or call Colleen to ensure the leave is gone from both AESOP & KIOSK.

Please don't hesitate to contact Colleen Shanahan ext. 10205 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.**

If rejecting an absence with a substitute in place:

1. Let your building secretary know if there is a correction to be made.
2. Reject absence in KIOSK – with explanation
3. Ask your building Secretary to resubmit in AESOP the correct absence and the correct sub who worked the position. (Only secretary or Daphne can fix the correct sub worked.)
4. Contact sub worked that there was an error for that job and assure them they will be paid.

Hopefully this will help the discrepancies in AESOP.

Thank you for your cooperation.