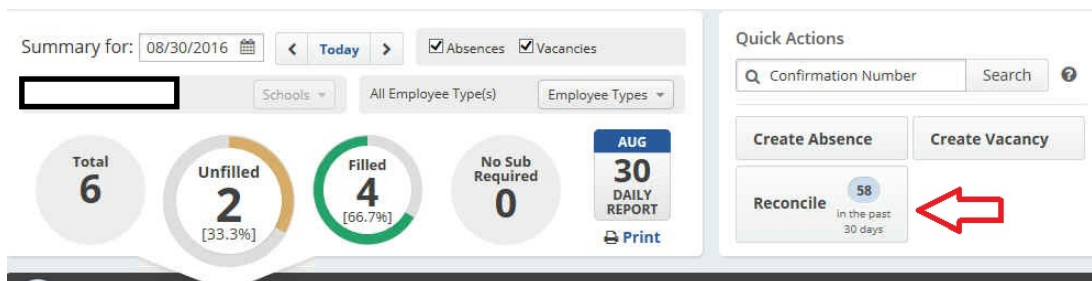


## AESOP Reconciliation Job Aid

Reconciliation in AESOP should occur weekly. The reconciliation process ensures that accounting codes are chosen if the circumstance calls for this, it also ensures the proper type of leave is recorded AND it will reduce the amount of sub miss-match records that are reported by Payroll each month. Please do not wait until payroll is due to complete your reconciliation process.

These instructions will demonstrate one example of AESOP reconciliation.

1. Log into AESOP and look for the reconciliation button, then click on it.



Summary for: 08/30/2016   Absences  Vacancies


Schools All Employee Type(s) Employee Types

Total **6** Unfilled **2** [33.3%] Filled **4** [66.7%] No Sub Required **0**

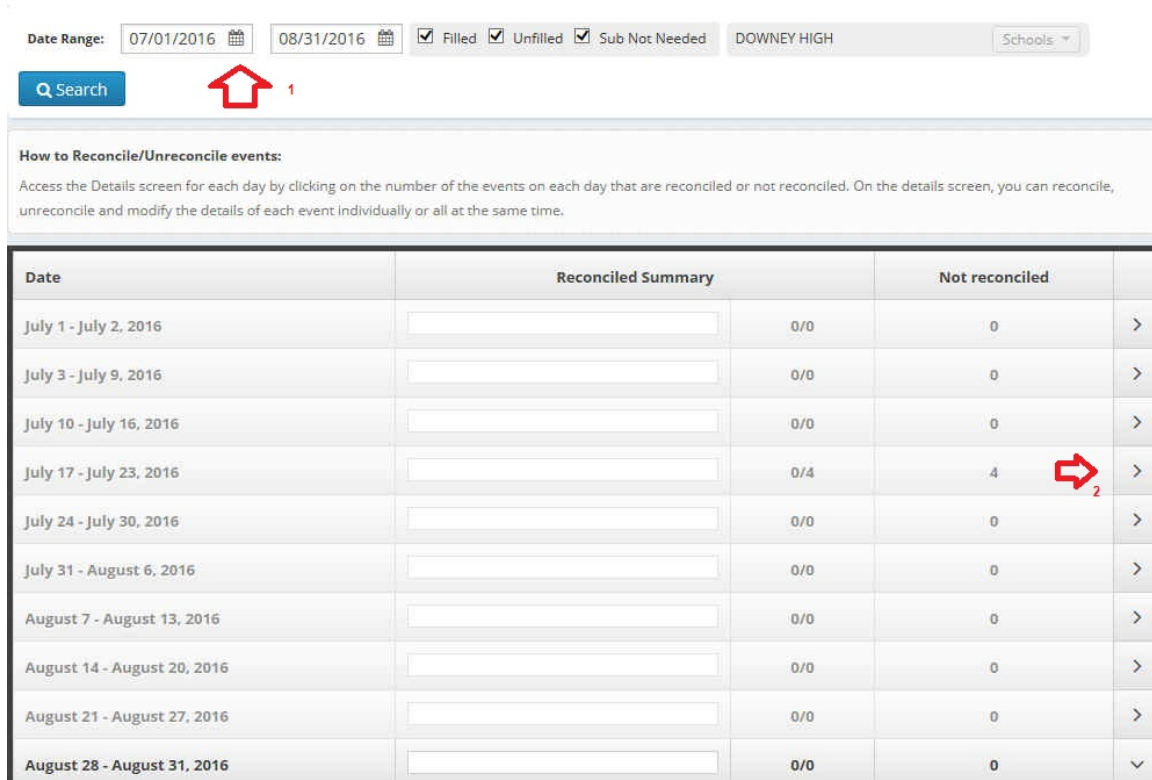
AUG 30 DAILY REPORT

Quick Actions


Confirmation Number

**58** in the past 30 days 


2. Select a date range for reconciliation, then click search. Once your dates appear, click on the expand arrow (>) for the week you want to work with.



Date Range: 07/01/2016 08/31/2016  Filled  Unfilled  Sub Not Needed DOWNEY HIGH Schools

 1

**How to Reconcile/Unreconcile events:**  
Access the Details screen for each day by clicking on the number of the events on each day that are reconciled or not reconciled. On the details screen, you can reconcile, unreconcile and modify the details of each event individually or all at the same time.

