2017

AESOP User Guide for Substitutes

FAUQUIER COUNTY PUBLIC SCHOOLS

HUMAN RESOURCES

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Getting Started

Proactively Fill Your Schedule

AESOP offers you the flexibility to proactively search for jobs and fill your own schedule that best fits your availability. To help you benefit the most for automated substitute placement, AESOP offers you both phone and web services for finding and accepting jobs. Substitutes can call in to AESOP toll-free ate 1-800-942-3767 or log in online at www.aesoponline.com.

Manage Your Profile

With AESOP not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, view work history, and receive phone and email notifications of available jobs.

Find Out About Available Jobs

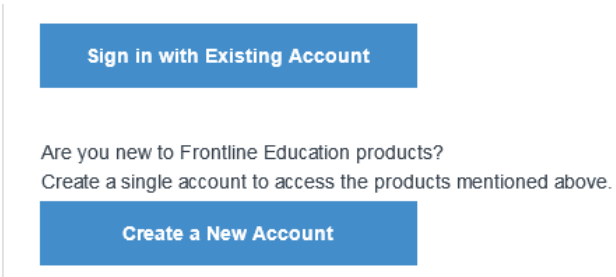
AESOP notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absence in advance as well. Substitutes will be able to view available jobs months in advance.

AESOP can alert substitutes to new jobs through both phone and email services. Substitutes can then choose to accept or reject the assignment.

Logging into AESOP

New Employees

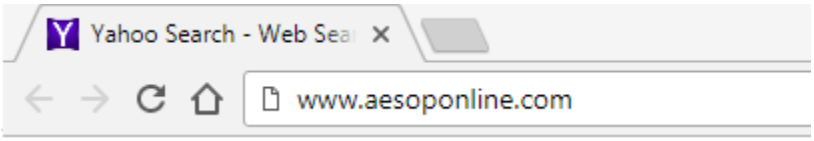
You will receive an email from no-reply@frontlineed.com inviting you to enroll into AESOP. Open the email and click on *Create a New Account*.



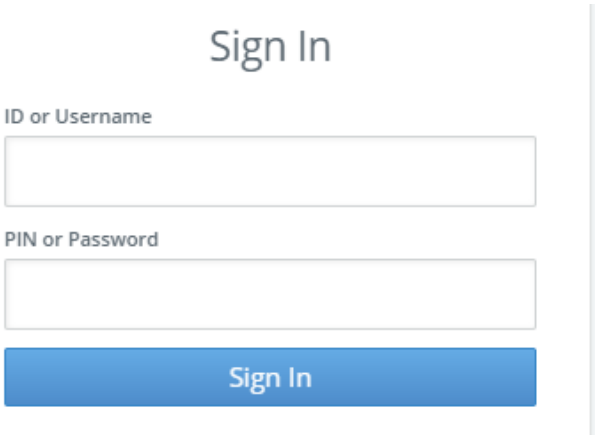
You will then need to create a Username and Password. Your username should be your email address and then a password of your choice. Follow the steps in this process and then click *Continue to Absence Management*.

Existing Substitutes

The first step to log on to AESOP is to visit the website. Type www.aesoponline.com into your internet browser's address bar and hit the *Enter* button on your keyboard.

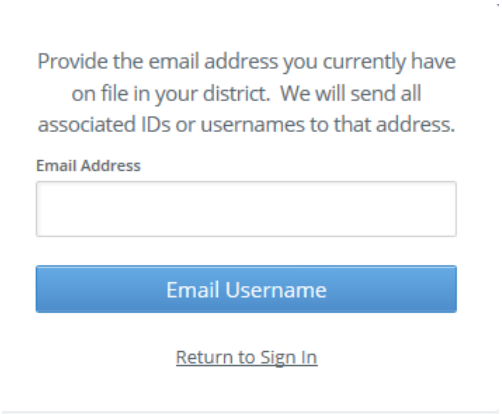


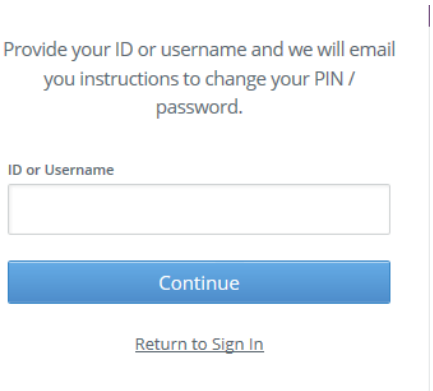
This will take you to the AESOP website where you can enter your Username and Password on the following screen. Next, click *Sign In*.



Forgot Your Username or PIN?

