



Aesop Absence Approvals

Important Changes to the Absence Approval Process for Aurora Public Schools:

The Kelly Aesop System does not allow absences to be “held” until approval. This is a fundamental change from previous practices. If an absence is created by an employee or administrator on behalf of the employee, and saved, it automatically goes out to the substitute pool for fulfillment, no matter what the absence reason. The absence approver will then have the ability to approve or reject the absence. If the approver fails to take action, the absence will proceed as scheduled.

Because there is no longer a “hold” on any of the absence reasons, if the employee has prearranged fulfillment with a KES substitute, they will need to select “create and assign” and save the absence with the substitute attached. If they want to request a substitute that they have not yet spoken to, they will contact the scheduling team directly for assistance. This is different from the previous practice of putting the pre-arranged substitute name in the “notes to administrator” and having the administrator assign the substitute after approval. If an employee puts the name of the prearranged substitute in the “notes to administrator” section and selects “create” instead of “create and assign”, the absence will go out to the substitute pool for fulfillment and the prearranged substitute will not be assigned. This change will be outlined in the FTE training materials.

While there is no cut-off time to being able to deny an unfilled absence, a “filled” absence can only be denied through the Aesop system up until 12 hours before the start of the absence. After that cut-off time, the only way to deny the absence is to contact the scheduling team. This allows the scheduling team to make sure the KES employee is notified and re-allocated if possible.

Summary of the Absence Approval Process:

Absence Approval allows employees to enter absences that require approval into Aesop. The system then sends an email to the designated approver(s) once the absence has been created. The absence will stay on the Approver’s website until it has been approved or denied. The employees can view the status of their request online or by calling the IVR.

Employee View:

The employee will be presented with a “confirmation” screen after creating the absence that will show that this absence is currently “unapproved”.

View Absence # 200165514 - Loneske, Anna
 March 07
 Hours Per Day: 7.5 | Created: 3/4/2016 11:22 AM | Last Update: 3/4/2016 11:22 AM
 Status: **Unfilled / Unapproved** (Details)

Absence
 Edit Absence

March 07 at Jones Elementary School

March 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
28	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	2

Absence Reason: Personal
 Time: Full Day
 07:30 AM to 03:30 PM

Notes & Attachments

NEXT STEPS
 Status: Unfilled
 ABSENCE SUMMARY
 Substitute Required: Yes
 Monday, March 07, 2016
 7:30 AM - 3:30 PM
 Personal



Also, the Aesop home page for the employee shows the status of current absences that the employee has requested under their Scheduled absences. They can also view a tab called "Denied Absences" to see absences that have been denied their request.

Create Absence		2 Scheduled Absences	1 Past Absences	0 Denied Absences
Date	Reason	Location	Duration	Time
CONFIRMATION # 200023795		UNFILLED / PARTIALLY APPROVED	View Details	
04 Mar 2016	Personal	Jones Elementary School	Full Day	7:30 AM - 3:30 PM
CONFIRMATION # 200165514		UNFILLED / UNAPPROVED	View Details	
07 Mar 2016	Personal	Jones Elementary School	Full Day	7:30 AM - 3:30 PM

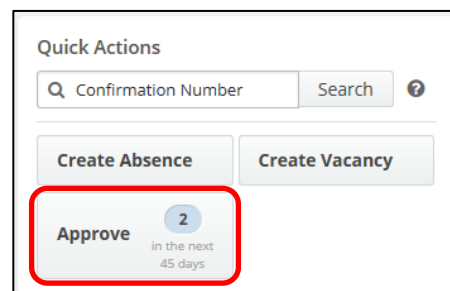
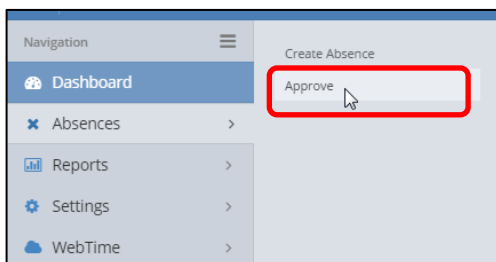
Approver's View:

When an absence is created, it automatically goes out to the substitute pool for fulfillment. At the same time, an email is generated to the designated "absence approver" for that absence reason. The email will alert the approver(s) that there is an absence that has been created that needs their approval and direct the approver(s) to log into their Aesop system to view the absences.

An absence that needs approval has been created for Marcus Welby. (5th Grade).
 Starting: 01/28/2016
 Number Of vacancies: 1
 Requires substitute: Yes
 Reasons: Personal,
 Click here to view this absence:
http://kelly.aesoponline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr_id=194333749
 Click here to view a list of absences needing approval:
http://kelly.aesoponline.com/login.asp?location=abs_ApproveList.asp?%26startdate=01/28/2016%26enddate=%26status=0,%202
 Please do not reply to this system generated message.

