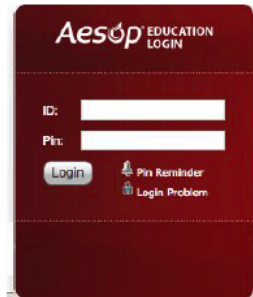


AESOP Guide for Entering Leave: School Day Adjusted Time

These directions will show the user how to enter leave in Aesop if the school day is set to 7 hours. The total hours of leave being requested must be equal the number of hours between the start and end time in the Time Section.

Understanding the Process

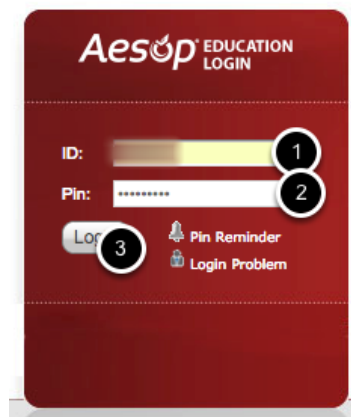


Requested time in AESOP must equal the number hours of leave you are requesting.

The number of hours of leave requested in AESOP must reflect the total number of hours you are requesting.

The actual time the sub is required will be noted in the Substitute Report Time section.

Login



Go to: <https://fnsbsd.aesoponline.com/>

1. Enter your f number - including the lower case f. Example: f123456
2. Enter your district password
3. Select *Login*

Full Day Absence

Create Absence

0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options? [Advanced Mode](#)

August 2018

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Substitute Required Yes

Absence Reason 01. Sick Leave

Time Please enter a valid time range using the HH:MM AM format.
09:00 AM to 04:00 PM

Substitute Report Time Please enter a valid time range using the HH:MM AM format.
Custom
09:00 AM to 04:30 PM

Notes to Administrator (not viewable by Substitute)

255 character(s) left

Notes to Substitute
Your 30 minute lunch time is 12:30 - 1:00 pm.
210 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel

1. Select "Yes" if a substitute is required.
2. Select the type of leave.
3. This is the normal start time for most staff members. Your school time might differ.
4. The end time. This is the time that students are dismissed. The number of hours between #3 and #4 equals 7 hours.
5. Select the *link* icon to activate the Custom time for the sub.
6. Enter the time the sub is required if different than the school hours.
7. Leave a note for the sub if necessary. This can reinforce when the sub has their scheduled duty-free lunch.
8. Create the absence.

Note: if your normal work day is longer than 7 hours, you will need to adjust the end time in #4 to reflect the additional time.

Half Day Absence

Create Absence 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options?

August 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Substitute Required Yes

Absence Reason 01: Sick Leave

Time Please enter a valid time range using the HH:MM AM format.
01:00 PM to 04:30 PM

Substitute Report Time Please enter a valid time range using the HH:MM AM format.
Custom
01:00 PM to 04:30 PM

Notes to Administrator (not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen

Shared Attachments

1. Select "Yes" if a substitute is required.
2. Select the type of leave.
3. Enter the time your leave starts.
4. Enter an end time. The number of hours between #3 and #4 must equal the total number of hours you are requesting leave. In this example the employee is asking for 3.5 hours of leave.
5. Select the *link* icon to activate the Custom time for the sub, if needed.
6. Enter the time the sub is required if different than the hours in the Time section.
7. Create the absence.