If you have forgotten your Username and/or Password you can click on either of the links, *Forgot my Username* or *Forgot my PIN*. This will take you to a page where you can enter your email address and have a reminder sent to you.



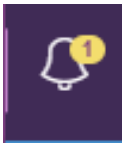


Home Page

Once you have logged into your AESOP account, you will be taken to your home page. You may first get a pop-up that is an announcement of important information. There are two types of notifications you can receive.

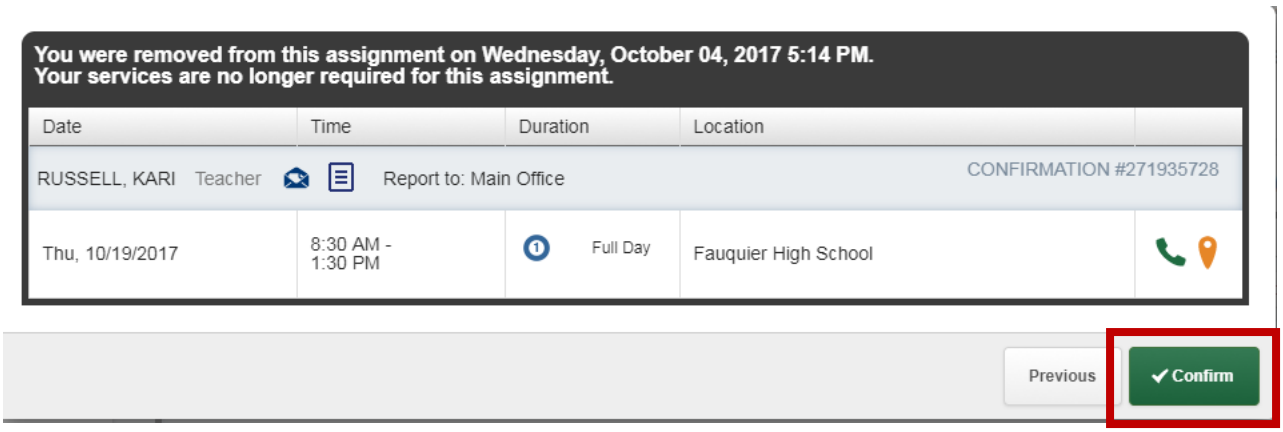
Web Alerts

These are alerts that have been created by Fauquier County Public Schools for substitutes to see. They can contain important general information that may be useful to you. Once you have read the alert you can click the *Dismiss* button to move on. These web alerts can be revisited at any time from your account. Simply click the *Bell* in the upper right hand corner next to your name. This will take you to any current alerts in the system.



Confirmations

You may also receive notifications that you need to confirm. The example below is a notification that you have been removed from a job and that your services are no longer needed. These notification are very important and must be confirmed before you can move on to your home page.



Once you have read and confirmed you will be taken to your home page.

Top Bar

At the very top of your home page you will see purple bar with four different buttons you can click on.

Absence Management – when you click on this option, you will be see a drop down menu that will allow you to move from AESOP (Absence Management) to VeriTime (Time and Attendance)

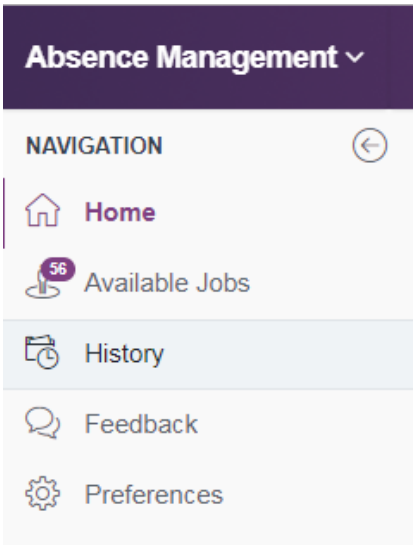
Your Name – clicking on your name will give you two options. You can go to your A*ccount Settings* or *Sign Out*

Notifications – the number of notifications (web alerts) you have will be displayed in yellow with the bell icon. When you click on this option, you will be taken to the screen that lists all notifications

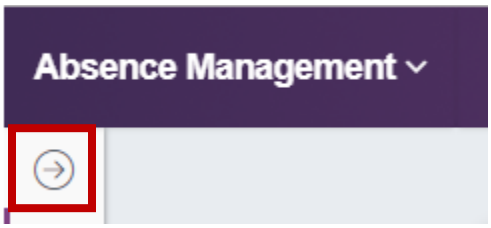
Help – by clicking on the question mark icon, you will see the contact information for the Human Resources Department. Additionally, you can click on *Frontline Support* and will be taken to the help option for the system

Navigation

The next section of your home page is the *Navigation Section.*



If you cannot see this section on the left side of your screen, click the arrow just under *Absence Management* in the upper left hand corner.



