

Substitutes Services Resources

Kelly Educational Staffing (KES) Scheduling Team: 855-535-5955 (5am-8pm),
kesschedule@kellyservices.com

- Creates, edits, updates sub requests in Aesop
- Provides support for Aesop login issues

Aesop (Sub Request System): www.aesoponline.com or Substitute Services button in SDP employee portal

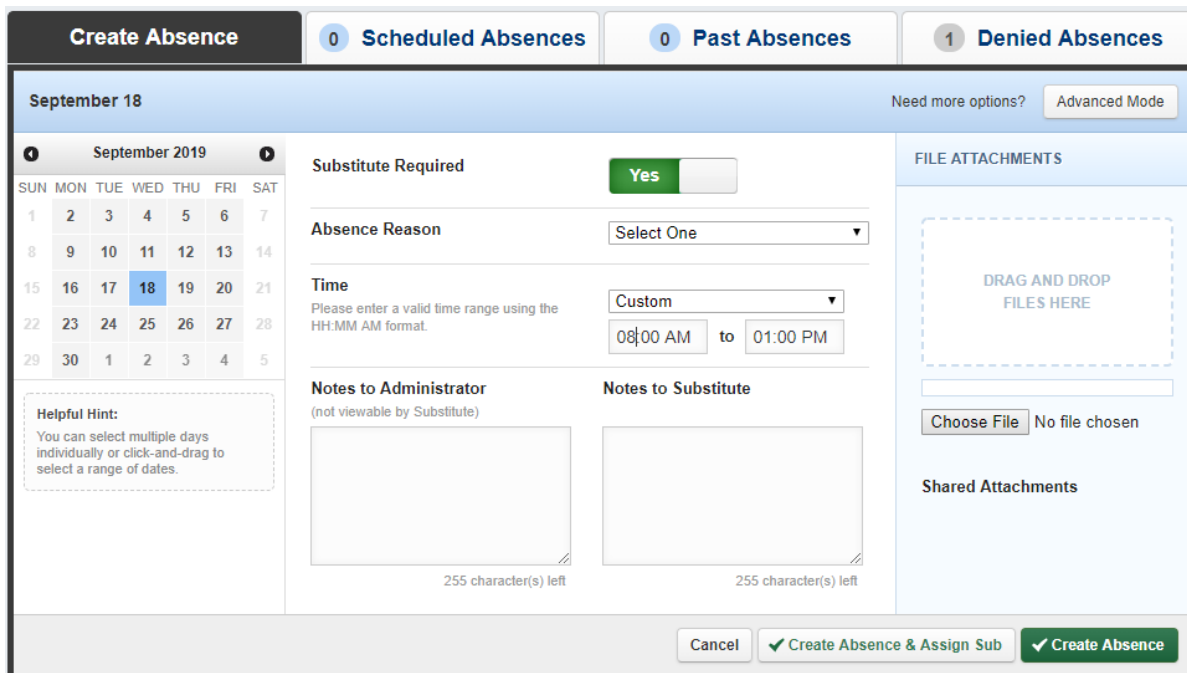
Creating a Substitute Request:

Call/email KES Scheduling Team (855-535-5955) with your name, date of absence, absence reason, hours

or

Log into Aesop: www.aesoponline.com

- Click on “Create Absence” and complete absence details
- Use “Custom Time” to adjust hours of substitute assignment
- Add “Notes to Substitute” for details like class size, grade level, additional resources



Create Absence | 0 Scheduled Absences | 0 Past Absences | 1 Denied Absences

September 18 | Need more options? | Advanced Mode

September 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Substitute Required Yes

Absence Reason Select One

Time Custom
Please enter a valid time range using the HH:MM AM format.
08:00 AM to 01:00 PM

Notes to Administrator (not viewable by Substitute)
255 character(s) left

Notes to Substitute
255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel | Create Absence & Assign Sub | Create Absence

Recovering Aesop login information

- All SDP employees receive an email upon hire with Aesop username and PIN; your username is your employee ID number, including the 5 leading zeros (eg. 00000xxxxx)



- KES Scheduling Team can also provide login information/forgotten PIN: (855) 535-5955