

Absences:

- If you are absent, even if you don't require a substitute, or it is an early release half day, your absence must go in AESOP. All contracts are paid as a full day, for the contract year.
- If you are gone from your contracted time, please put your absence in AESOP with the appropriate reason (Personal Time, Illness, Unpaid) or whichever applies to your situation.
- If you are using **comp time**, be sure to **put in the Notes to Administrator section** the dates and work done that earned the comp time.
- All absences are put into AESOP by the employee. **Only in an emergency should secretaries be putting in absences.**

Putting in an Absence:

- To put an absence into AESOP log into the site <http://www.AESOPonline.com/> or www.woodlandschooldistrict.com – Information for Employees – AESOP. Put in your ID (phone number) and your PIN (4 digits). You can change your pin to 4 numbers that are easier for you to remember. If you do not know your ID and PIN contact Nicole Galloway at gallowayn@woodland.org and request it to be sent to you.
- Select “Create Absence.”
- Put in **Date** (*select it on the calendar*), **Absence Reason** (*there is a drop down arrow*), **Time** (Select Full, AM, PM or Custom), and **Select if a sub is needed**.
- Select NEXT.
- Click **Create Absence** and the absence will go out, first to preferred subs (*if you have selected and ranked them*) and then to all substitutes.
- **Sub Time:** If you are absent on a **Monday, and your work schedule starts later on Monday**, please be sure to **CUSTOMIZE** your absence in AESOP so your substitute is not showing up too early. (If you are gone a full day, select FULL DAY absence for yourself, then check the “link” between the employee and substitute’s time and adjust the substitute’s time. (Certificated staff cannot customize the sub time.)
- The time that you are absent from your position goes on your time sheet.
- What your sub works has nothing to do with your time sheet. Subs are paid from AESOP.
- Click **Create Absence & Assign ONLY** if you have spoken to the sub in advance and they have agreed to work for you. There is no way to request a substitute.

Putting in Absences by Phone: To put in absences by phone call 1-800-942-3767, then follow automated directions. You will need your ID (phone number) and PIN (4 digits).

Preferred Subs: Employees can have up to 5 preferred subs, they are notified by email when you put in an absence. To select a substitute as preferred, first select Account then preferred substitutes.

Absence Approvals: AESOP is used in the approval process of certain absences.

- Any unpaid, personal, district initiated or professional development **will need approval** by your administrator. This can be tracked on AESOP. The first two unpaid absences can be approved by your administrator, after that they must be board approved.

Absence Report: To get a report of absences, select Past Absences, View More, Custom, Put in the dates.

AESOP has two purposes:

- To accurately track and deduct leave hours from employees. This is why even if an employee does not need a substitute their leave information must be put into AESOP. Information in AESOP should mirror the employee’s timesheet.
- To accurately pay substitutes. It should reflect their correct start and end time so the district is not under or over paying a substitute for their time. Information in AESOP concerning the substitute should reflect their worktime.



Timesheets – Classified

Payroll forms are accessed from our web page - www.woodlandschools.org

- Select Information for Employees and then Payroll Forms
- Employee Forms (this will have links to timesheets and other business forms)
- Select the correct timesheet for your position and save a copy of the timesheet to your desktop. ***Only timesheets filled out on line and printed off will be accepted.***

Daily Time:

- Daily contracted time goes on the line that describes your position (*Basic Ed, LAP, Title, ELL, Cook*).
- If you are LAP, Title or ELL ***and also do supervision***, break the time out for supervision and show it in Basic Ed.

Extra Time:

- When attending a ***professional development class during your normal contracted day, that time is considered regular time*** (part of your regular work day).
 - This goes on the **Daily Time** line on your timesheet, not the *Other/Extra* line.
- **Additional work time** (above and beyond your contracted day/hours).
 - For district trainings-if a sign-in sheet is used to track attendance you do not need to reflect the time on your timesheet. It will be paid off of the sign-in sheet.
 - If a sign-in sheet is not used you **must** attach a half sheet, signed by your administrator, explaining your extra time. This extra time goes on the **Other/Extra** line on your time sheet. You **must** do this in order to be paid for your extra time.
 - Do not lump all your time together on your regular line(s).

When: Timesheets are due **by the end of the day** on the **10th of each month**.

What: Timesheets **must** be filled out completely. **Required Information:** *Name, Signature, Daily Hours* (show if Monday hours are different) and ***Start and End Dates***. Once you download the timesheet to your desktop you can right click on the first tab at the bottom and select all sheets and type the information into all the sheets. Make sure to right click and ungroup all sheets when you are done with putting in the information.

Accuracy: Check AESOP **before** you turn in your timesheet to ensure accuracy.

- To get a report of absences - select Past Absences, View More, Custom, Put in the dates.
- **When you prepare your time sheet for payroll, please be sure to print out the absence report from AESOP for the pay period, and be sure the print out MATCHES what you have on your time sheet.**
- If they don't match, there is a discrepancy that you need to correct **before** you turn in your time sheet. If it is past the cut off for the day, the secretary in your building can help you trouble shoot the errors.
- Attach your AESOP print out to your time sheet once it is correct. (Note: AESOP uses minutes and the time sheets use decimals. There is a decimal conversion chart on the time sheet to help with these conversions. For example: AESOP might say 2 hours and 20 minutes but using the conversion chart on your time sheet you would write 2.33).

Unpaid Leave: On **early release days**, only staff who decide to not work their full day can take the time off as unpaid. This **must** be put into AESOP with **Unpaid-early release** as the absence reason. All other unpaid would be put into AESOP with **Unpaid-Approved** as the absence reason. Unpaid time is put into the unpaid line on the timesheet.

Important: Timesheets are legal documents that are used to pay employees each month. **If you do not put the correct times on your timesheet, it will be sent back to you to correct which could delay your pay.** If you have questions about how to fill out a timesheet, please see the secretary at your campus or the district office for assistance.