Home – this tab will take you to your home page from any other screen in AESOP

Available Jobs – clicking this tab will take you to a page listing all of the current available jobs that you are qualified to see and that you are available to work

History – the history tab will take you to a page where you can view the history of your jobs and non-work days

Feedback – this tab will take you to a page where you can leave feedback for a teacher or view the past feedback provided regarding you

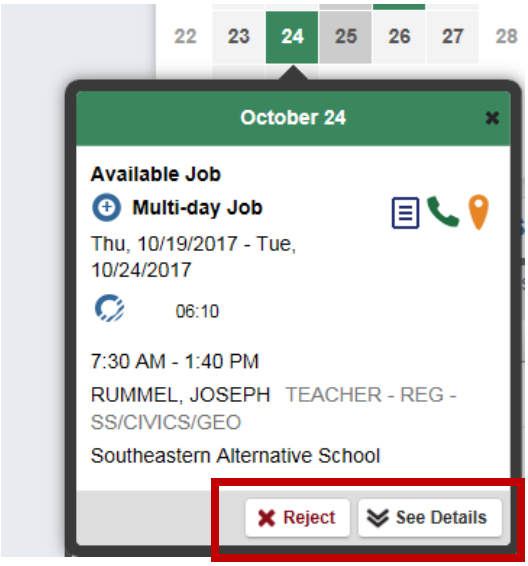
Preference – clicking this tab will bring you to the preferences area of your account. You can update and view your information

Calendar

On the top of your home page is your calendar. The calendar is color coded to show the different types of days. Use the back and forward arrows to either side of the calendar to move back and forward in time on the calendar.

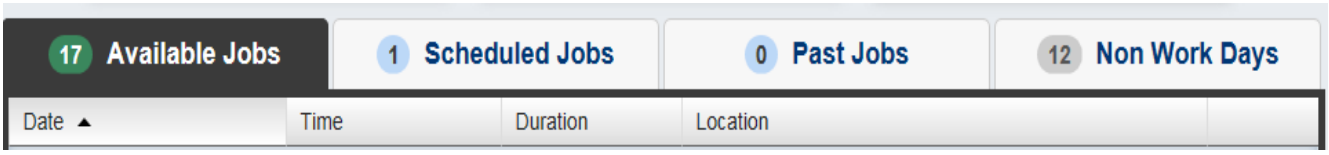
- A black box around the date represents the current day
- Light blue days are past or scheduled jobs
- Green days are days there are available jobs
- Dark gray represents a non-work day

Clicking on an individual day in the calendar will pop up information about that day. If there is an available job on that day, you can accept or reject it right from the pop-up.



Job Tabs

The main body of your home page will be your job tabs. They can be found directly beneath the calendar. Clicking these tabs will not take you away from the home page but will change what you are viewing on the home page.



Available Jobs – this tab will bring up a list for currently available jobs for you. The number represents how many jobs are available

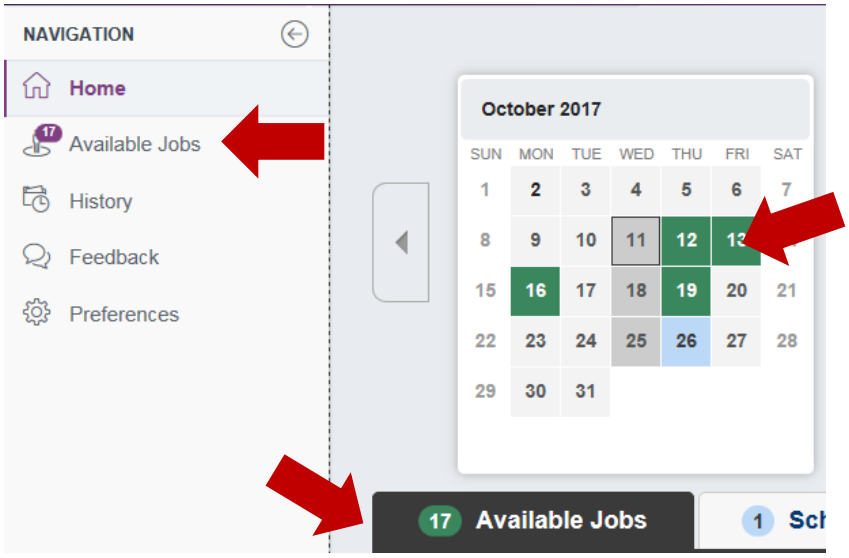
Scheduled Jobs – this tab shows a list of your scheduled jobs you have already accepted. The number represents the number of upcoming jobs

Past Jobs – this tab bring up your job history for the past thirty (30) days. The number represents that number of your past jobs

Non Work Days – this tab will show you your upcoming non work days as well as non work days from the past thirty (30) days. The number represents upcoming non work days and those from the past thirty (30) days. You can also create non work days from here.

