

## AESOP for New Employees

Gadsden City School District is using an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. Absences can be reported 30 days in advance by phone and up to a year in advance via the internet.

### How do I interact with Aesop?

1. You can interact with Aesop on the internet at <http://www.frontlinek12.com/aesop>. You are required to have an ID number and a PIN. (These boxes are located on the upper right hand screen.) Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online. You are also able to designate up to 5 substitutes as preferred.
2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

### Important Notes:

Your ID and PIN numbers for accessing Aesop are as follows:

ID Number YOUR HOME PHONE NUMBER - as provided to Accounting Dept.  
(10 digits no spaces or characters)  
PIN Number LAST 5 DIGITS OF YOUR SOCIAL SECURITY NUMBER

You can change your ID Number and PIN Number on the internet by accessing your information under the "Account" tab. (Note: Your PIN is restricted to 4 or 5 numbers only.) This is also the tab to upload lesson plans and select preferred substitutes.

\*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

If you need further instructions, a HELP tab is located in your personal account on the internet.

We are confident that you will find the Aesop experience beneficial and enjoyable. If you have any questions, concerns, or comments; please first contact your School Principal or Payroll Secretary. If further assistance is needed then contact the payroll department at the central office, by phone at 256-549-2907 or 256-549-2949.