

Hello Everyone,

You should be aware of changes to AESOP made in October 2016. Most of the changes were made on the timekeeping side of the house, but some of these changes were made to the teacher view in AESOP.

Several WCSD departments worked on enhancing AESOP so that when an alternate funding source is paying for a sub, such as a grant (Title I, Zoom, etc.) or a general fund department (C&I, ELL, etc.), then the specific account number paying for that sub is available in AESOP for your timekeepers. When this account number is chosen for your absence, this account will be directly charged in the payroll posting process.

Aside from the strict accounting requirements of the grant funding we receive, we also have a responsibility as stewards of taxpayer money and automating this process was one way to ensure money is being allocated appropriately.

We have provided you with a list of definitions for all the absence reasons available to you in AESOP. Some of them have been re-named as part of this accounting code project. Please review the list of absence definitions here:

<http://www.washoeschools.net/cms/lib08/NV01912265/Centricity/Domain/167/AESOP%20Sub%20Project/AESOP%20Account%20Coding%20Training%20Docs%20Teacher%20Absence%20Definitions.pdf>), then note the following:

When will your Timekeepers Use Accounting Codes?

There are only 3 absence reasons that require your Timekeepers to choose a WCSD accounting code. They are:


- ParentInvolvUseAcct* (Parent Involvement Grant)
- ProfDevGen*UseAcct* (Professional Development General Fund)
- ProfDevGrnt*UseAcct* (Professional Development Grant Fund)

Refer to the definitions and guidelines when determining which reason to choose for absences. If you have chosen an absence reason that has the note *UseAcct*, please be sure to provide the accounting code to your Timekeeper. You will find the accounting code on the Request for Professional Leave form for your event or you can contact the department funding your absence to obtain the code.

Professional Leave Forms

The Request for Professional Leave form (HR-F530) has a line that requests the account number (accounting code) to be charged for the substitute. If the sub cost is being paid for by a grant or other District department, this should be completed each and every time. If the account

number is not provided, call the department paying for the sub to request it, then enter it on the leave form so your Timekeeper can choose the accounting code in AESOP.

 **REQUEST FOR PROFESSIONAL LEAVE/SCHOOL BUSINESS/COMMUNITY SERVICE LEAVE**

Name of Person Completing Form: Phone Number
Email Address Fax Number

Administrator/Protech Certified ESP (Classified)

Employee's Name Employee Signature _____
School or Location

I hereby request a leave of absence for the length of time indicated below:

Working Days (With Pay) From: To: (inclusive)
Date Date

Non-Working Days (but requesting funds) From: To: (inclusive)
Date Date

(Please Note: Time and Attendance Reports MUST show approved leaves using the appropriate codes. AESOP Codes and timecard online codes should match.)

Will a substitute teacher be required? If yes, indicate number of days

School/Department/Grant to be Charged for Sub

Absence/Vacancy Code Account Number to be Charged for Sub

If district funds (General Funds, Grant Funds, Activity Funds, etc.) are requested, please mark the appropriate box(es) below and show the amount requested. If funds are not requested, mark "None" in the "Total Requested" section. Travel and Per Diem amounts should conform to amounts stated in Administrative Regulation 4133. Hotel Rates must not exceed GSA allowable rates. GSA rate will be determined.

Travel Per Diem Car Rental Hotel
 Mileage Other Explain:

Total Requested Have Funds Been Budgeted?

If yes, indicate Account Number to be charged:

Registration Have Funds Been Budgeted?

If yes, indicate Account Number to be charged:

Reason for Leave:

Location of Event/Seminar (Address/City/State):

Approvals: Principal/Supervisor _____ Date: _____
 Program Coordinator _____ Date: _____

You can view a short video tutorial here:
<http://www.washoeschools.net/Page/5431>

If you have questions about the absence reasons in AESOP or other substitute services questions, please contact the Sub Office/Human Resources directly:

Kate Schum
Human Resources Manager, Compliance
(775) 348-0325
KSchum@WashoeSchools.net

Dayna Chapman
Substitute Services Coordinator
(775) 348-0231

Jody Hilton
Substitute Services Secretary
(775) 348-0233

AESOP Sub Project Tutorials webpage: <http://www.washoeschools.net/Page/5431>