Date	Reconciled Summary	Not reconciled	
July 1 - July 2, 2016	<input type="text"/>	0/0	0 >
July 3 - July 9, 2016	<input type="text"/>	0/0	0 >
July 10 - July 16, 2016	<input type="text"/>	0/0	0 >
July 17 - July 23, 2016	<input type="text"/>	0/4	4  >
July 24 - July 30, 2016	<input type="text"/>	0/0	0 >
July 31 - August 6, 2016	<input type="text"/>	0/0	0 >
August 7 - August 13, 2016	<input type="text"/>	0/0	0 >
August 14 - August 20, 2016	<input type="text"/>	0/0	0 >
August 21 - August 27, 2016	<input type="text"/>	0/0	0 >
August 28 - August 31, 2016	<input type="text"/>	0/0	0 >

3. The week will be displayed by day, select a day to reconcile by clicking the reconcile button.

July 17 - July 23, 2016		0/4	4	▼
Sunday, July 17, 2016		0/0	0	
Monday, July 18, 2016		0/4	Reconcile 4	
Tuesday, July 19, 2016		0/0	0	
Wednesday, July 20, 2016		0/0	0	
Thursday, July 21, 2016		0/0	0	
Friday, July 22, 2016		0/0	0	
Saturday, July 23, 2016		0/0	0	

4. All absences or vacancies for the day selected will be displayed. You will need to verify the absence reason or vacancy reason for each employee. Make any changes that are necessary. If an absence or vacancy requires an accounting code (indicated by the note \*UseAcct\* or \*Choose Accounting Code\*), make sure the correct code has been entered. If no code has been entered, use the pull down to select the correct code.

4 Items
Reconcile All

Absence | CHAPMAN, DAYNA Custom (7:30 AM-3:30 PM)
Edit Details ✓ Reconcile

**Confirmation #:** 216985427

**Employee Type:** Teacher

**Title:** QUEEN

**Location:** DOWNEY HIGH

**Absence Reason:** ProfDevGrnt\*UseAcct\* ←

**Accounting Code:** → 50-490-1000-61230-277-6330

Be sure accounting code listed is accurate

✓ Save

Vacancy | INTERVENTION - GRANT FUND \*Choose Accounting Code\* Custom (7:30 AM-3:30 PM)
Edit Details ✓ Reconcile

**Confirmation #:** 216985615 ↑

**Employee Type:** Vacancy

**Location:** DOWNEY HIGH

**Vacancy Reason:** (Vacancy Position)

**Accounting Code:** → 50-490-1000-61230-277-6330

If \*Choose Accounting Code\* is noted in the Vacancy Reason, be sure the correct accounting code is noted. If a code wasn't selected when the vacancy was created, be sure to select the correct code from the list

✓ Save

Absence | TEACHER, NOT REALLY A Custom (7:30 AM-12:00 PM)
Edit Details ✓ Reconcile

**Confirmation #:** 216985744

**Employee Type:** Teacher

**Title:** FIRST GRADE

**Location:** DOWNEY HIGH

**Absence Reason:** ProfDevGen\*UseAcct\* ←

**Accounting Code:** Select One ↑

If \*UseAcct\* is noted in the Absence Reason, be sure to select the correct accounting code

✓ Save

Absence | TEACHER, NOT REALLY A Custom (1:00 PM-3:30 PM)
Edit Details ✓ Reconcile

**Confirmation #:** 216986615

**Employee Type:** Teacher

**Title:** FIRST GRADE

**Location:** DOWNEY HIGH

**Absence Reason:** Sick Leave

**Accounting Code:** Select One

No need to select an accounting code unless otherwise noted

✓ Save

- a. Codes will be provided to you by the department funding the sub, either on the Request for Professional Leave form (HR-F530) or via an email. Contact the funding department if you have not been provided with the accounting code.

b. If the code you need is NOT listed, email Kate Schum in Human Resources [KSchum@WashoeSchools.net](mailto:KSchum@WashoeSchools.net)

The screenshot shows a software interface with a header "4 Items" and a "Reconcile All" button. Below the header, there are four rows of data, each representing an absence or vacancy record. Each record has a "Confirmation #", "Employee Type", "Title", and "Location". To the right of each record, there are fields for "Absence Reason" or "Vacancy Reason" and "Accounting Code". A dropdown menu is open on the right side, showing a list of Accounting Codes. The code "50-490-1000-61230-277-6330" is highlighted in blue. There are also "Save" and "Reconcile" buttons for each record.

5. When all absences and vacancies are accurate, click Reconcile All.

The screenshot shows the same software interface as above, but with the "Reconcile All" button highlighted by a red arrow. The "Accounting Code" field for each record now has a red checkmark next to it, indicating that the codes are accurate. The "Save" buttons are also visible for each record.

# Resources

- HR-F530 Request for Professional Leave
- Absence and Vacancy Reasons
- Timekeeping Definitions
- Video Tutorial: Reconciling Absences and Vacancies
- <http://www.washoeschools.net/Page/5431>

**Contacts:**

Sub Services:

- Kate Schum, 348-0325, [KSchum@WashoeSchools.net](mailto:KSchum@WashoeSchools.net)
- Jody Hilton, 348-0233, [JHilton@washoeschools.net](mailto:JHilton@washoeschools.net)