



UNION COUNTY EDUCATIONAL SERVICES COMMISSION

DIRECTIONS FOR USING THE ABSENCE NOTIFICATION SYSTEM (AESOP)

General Reminders

- All absences due to personal illness, family illness, personal emergency, professional development and/or worker's compensation must be submitted in AESOP by all staff members regardless of coverage needs.
- Absences can be reported via telephone 1 month in advance
- Absences can be reported via computer 1 year in advance
- Assigned Substitutes are subject to change based on building coverage needs
- A Request for Prior Approval of Absence form or Notification of Absence form must be submitted to the Personnel Office for all absences

Reporting an Absence Via Telephone

1. Call 1.800.942.3767
2. Enter ID: _____ Followed by #
3. Enter Pin: _____ Followed by #
4. Create an Absence – Press 1
 - a. Enter "1" for Next Day or Enter "3" for Another Day
 - b. Enter Date of Absence (Within 30 days) Followed by #
 - c. Enter Number of Absent Days
 - d. Enter Length of Absence (1=Full day, 2=Half Day AM, 3=Half Day PM)
 - e. Enter Reason for Absence (i.e. 1=Sick, 2=Personal)
 - f. Enter "1" to Finalize & Record Confirmation Number
5. Review or Cancel a Scheduled Absence – Press 3
 - a. Review List of Absences
 - b. Enter "3" to Cancel Absence

Reporting an Absence Via Computer

1. Login to www.aesoponline.com
2. Enter ID: _____
3. Enter Pin: _____
4. Select “Login”
5. Select “Create Absence” tab
 - a. Enter Absence by selecting applicable date(s) on calendar
 - b. Select Substitute Needed: Yes or No
 - c. Select Absence Reason: Personal Illness, Family Illness, Etc.
 - d. Select Absence Type: Full Day, Half Day AM, Half Day PM
 - e. Enter Administrator Notes: (If Applicable)
 - f. Select “Create Absence” to finalize
 - g. Write Down Confirmation Number
6. Review or Cancel a Scheduled Absence
 - a. Select “Scheduled Absences” Tab
 - b. Scroll Through Calendar to Find Absence (Shaded in Blue)
 - c. Select Date of Absence on Calendar
 - d. Select “Delete” and “Yes” to Confirm