



# Phone System Instructions for Employees

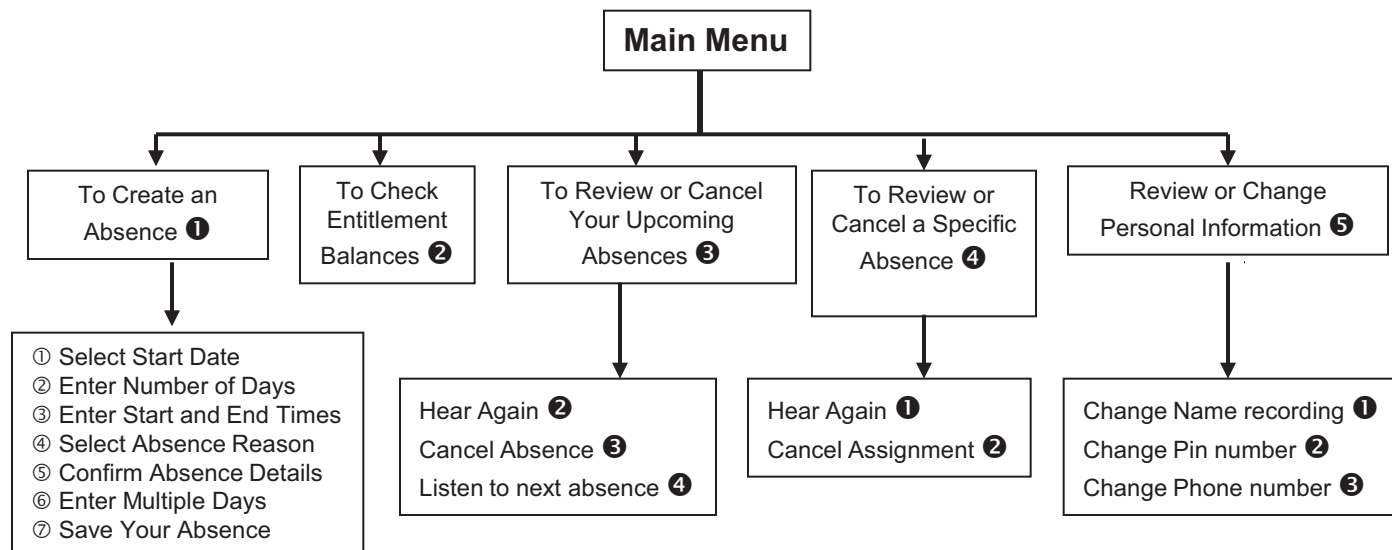
1.800.942.3767

## Learn how to

- Create absences by phone
- Review Upcoming absences
- Personalize the phone system

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## Aesop Phone Menu at a Glance


### 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 **★**

### 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

## 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

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## 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**.

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 **3**
- To return to the Main Menu, Press **5**

**Aesop will read off all absence details:**

- To hear this again, Press **2**
- To cancel this absence, Press **3**
- To listen to the next absence, Press **4**
- To return to the Main Menu, Press **5**

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 **5**

Available 24/7