

Classroom Staff “How To” Request Time Off

Time off is requested through Skyward Time Off ONLY.

The AESOP system is only for classroom staff substitute placement.

The Aesop system should not be directly accessed by employees to create an absence! Skyward MUST be accessed by employees to request TIME OFF, if you need a substitute see directions below to walk you through the process. The Aesop system will not look for a substitute starting at 7:00AM! If you need a substitute on “short notice” (7am-7:15am) call the Substitute Coordinator Cell Phone at 308-7327!

Skyward Employee Access is reached via our website, click the staff tab, then on the left Skyward Employee Access, login, then click Time Off tab, ADD in right hand corner. Follow the fill in form with drop downs, if your position requires a substitute, mark the SUB NEEDED box, under select employees add your building secretary, also as needed mark your Department Head and save. Save again and you will launch out to Aesop, ID# and PIN#, verify info, click on CREATE button. Save. Once you have received a Confirmation number your sub assignment has been created.

Call the substitute coordinator (Leticia) cell before or after office hours (office hours are 7:00am-4:00pm) if you need assistance with the Aesop program or for the RARE occasion when you cannot access the Aesop program yourself to put the sub request into the system.

The substitute coordinator cell is: **208-308-7327**

During work hours 7:00am-4:00pm, if you need assistance putting a sub request into Aesop contact your building secretary.

Thank you,
Gina Cakebread
Payroll/HR Clerk