

SUBSTITUTE
MANAGEMENT
SYSTEM
Aesop



Aesop is the nation's leading automated substitute placement and absence management system, serving more than 3,000 districts nationwide.

On Saturday, October 27, the Austin Independent School District will launch Aesop, replacing Subfinder as the sole source of substitute placement in the district.

The new substitute management system will be used exclusively to secure and pay for substitutes for teacher, classified, administrator, and non-teaching professionals at the campus and district level.

Aesop offers **many benefits**, including:

- ✓ No hardware, software or phone lines to install or maintain;
- ✓ Full access by phone or internet at any time, from anywhere; and
- ✓ Paperless approval process for faster approvals, better absence tracking, and more efficient reporting.

Aesop TIMELINE

Oct. 24

Final date users may enter test absences and "fake" data in Aesop for training purposes.

Aesop will be unavailable in preparation for the launch.

Oct. 25-26

Oct. 26

Final date to enter all absence requests and substitute assignments in Subfinder, regardless of the assignment date.

Oct. 27
Aesop goes live!

Employees will need to enter requests for substitutes in Aesop and will no longer have access to Subfinder.



WHY DID AISD IMPLEMENT **AESOP**?

Increase Reliability:

- Aesop is hosted entirely in the AISD Cloud. Instead of purchasing and maintaining the hardware, software, and phone lines required of the current Subfinder system, Aesop will store and provide all the data for AISD. In addition, Aesop is monitored at all times in two world-class data facilities, keeping the district's data secure and available, with 99.99% uptime.

Reduce Paperwork:

- Aesop has the potential to replace all forms of paperwork, including absence forms, substitute sign-in sheets, approval forms, and more. These aspects of service will be phased-in at different times during the implementation phase.

Improve Communication:

- District and school staff members, as well as teachers and substitutes, can communicate better by attaching documents, including lesson plans, and leaving notes with absences. Aesop will also proactively send email alerts about reports, cancellations, and more.

Increase Fill Rates:

- Through employee self-service and completely integrated phone and web, Aesop often boosts fill rates. High fill rates drastically reduce the cost and inconvenience of asking AISD staff members to cover for absent co-workers.



WHAT DOES AESOP OFFER YOU?

GET A SNEAK PEAK:

- [Download](#) the Employee Quick Start Guide
- [Watch](#) the Employee Basic Training Video
- [Watch](#) the Administrative User Training Video

EMPLOYEES

- Register your absences online or over the phone anytime, anywhere. Aesop immediately starts to look for an available substitute that matches your specified qualifications and preferences.
- Set up preferred substitute lists and assign specific substitutes to your absence. By writing notes or attaching documents to your absence, you can assure that your substitute is prepared to handle your duties during your absence.
- Leave notes and attach Word and PDF documents to your absences.

SUBSTITUTES

- Search for and accept jobs online or over the phone anytime, anywhere.
- Gain control of your schedule. Add non-work days, set work preferences, and manage your personal information. Aesop will also call you on your local or long distance phone number based on rules managed by the district and the preferences you set up.
- Receive web alerts from AISD and get email reminders of upcoming jobs.

ADMINISTRATORS

- Reduce absenteeism and improve teacher accountability. Find out in real time which employees are absent, why they're out and who is substituting for them.
- Use Aesop's rich skill matching and preference lists to ensure the most qualified substitutes are chosen for each position.
- Solve the mystery of those recurring Friday absences. Report on trends such as employee absenteeism and high absence days with Aesop's huge library of reports or by using the drag-and-drop Report Writer.
- Create reports instantly and export them into Excel.

AESOP FREQUENTLY ASKED QUESTIONS

1. How do I log in to Aesop via the Internet?

In your Internet browser address bar enter www.aesoponline.com, then enter your ID, PIN, and click the LOGIN button. For both employees and substitutes, the Login ID will be two zeros followed by the six digits of the E number (i.e. 00654321). The PIN will be a 4 or 5 digit number from the personalized welcome letter you will receive from the district.

2. What should employees do if they have forgotten their PIN?

In your Internet browser address bar enter www.aesoponline.com and click “Forgot your login?” link in the upper right-hand corner, which will open a new page. On this page you can have a PIN reminder sent to your email address or view a document on common login issues. If you are still having difficulties logging in, please contact the AISD Substitute Services Office at subs@austinisd.org or (512) 414-2611.

