

Employee Favorite Five Substitutes

Preferred Substitutes*

An employee may have a sub or subs who are preferred. You can create a list of substitutes whom Aesop can be set to hold the absence for a period of time and to contact first when you create an absence. If they are set and ranked as “Favorite Five” they can receive an email and a call during the first evening after absence creation

Some qualifying points to this:

- Sub must be available for the time (no other job)
- Sub cannot have a Non-Work Day
- Sub must meet any Qualifying Skills the district has set
- Aesop may make the absence available to a larger group of subs at the same time depending on district settings for absences created close to their start.

** Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be able available for an absence.

To add a substitute:

1. Click the **Preferred Substitutes** link
2. Click the **Add New Substitutes** link

Employee: Brad Francis
Preferred Substitutes

To select Preferred Substitutes you must click "Add New Substitutes" – and check the box to the left of their name. To give the substitutes "Favorite 5" status, you must use the "Favorite 5" radio buttons to select and rank them. Pending availability and qualification, these substitutes will receive instant notification of your absence by email (if they have an email address in the system) and/or phone. You may select up to 5 favorite substitutes to function in this manner, any additional substitutes added to your list would not receive the email.

*Your District may have applied adjustments to this process.

[Add New Substitutes](#)

Please type the first few letters.

- School Closed Day
- In-Service Day
- Absence
- ▶ [Create An Absence](#)
- ▶ [Absence Reason Balances](#)
- ▶ [View My Schedule](#)
- ▶ [Absence Approval Status](#)
- ▶ [Absence Approvers](#)
- ▶ [Leave Feedback](#)
- ▶ [View Substitutes' Experience Feedback](#)
- ▶ [Change Pin](#)
- ▶ [Change Personal Information](#)
- ▶ [Absence History](#)
- ▶ [Substitute Phone List](#)
- ▶ [Preferred Substitutes](#)
- User Guides
 - ▶ [Quick Start User Guide](#)
 - ▶ [Basic Training Video](#)
 - ▶ [Advanced Training Video](#)
 - ▶ [Favorite Five Feature Guide](#)
 - ▶ [Favorite Five Feature Video](#)

2. The list of names will appear OR you may need to click on the alphabet letter for the desired substitute's last name or enter the substitute's last name into the "Search" box and click **Search**

3. Click the box next to the name of the substitute you wish to select in the **On List** Column.

4. Select either **Exclude*** or **Include**

Employee: Brad Francis
Preferred Substitutes

[View Current Substitutes](#)

Please type the first few letters.

On List	Substitute	Exclude	Include
<input type="radio"/> All <input type="radio"/> None			
<input type="checkbox"/>	Aikman, Troy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Ann, Raggedy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Beaver, Eager (no rating)	<input type="radio"/>	<input checked="" type="radio"/>

5. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes

6. Repeat Steps 2-6 for additional substitutes

*Indicates functions that might not be used by your school
December 2009

“Favorite Five” *

Employees who can set up a substitute preference list can also select five substitutes as their “favorites.”

Substitutes marked as favorites and who are available will be notified instantly by e-mail when an absence is entered by/for an employee that has selected them as a favorite.

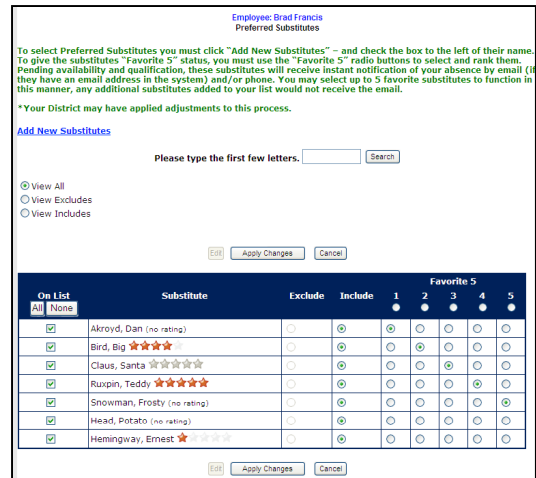
Further, Aesop will begin calling the favorite substitutes during the next evening calling period, up to 120 nights before the absence.

To mark a substitute as one of the “Favorite 5”:

1. Go through the steps to add substitutes to your preference list if you haven’t already (see Preferred Substitutes).
2. On the preferred substitute page, click **Add New Substitutes** click click **Edit**.
3. Choose your “favorite five” by clicking on the radio buttons below the column rank you wish to give each one.

After you enter an absence, Aesop will send an email immediately to all five of your favorite substitutes- who are available. They will also receive a phone call during the first available evening calling period depending upon their call settings and/or response to previous calls.

4. Click the **Apply Changes** button to save or click **Cancel** if you do not wish to save the changes.
5. Repeat Steps 2-4 to change which substitutes are listed as your favorite five or to change the order of your favorite five subs.



On List		Substitute	Exclude	Include	Favorite 5					
All	None				1	2	3	4	5	
<input checked="" type="checkbox"/>		Akroyd, Dan (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Bird, Big ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Claus, Santa ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Ruxpin, Teddy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Snowman, Frosty (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>		Head, Potato (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>		Hemingway, Ernest ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Indicates functions that might not be used by your school
December 2009