Finding Jobs

On your home page, there are three places where you can click to access a list of jobs that you are qualified and available to fill.

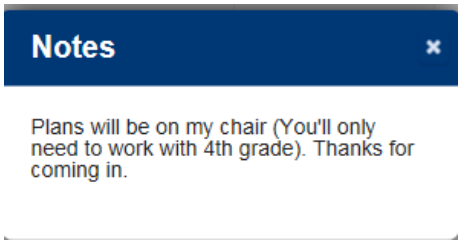


Job Details

When you have your list of available jobs up, you can see all of the details of the job (employee name, position, job date, job time and location) without having to go to another screen.

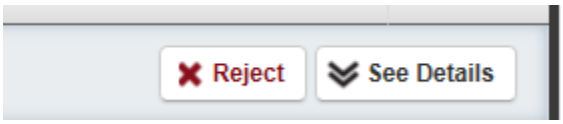
Accepting or rejecting this job is as simple as clicking the applicable button.

When an employee adds notes to the absence, you will see a next to the name. When you click on this, additional details regarding the job are provided.

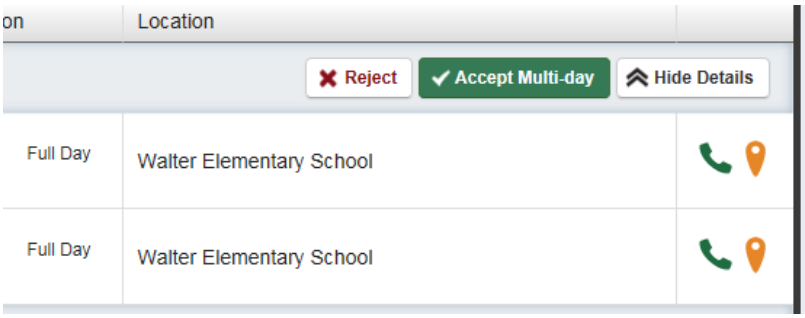


Multiple Day Absence

Some absence in your available job list may be multiple day absences. For these jobs, instead of seeing an *Accept* button, you will see a *Details* button.



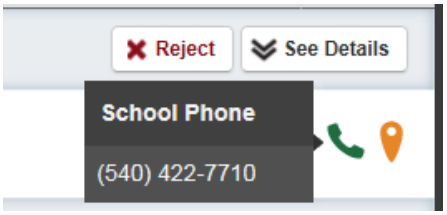
When you click on the *Details* button the job will expand to show the details for each day in the job. You can collapse the job again by clicking the *Hide Details* button. To accept the job, click the *Accept Multi-Day* button.



Phone Number and Map

In each job listing there will be an icon for the school's phone number as well as a map to the school.

Click on the **green** phone icon to have the school's phone number pop-up. If the icon is **gray** that means the school's phone number is not available.



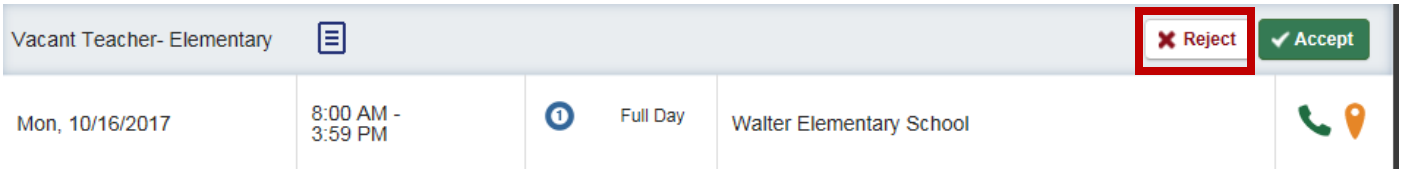
Click on the **orange** map pin icon to open up *Google Maps* where you can get directions to the school. If the icon is **gray**, that means the school's address is not available.

Accepting or Rejecting a Job

Now that you have seen the job details you are ready to accept or reject the job.

