

Preferred Substitutes*

You probably have a list subs who you prefer. You can create a list of these substitutes who Aesop will contact first, and may even hold the absence for a period of time for these subs, 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 right when the absence is entered depending on district settings for absences created close to their start time.

** 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

3. 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**

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

5. Select either **Exclude*** or **Include**

Employee: Brad Francis
Preferred Substitutes

[View Current Substitutes](#)

Please type the first few letters.

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

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

7. Repeat Steps 2-6 for additional substitutes

*Indicates functions that might not be used by your school
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