3. What are some of the advantages of using Aesop via the Internet?

The internet provides access to many of Aesop’s features not available by phone, including attaching files and setting up preferred lists. Employees can choose to interact with the system exclusively online. Aesop is also available on mobile devices by typing “m.aesoponline.com” in the web browser of your mobile phone.

4. How do employees create absences on Aesop?

For busy educators, absences can happen suddenly, leaving little time to communicate with the district. With Aesop, employees can register absences at any time, anywhere at www.aesoponline.com by logging in and selecting the “create an absence” link. Employees

can write notes and attach files to absences, including lesson plans, special instructions, or other files for the substitute. Absences can also be registered using a phone by calling 1-800-94AESOP (942-3767). After entering login ID and PIN, employees are prompted to enter the details of the absences using the phone’s keypad.

5. How do substitutes find assignments on Aesop?

Aesop offers substitutes the flexibility to proactively search for jobs and fill their own schedule the way they want. To benefit the most from automated substitute placement, Aesop offers both phone and web services for finding and accepting jobs.

Substitutes can call in to Aesop toll-free at 1-800-942-3767 or log in online at www.aesoponline.com. Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance.

Substitutes can discover available jobs days or weeks in advance. Aesop can alert substitutes to new jobs through both phone and e-mail services. Substitutes can then choose to accept or reject the assignment.

6. When will I receive training for Aesop?

Employees will receive training at their campus from their substitute coordinator or designee before Oct. 24. Substitutes will receive a login for online training and be provided opportunities for face-to-face training. Visit AISD’s substitute web site at <http://archive.austinisd.org/inside/hr/substitute.phtml> for current training dates and locations. Oct. 24 will be the last date that users may enter test absences and “fake” data for training purposes. Aesop will be closed Oct. 25 - 26 in preparation for the October 27 launch.

FREQUENTLY ASKED QUESTIONS CONTINUED

7. What is the difference between prearranging a substitute for an absence and using Aesop's preference list?

Employees can set up a list of substitutes in Aesop that they prefer to be called first in the event of their absence. Once an absence is entered, Aesop will attempt to contact the preferred substitutes first and then move to the rest of the substitute list if a preferred substitute does not accept the assignment.

To secure a specific substitute, teachers must contact that substitute directly in advance of the absence and then enter the absence request in Aesop and use the "save & assign" link to select the desired substitute by name.

8. How do employees review and/or cancel absences after they have been created?

Absences can be reviewed and/or cancelled online at www.aesoponline.com or by calling 1 (800) 942-3767. Online, employees will login with their ID and PIN and then access their schedule by clicking on the interactive calendar or the "View My Schedule" tab. Cancel a scheduled absence by clicking the trash can under the assignment you wish to cancel. Using the phone, after entering your ID and PIN, you will be prompted to press 3 to review or cancel upcoming assignments.

Absences may be cancelled by the employee up to 1 hour before the start time of the assignment. Employees must contact their campus substitute coordinator to cancel an absence within or past 1 hour before the start time. Employees must also contact their campus substitute coordinator to edit an absence that has already been registered with Aesop.

9. As a substitute, how can I prevent Aesop from contacting me on specific dates when I will be unavailable?

By default, substitutes will be called for jobs between 5 a.m. and 10 p.m., but you can also customize these times or turn off calling all together. To edit your call times, log in to www.aesoponline.com and click the "Call Times" option in the Preferences Menu.

If you have days or partial days that you are not able to substitute you also can create Non Work Days online so Aesop will not offer you jobs on those days.

10. How can I make changes to the locations and classifications listed on my profile?

Substitutes have the option in Aesop online to choose a list of schools that they want to work at or choose a list they don't want to work at. New substitutes in Aesop by default will see jobs at all schools.

The profile information contained for substitutes and employees in Aesop is updated automatically from AISD's database. To change your personal information, visit the cloud at my.austinisd.org. Login and select "my information" to enter updated home phone, work phone, mailing or email address.

11. Who should I contact if I encounter problems and need assistance using Aesop?

User guides and short training videos are available at all times for employees, substitutes, and campus users within the Aesop website at www.aesoponline.com. if you are unable to log in? Use the "Forgot my login?" link in the upper right hand corner.

We're here to help! Please contact the AISD Substitute Services Office at (512) 414-2611 or email us at subs@austinisd.org, from 7:45 a.m.- 4:45 p.m.