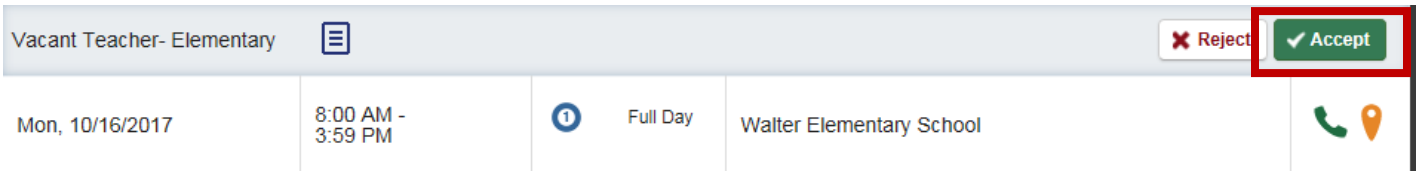
Reject

To reject a job, click the *Reject* button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the *Reject* button if you are absolutely sure that you will not want to come back to that job later.

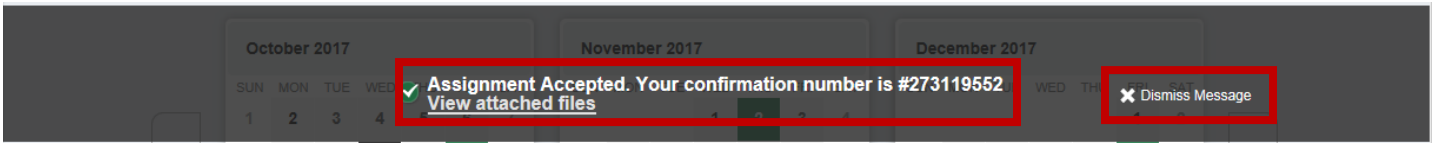


Accept

To accept a job, click the **green** *Accept* button on the right side of the job listing.



Once you have accepted the job you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the 'X' next to *Dismiss Message*.

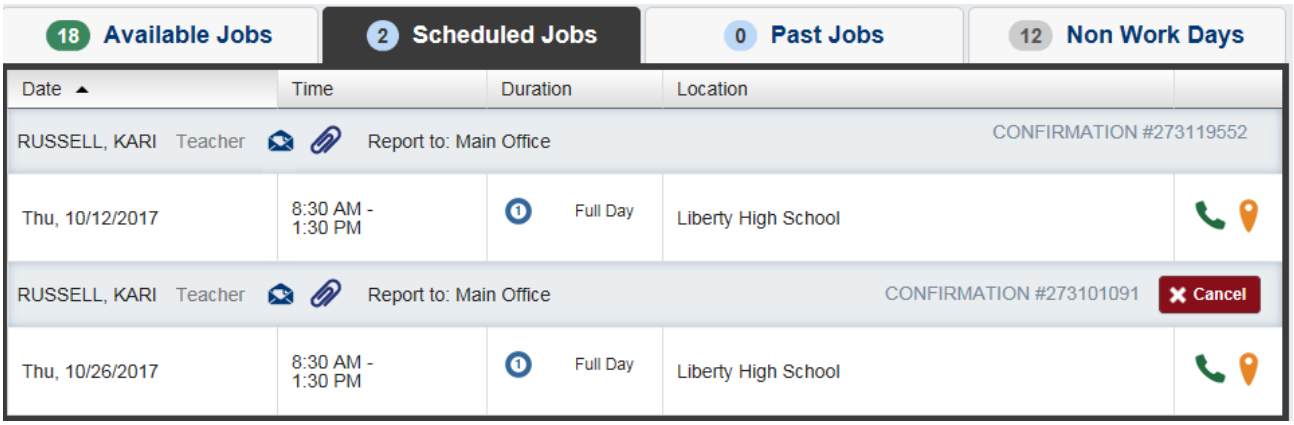


Once you have a confirmation number, you know that the job is yours and that no other substitute will be able to accept this job.

Schedule

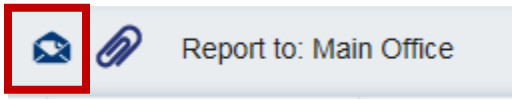
To view a list of your currently scheduled jobs, click the *Scheduled Jobs* tab on your home page. The tab will have a number that indicates how many currently scheduled jobs you have at this time.

When you click the tab your scheduled jobs will be listed in the main window. The details of each job will be displayed including the name/title of the employee, the time of absence, the duration and the location. Your confirmation number will also be listed here. The phone and map icons can be accessed on this page as well.



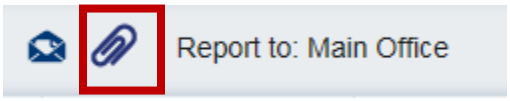
Email the Employee

If you need to contact the employee for any reason, you will have access to their information. Click on the mail icon and the email client on your computer will create a new email with has the employee's email address populated for your convenience.



