

Everything you ever wanted to know about entering an absence into AESOP but were afraid to ask...

As soon as you know you will not be reporting to work - be it 2 months, 2 weeks or 2 hours prior - enter your absence into [AESOP](#).

Your absence can be entered either by using a telephone

800-942-3767

or by going online to

www.aesoponline.com

Enter your login (10 digit telephone number) and your PIN. If you do not know your PIN please contact Kathy Barnes at 927-6135 or your site secretary or manager.

YOU should be the person who enters your absence into [AESOP](#) unless the absence occurs 1 hour or less prior to your work day starting. For example; if you become ill at work or if you are unable to enter the absence due to severe injury or illness prior to 1 hour before you are expected at work. **PLEASE DO NOT ASK YOUR SITE SECRETARY** to enter your absence unless you are unable to enter it yourself due to a time cutoff issue.

Once you have entered your absence into [AESOP](#) please contact your supervisor to report your absence.

If you are unsure about how to use [AESOP](#) please contact your supervisor for additional training.