Thank you for using the Substitute assignment system. Powered by Kelly Educational Staffing.

To view the absences, the approver will log into their Aesop system. They can then click on the Absence side navigation tab and click on Approve. There is also an Approve button that can be clicked on in the Quick Actions box.





On the approval page, the approver can enter a date range to see all absences that need to be approved in that range. Check the box on the left and click Approve or Deny. Multiple absences can be approved or denied at the same time by checking off the boxes next to the absences shown and clicking Approve Selected or Deny Selected.

Absence: Approvals

Start Date: 01/25/2016 End Date: 03/28/2016 Status: Unapproved Partially Approved Approved Denied

Search

7 Absence Approvals Approve Selected Deny Selected

<input type="checkbox"/>	Conf. #	Name	Date	<input checked="" type="checkbox"/>	Reason	Duration	Status	Actions
<input checked="" type="checkbox"/>	194333749	Welby, Marcus 5th Grade	1/28/2016	<input checked="" type="checkbox"/>	Personal	1 day		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
<input type="checkbox"/>	194332143	Anderson, John 2nd Grade	1/29/2016	<input checked="" type="checkbox"/>	Personal	1 day		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny

If the approver wishes to leave comments to the employee regarding a specific absence, clicking on the Confirmation Number will link to the absence modify screen. Once the comments are made, the approver can approve or deny the absence from this page.

View Absence #194333749 - Welby, Marcus Status: Unfilled / Unapproved
Hours Per Day: 7.5 | Created: 1/28/16 11:38 AM | Last Update: 1/28/16 11:38 AM

January 28

Absence Approvers Available Subs

January 28 at Jones Elementary School

January 2016

SU	MO	TU	WE	TH	FR	SA
27	28	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	2	3	4	5	6

Absence Reason: Personal

Time: Full Day
07:30 AM to 03:30 PM

Notes & Attachments

Notes to Administrator (Viewable only by Administrator and Employee)

Notes to Substitute (Viewable by Administrator, Employee, and Substitute)

ABSENCE SUMMARY

Substitute Required: Yes

NEXT STEPS

Status: Unfilled

Approval Status: Unapproved

Approvals Received: 0/1

Last Approval Action: Not Available

Comments: Please fill out office request form.

219 character(s) left

Approve Deny

Timeline for Denying an Absence:

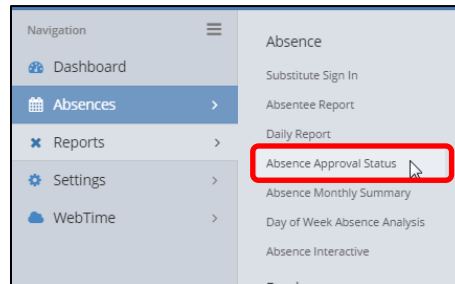
An absence approver will have until 12 hours before the start of a filled absence to “deny” it through the system. After this time, if an absence needs to be denied and canceled, they will need to contact the scheduling team at 866-535-5998 (Monday – Friday, 3am – 6pm MDT) to have the absence canceled or modified.

If an absence is unfilled, there will not be a timeline restriction on denying it.



Absence Approval Status Report:

One of the reports linked on the left hand side of the approver's home page is the Absence Approval Status report.



In this report approvers can view absences that require approval for a specific date range and their current status. The report can be filtered by location, employee name, absence reason, and status.

ABSENCE REPORTS Select a Report: Change...

Absence Approval Status

Date Range: 01/24/2016 02/12/2016 Filled Unfilled Sub Not Needed Jones Elementary School Schools ▾

All Employees Employees ▾ All Employee Types Employee Types ▾ All Substitutes Substitutes ▾

All Absence Reasons Absence Reasons ▾ Unapproved Approved Denied Partially Approved

8 Absence Approval Status						
Date	Conf. #	Name	Reason	Substitute	Status	Approvals
1/28/2016	194333749	Wellby, Marcus 5th Grade Certified	Personal Number Of Days: 1		Unapproved	
1/29/2016	194332143	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/1/2016	194597007	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/1/2016 - 2/2/2016	194180513	Mouse, Mickey Custodian Custodial	Personal Number Of Days: 2	Al Alberts	Unapproved	
2/2/2016	194913491	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/3/2016	194180704	Dolke, Eli 3rd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/3/2016	195148976	Anderson, John 2nd Grade Certified	Personal Number Of Days: 1		Unapproved	
2/12/2016	196778052	Wellby, Marcus 5th Grade Certified	Personal Number Of Days: 1	Al Alberts	Approved	Jones Elem Approver Administrator 2/12/2016 09:38 AM