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Employee - Creating an Absence

Visit EMSSubDesk.com and click the green “Absence Management” button. Log in using the Login ID and PIN provided to you.

1. From your home screen click on the “Absence” Tab at the top of your screen

2. Click and highlight the day(s) you will need to enter your absence. These will be shown in blue.

3. Select your absence reason, and the start/end times of your assignment

4. Choose whether or not you will need a substitute

A list of all of dates you have highlighted for your absence, the reason for your absence, and the start/end times will appear here

5. Enter any notes to the substitute, or to your school administrator in these boxes

6. Once everything is complete click “Create Absence” and receive your confirmation number

Please contact EMS SubDesk with any questions at: 503.208.7454 | SubDesk@EMSSubDesk.com
Employee - Canceling an Absence

Visit EMSSubDesk.com and click the green “Absence Management” button. Log in using the Login ID and PIN provided to you.

1. Locate the date of the absence you wish to cancel on the interactive calendar right from your homepage!

2. Once you click on the absence date you wish to delete, an information box will appear giving the details of your absence.

3. Click the red “Delete” button to remove the absence.

4. After you click delete you must confirm that you want to remove the absence. Once confirmed, the absence will be cancelled and the substitute will be notified of the cancellation.

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Employee - Preferred Substitute List

Through Aesop you have the ability to create a list of substitutes that Aesop will contact first when you create an absence. If they are set and ranked as “Favorite Five” they can receive an email and/or phone call for notification of the absence prior to the rest of the substitute population. Please review the following qualifying points:

- Substitute must be available for the entire length of your absence
- Substitute cannot have a Non-Work Day
- Substitute must meet all state certification guidelines

The amount of time each absence is held for your preferred substitutes will depend on the amount of time allotted between when you enter the absence, and when the absence begins. The earlier you enter your position, the longer it will be available only to your preferred list.

Please also keep in mind that substitutes may be on several preference lists, so the earlier you enter your absence the more likely you will have your preferred substitute in your classroom. Additionally, in order to ensure Aesop reaches out to your preferred substitutes, please rank the substitutes on your list. By ranking your substitutes, this will tell Aesop to proactively reach out to your preferred list. If you do not rank your substitutes they will not receive advanced notification of the position. Furthermore, all ranked substitutes will receive notification of the position simultaneously as the position is entered regardless of rank. If there is one specific substitute you have in mind for your classroom, please make sure he/she is the only substitute on your preferred list, and rank them.

Step 1: From your homepage click on the “Account” tab and then the “Preferred Substitutes” tab to access your list.

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Employee - Preferred Substitute List Continued

**Step 2:** To add a substitute to your list, begin by typing their last name in the search box. You will need to enter a minimum of two letters for the search to begin.

**Step 3:** Once you have selected the substitute’s name click the “Add Substitute to List” button to add that substitute to your preferred list.

**Step 4:** Don’t forget to click the “Save Changes” button when you want apply the updates you have made.

### Ranking your Preferred List - “Favorite Five”

**Step 1:** Once you have marked your favorites you can click and drag them in the order you want them to be called.

**Step 2:** Hover over the substitutes name to have the heart icon appear. Simply click the heart icon by the substitutes name to add them to your “Favorite Five”.

**Step 3:** Don’t forget to save your changes.

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