

## Employee Instructions to Enter an Absence

All employee absences must be reported in the Aesop system. All absences reported into Aesop that have been approved and reconciled electronically at the site/department level will be considered final and recorded in the employees' master record. Absences must be reported 2 hours prior to the start time of your assignment. If you cannot report your absence in the Aesop system it is your responsibility to contact your site/department campus user so that the absence may be entered into the system.

- How to Enter an Absence Tutorial – Click Here: [Aesop Absence Tutorial](#)
  - Beginning Employee Aesop Tutorial – Click Here: [Aesop Employee Beginner Training](#)
  - Advanced Employee Aesop Tutorial – Click Here: [Aesop Employee Advanced Training](#)
  - Employee User Guider – Click Here: [Aesop Employee User Guide](#)
  - Need Help? Click Here: [Aesop Online Help](#)
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## Employees- Report an Absence/Request a Substitute

Aesop Employee Access: [Aesop Online – Employee](#)

**\*\*\*Important\*\*\***

You must register with Aesop prior to entering an absence and/or requesting a substitute. If you notice any errors in your Aesop employee account please contact the appropriate HR Department (Certificated x3210, Classified x3220) so that the error can be corrected. If you have changed your address and/or phone number please complete a change of [address form](#) and submit it to the appropriate HR Department so your Aesop account and your Escape HR record may be updated.

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## Aesop Campus User Login Help

- Aesop Campus User Access: [Aesop Online – Campus User](#)
  - Information Regarding Approval Process of Absences – Click Here: [Aesop Approval Process Information](#)
  - Absence Feedback Information – Click Here: [Aesop Absence Feedback Information](#)
  - Campus User Guide – Click Here: [Aesop Campus User Guide](#)
  - Campus User Training Course – Click Here: [Aesop Online Training Course](#)
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## Certificated & Classified Substitutes – Find an Assignment

Aesop Substitute Access: [Aesop Online – Substitute](#)

- Beginning Substitute Aesop Tutorial – Click Here: [Substitute Training Video-Beginner](#)
- Advanced Substitute Aesop Tutorial – Click Here: [Substitute Training Video-Advanced](#)
- Substitute User Guider – Click Here: [Substitute User Guide](#)

**\*\*\*IMPORTANT\*\*\***

If you do not register – Aesop will not contact you for assignments.

If you notice any errors in your Aesop employee account please contact the appropriate HR Department so that the error can be corrected. If you have changed your address and/or phone number please complete a change of [address form](#) and submit it to the appropriate HR Department (Certificated x3210, Classified x3220) so your Aesop account and your Escape HR record may be updated.