Attachments

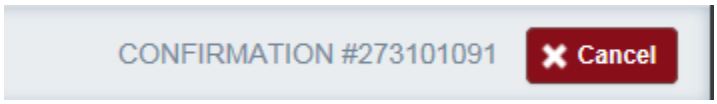
If you see a paperclip icon in the job information, there is an attachment.



To view the attachment, click the paper clip icon. This will open a pop-up on your screen with the attachment(s) listed. Click the attachment you want to view to open it up.

Cancelling a Job

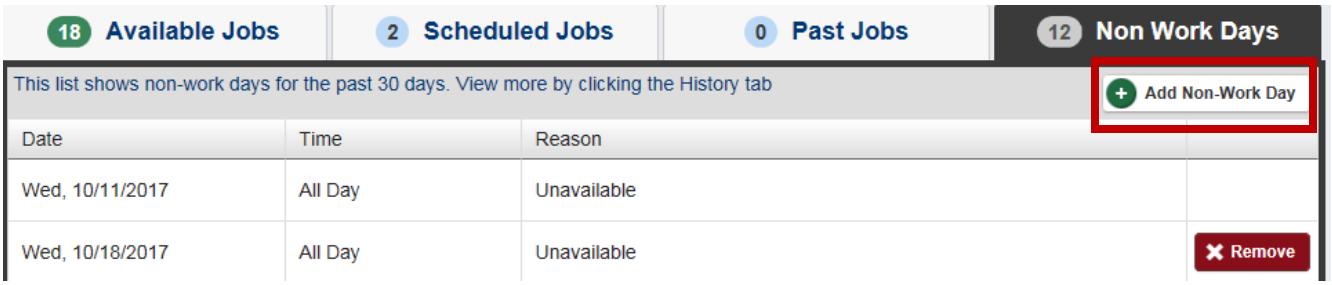
You may be able to cancel a job after you have accepted it. Not all absence will have the option to cancel. An example of this would be if a job is too close to its start time, AESOP will not allow you to cancel it. If you do have the ability to cancel a job, you will see a **red** *Cancel* button next to the conformation number.



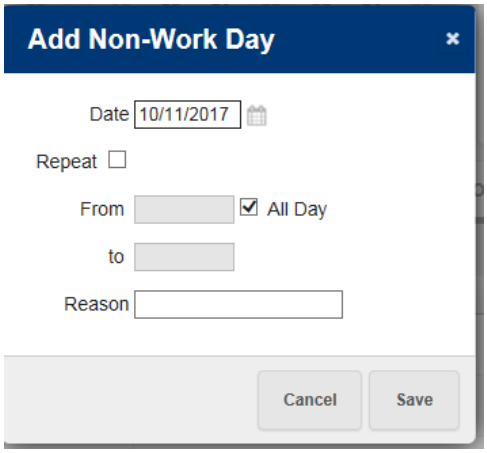
After you cancel the absence, you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the 'X'.

Non Work Days

If you have days or partial days that you are not able to substitute, you can create non work days so employees will not attempt to assign a job to you as well as AESOP will not notify you of jobs on those days. Click the *Non Work Days* tab to view your non work days or to create new ones. This tab will have a number on it indicating how many non work days you have scheduled.



To create a new non work day, click the *Add Non-Work Day* button. This will bring up a window where you can enter your information.



To create a single non work day, complete the following:

- Date – enter the date you are not available
- From – enter the start time you are not available on that date or select the *All Day* option
- To – enter the end time if it is not all day
- Reason – indicate reason why you are not available

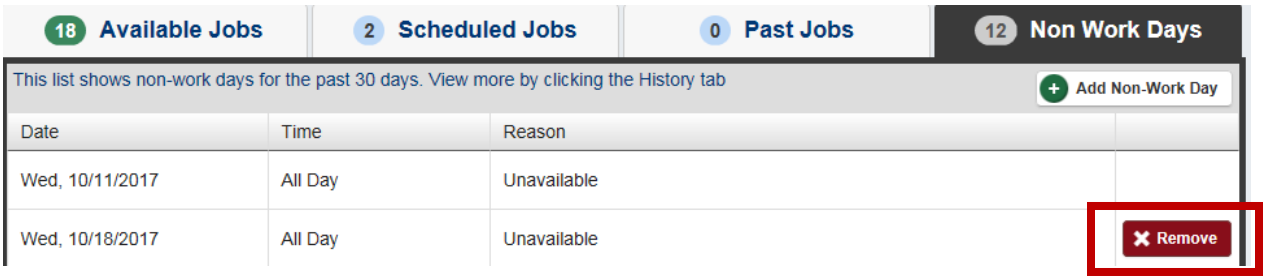
Then click *Save*

To create a repeating non work day, complete the following:

