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".

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.


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.

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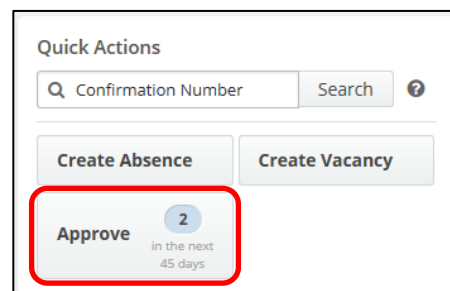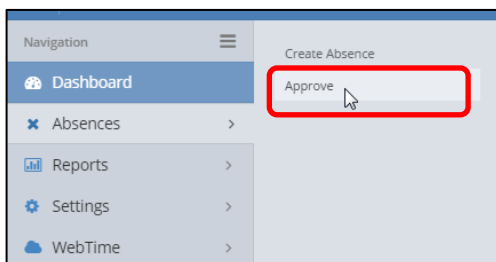
On the approval page, the approver can enter a date range to see all absences that need to be approved in that range. Check the box on the left and click Approve or Deny. Multiple absences can be approved or denied at the same time by checking off the boxes next to the absences shown and clicking Approve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

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.

**Timeline for Denying an Absence:**
An absence approver will have until 12 hours before the start of a <u>filled</u> 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.
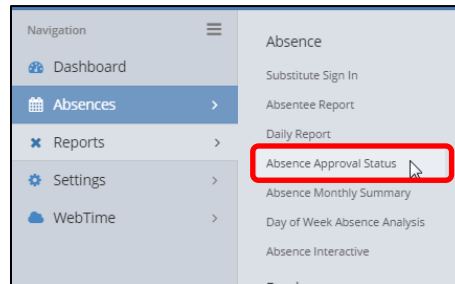
In this report approvers can view absences that require approval for a specific date range and their current status. The report can be filtered by location, employee name, absence reason, and status.