When you call Aesop

To Review or Change your Personal Information, Press 5

• To review or change the recording of your name and title, Press 1
• To change your Pin number, Press 2
• To change your phone number, Press 3
• To return to the previous menu, Press 4

Special Things to Note

• If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
  1 Name (First and Last Name)
  2 Title (Grade Level and/or Subject Matter)

• You can create an absence up to one month in advance on the phone.

• In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.

• If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.

Pressing the star key (‘*’) will always take you back one menu level anywhere in the phone system.

1.800.942.3767

Phone System Instructions for Employees

1.800.942.3767

Learn how to

☐ Create absences by phone
☐ Review Upcoming absences
☐ Personalize the phone system
When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ("#")
3. Enter your PIN number followed by the pound key ("#")

To Create an Absence, Press 1

1. Select the Start Date

To enter an absence for:
• TODAY, Press 1
• Tomorrow, Press 2
• Another Day, Press 3
• Monday, Press 4
➢ If option 3 is selected then Aesop will prompt you to enter the DAY OF MONTH followed by the pound key ("#).

2. Enter the number of days

3. Enter the Start and End times
• For a Full Day, Press 1
• For a Half-Day in the Morning, Press 2
• For a Half-Day in the Afternoon, Press 3
• For Specific Start/End Times, Press 4
➢ If option 4 is selected then Aesop will prompt you to enter time in “hh:mm” format and the choice of AM or PM.

For example: 8:00 AM
a. Enter “800” followed by the pound key ("#")
b. Press 1 for AM or Press 2 for PM

1800.942.3767

When you call Aesop

4. Select Absence Reason
5. Confirm absence information
• If correct, Press 1
• To re-enter, Press 2
• To cancel, Press 3

6. For a multiple day absence
① Enter the day of month followed by the pound sign ("#")
② Aesop will ask the following:
• If the details are the same as the previous date, Press 1
• To change some of the details, Press 2
• To change all of the details, Press 3

7. Save your absence
① If you can decide whether a sub is needed:
• If your absence requires a substitute, Press 1
• If your absence does not require a substitute, Press 2
② If you can assign a substitute:
• If you want to select a specific sub to assign to the absence, Press 1
➢ It is your responsibility to contact the sub to see if they are willing to accept this absence PRIOR to assigning.
• If you want me (Aesop) to find a sub, Press 2
➢ if option 1 is selected you will need to enter the sub’s full 10-digit phone number.

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When you call Aesop

When you have successfully created an assignment Aesop will play back the confirmation number.

1. When you call Aesop
To Check Entitlement Balances, Press 2
Aesop will play back your entitlement balances.

To Review or Cancel Your Upcoming Absences, Press 3
• To review your absences for the next 30 days, Press 1
• To return to the Main Menu, Press 3
Aesop will read off all absence details:
• To hear this again, Press 1
• To cancel this absence, Press 2
• To return to the Main Menu, Press 3

To Review or Cancel a Specific Absence, Press 4
Enter the confirmation number followed by the pound key ("#").

Aesop will read off the absence details:
• To Hear again, Press 1
• To cancel this absence, Press 2
• To return to previous menu, Press 3

Available 24/7