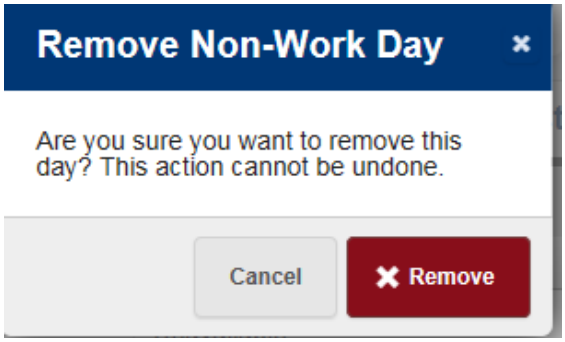
- Date
- Click repeat and enter applicable information
- From – enter the start time you are not available on that date or select the *All Day* option
- To – enter the end time if it is not all day
- Reason – indicate reason why you are not available

Remove a Non Work Day

In your *Non Work Days* tab, you will see a *Remove* button for any future non work days. Simply click the *Remove* button for the specific non work day you want to remove.



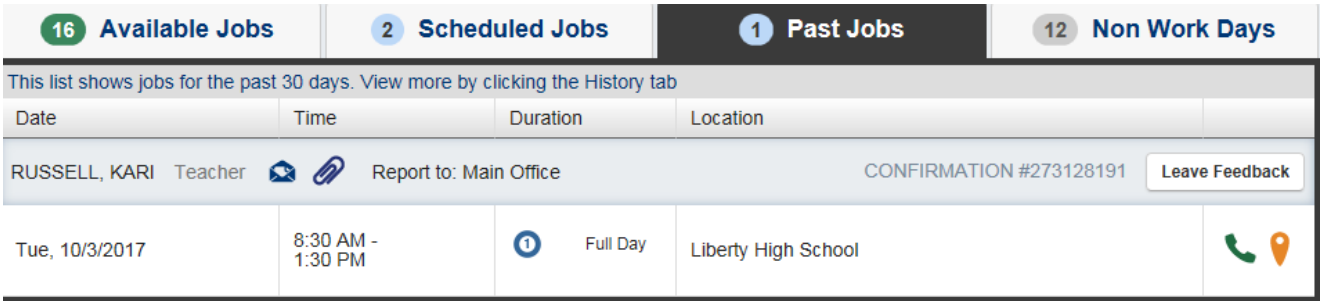
You will receive a confirmation pop-up. Click *Remove* to confirm.



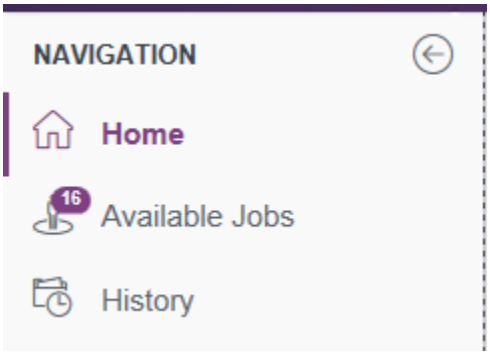
History

Past Jobs

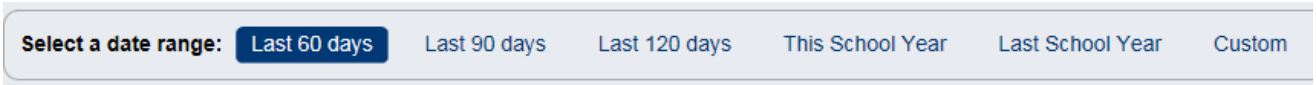
If you want a quick view of the jobs you have worked in the past thirty (30) days, you can access the *Past Jobs* tab. On the tab, there will be a number indicating how many jobs you have had in the past thirty (30) days.



If you would like to go further than thirty day, you can click the *History* option under the *Navigation* section.

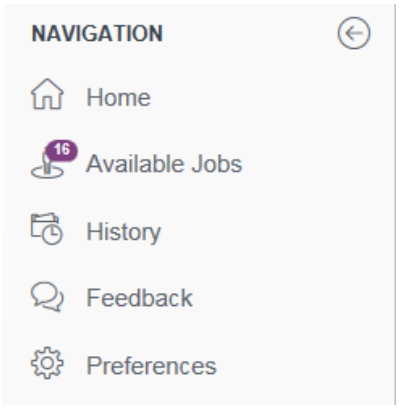


The history tab will allow you to look at the history for various time periods. Just click the predefined time period to see the information for that date range. You can also select the Custom option and enter in a specific date range that you would like to view.



