



South Amboy Public Schools

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AESOP PROCEDURES

Our District has been using the absence reporting system called AESOP for quite a while. We are currently working with AESOP to configure the system to use it to its full potential and make the system work more efficiently for our school district. To date, you have been submitting paper copy requests for approval to your Principals and/or Supervisors for various requests. After your Principal and/or Supervisor approves your request, if necessary, it then moves to a Level 2 approver, possibly a Director, the Business Administrator or Superintendent. This paper approval process has moved from office to office seeking approvals in a slow and inefficient manner.

Effective, Monday, March 19, 2018, you will no longer need to submit paper copies for the following requests. All the below requests must be entered into the AESOP system by the employee:

- **Vacation Day(s)**
- **Sick Day(s)**
- **Personal Day(s):** If the requested day falls before or after a holiday, enter a reason in the notes section for consideration by the Superintendent.
- **Professional Day(s):** When submitting a Professional Day, enter the following information in the Notes to Administrator section: Title of Workshop, Location of Workshop
- **School Business:** When submitting a School Business day, enter the following in the Notes to Administrator section: Reason for the request, Location of the event/meeting, Administrator inviting/directing your attendance. (e.g. Attending the Mental Health First Aid training at the Middle High School Media Center. Invited by Dr. Robbins)
- **Family Leave**
- **Bereavement Day(s):** When requesting a Funeral Day, enter the following in the Notes to Administrator section: State the relationship to the deceased.
- **Day(s) Without Pay:** When requesting a day Without Pay, enter a reason for the request in the Notes for Administrator section.
- **Jury Duty:** The court will provide you with a Juror Receipt/Letter. The Receipt/Letter must be submitted to the Payroll Department to document your absence. Jury Duty will be approved after documentation is submitted.

WHAT ABSENCE REQUESTS REQUIRE PAPER FORMS?

We will still require paper copies for the following requests:

- Professional Day (Only if the cost is covered by the School District)
 - Use the district PD Request form and submit to appropriate admin for approval
 - Enter the request in AESOP as outlined above.

- Paper form approvals will be emailed to the requester, and approved in AESOP.
- Leave of Absence (Child-Rearing, FMLA, Extended Leave, etc.) – Email Kristina Santoro with the letter requesting the leave of absence.
 - Approved Leaves will be entered in AESOP at the district level.

REQUESTING AN ABSENCE:

Simply enter your request via AESOP, and your entry will automatically be placed in queue for a substitute (if one is required) and the system will email your ‘approver’ for an approval of your request. Once approved, you will receive an email notification.

CHANGING AN ABSENCE REQUEST:

Absence requests may be changed/edited by the employee in AESOP up until the request is approved by an administrator. Once any of the above absence types are approved by your supervising administrator, you will not be able to change that absence type. If you would like to request an absence type change, you will need to complete the Change/Edit/Delete form and forward to the Superintendent/Personnel office for processing.

DELETING AN ABSENCE REQUEST:

Any absence request can be deleted by the employee prior to the date of the absence by logging into AESOP and deleting the request. To delete an absence request after the cut-off (2 hours before start time) on the date of the absence, the attached Change/Edit/Delete form must be submitted.

[AESOP Change/Edit/Delete Form](#)

APPROVAL LEVELS:

Certain absences may require additional approvers. For example, a Personal Day may require the approval of the Principal and then the Superintendent. In this case, you will receive a notice of “partially approved” after the Principal has approved the 1st level approval. The absence will be fully approved upon the 2nd level approval is made. This is particularly relevant for personal day requests before and after a holiday, wherein Superintendent approval is required.

SUBSTITUTE FEEDBACK QUESTIONS: (NEW)

In an effort to gather data on the work performance of our substitute staff, teachers will now be able to provide feedback by answering a few questions regarding their classroom coverage. This will allow the district to assess the effectiveness of substitutes in the district. After your scheduled absence, you will receive an auto-generated email asking you to login to AESOP and rate your substitute’s performance.

HOW CAN I LEARN MORE ABOUT AESOP?

As a refresher, the following link will open an AESOP training video on how to use the system.

Click to view training video: [Employee Absence Management Training](#)

We are excited about this change. AESOP is a very user-friendly system, however, if you need any assistance, please feel free to contact the Personnel Office. Your patience will be greatly appreciated during the transition period.

If you have any questions, please contact Kristina Santoro at (732) 525-2100, ext. 1226