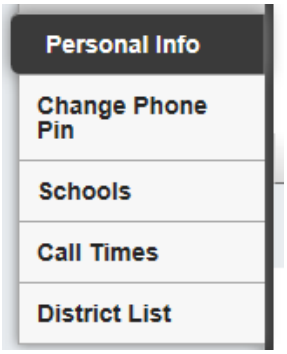
Preferences

To view and/or change your personal information, click the *Preference* button in the Navigation section.



Personal Information

To view your personal information click the *Personal Info* tab.



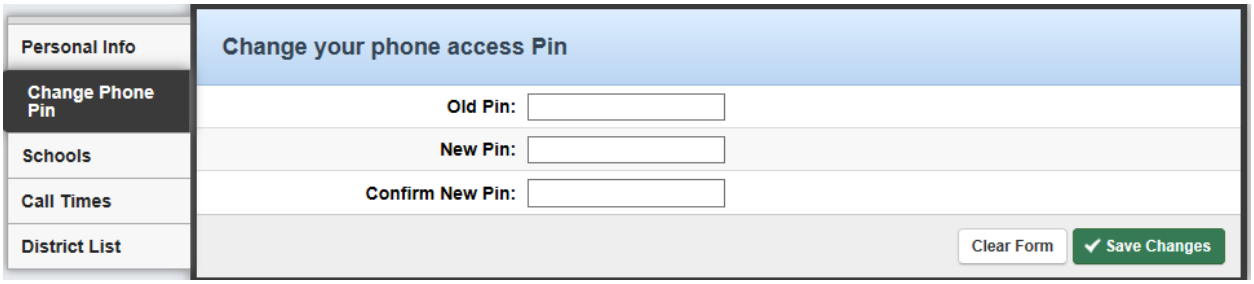
You will be able to see your phone, email and title. This information cannot be updated in AESOP, however, you can update your personal information in your Fauquier ePortal account.

To log into your ePortal account, go to www.eportal.fauquiercounty.gov. Your username is the first initial of your first name, last name and the last four of your social security number (Ex: jsmith1234). The password is a password of your choice. Once updated there, AESOP will be updated within 2-3 business days.

Change PIN

The next option in your *Account* menu is to change your PIN. This is the PIN that you will enter when creating an absence via the phone, or when you are clocking in/out on a designated kiosk without a barcode. This is not the password that you will use to log into your AESOP account on line.

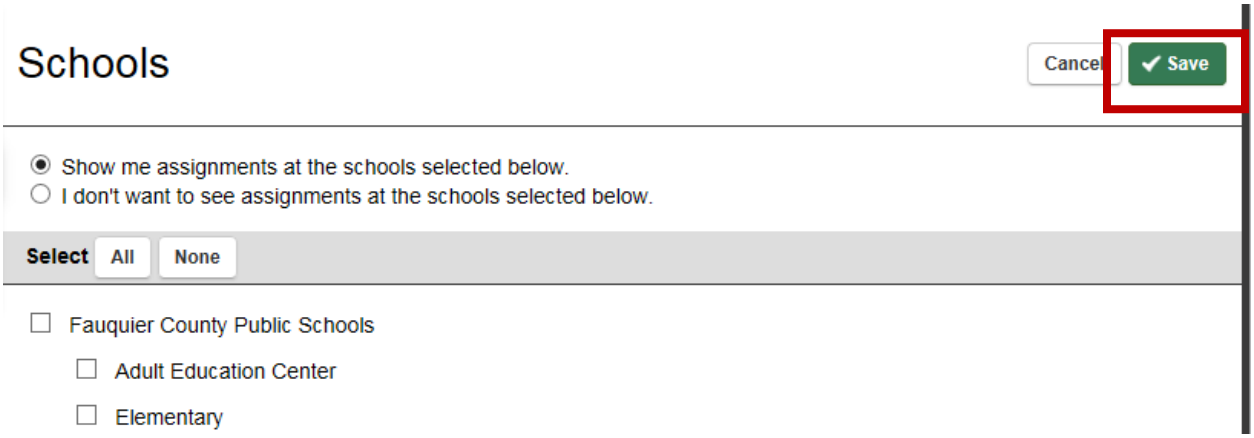
To change your PIN, click on *Change Phone PIN*. You will then need to enter in your old PIN, the new PIN that you have created and then enter that same PIN in to confirm



Schools

In this section, you are able to indicate which schools you would like to work at. Please make sure that you are keeping this information up to date so that employees are not contacting you when you do not wish to work at that specific school.

Simply click the box next to the schools that you are willing to work at and then click *Save* in the upper right hand corner.



Call Times

Under this tab, you will see the regular call time established by Fauquier County Public Schools. If you would like to adjust your call time, click on *Personal Information* and then click the *Specify Call Times* button.