

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

Quick Actions

Confirmation Number Search

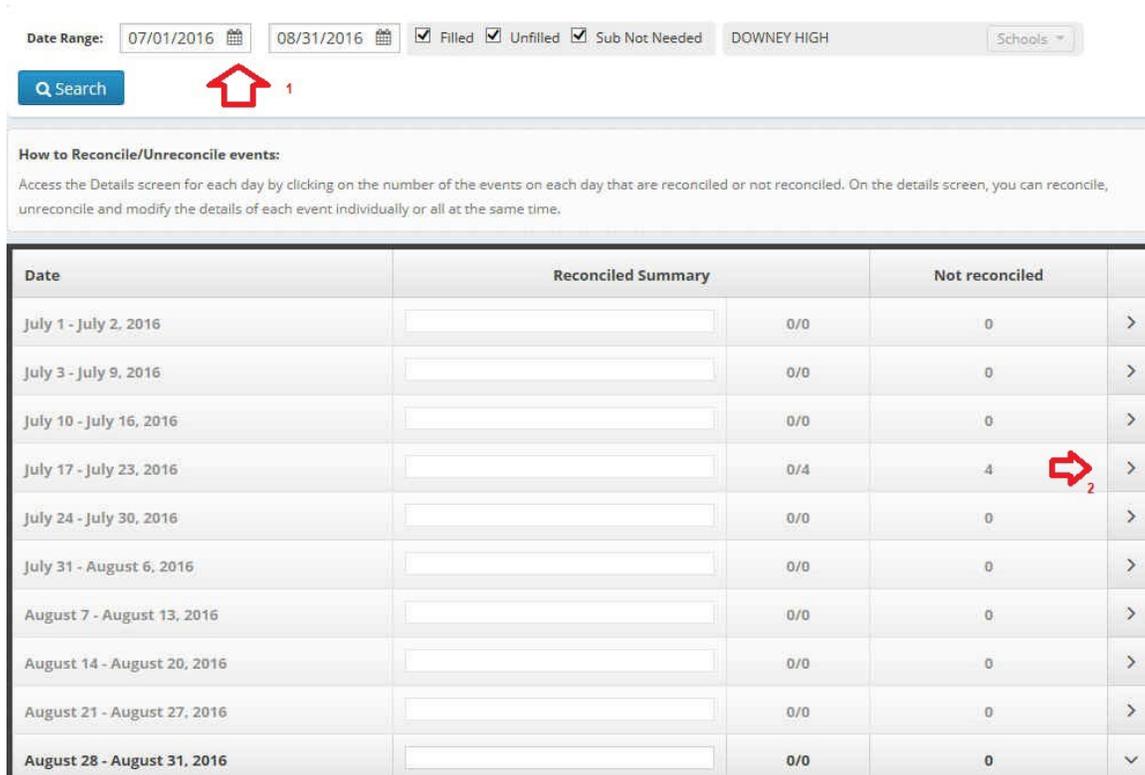
Create Absence Create Vacancy

Reconcile 58 in the past 30 days

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

AUG 30 DAILY REPORT

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

Search

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 | 0/0 | 0 | > |
| July 3 - July 9, 2016 | 0/0 | 0 | > |
| July 10 - July 16, 2016 | 0/0 | 0 | > |
| July 17 - July 23, 2016 | 0/4 | 4 | > |
| July 24 - July 30, 2016 | 0/0 | 0 | > |
| July 31 - August 6, 2016 | 0/0 | 0 | > |
| August 7 - August 13, 2016 | 0/0 | 0 | > |
| August 14 - August 20, 2016 | 0/0 | 0 | > |
| August 21 - August 27, 2016 | 0/0 | 0 | > |
| August 28 - August 31, 2016 | 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

4 Items Reconcile All

| | | | |
|---|--|--|------------------------|
| Absence CHAPMAN, DAYNA Custom (7:30 AM-3:30 PM) [📄] [🔗] | | 10-000-2240-61230-085-0000 10-000-2240-61230-093-0037 10-000-2290-61230-225-0000 10-000-2321-61230-272-0000 10-000-2540-61230-064-0000 10-100-1000-61230-069-0399 10-100-1000-61230-213-0109 10-100-1000-61230-588-0000 10-270-1000-61230-021-0021 10-420-2210-61230-017-0000 10-420-2210-61230-017-0202 10-470-1000-61230-086-0026 50-490-1000-61230-070-6330 50-490-1000-61230-070-6333 50-490-1000-61230-099-6330 50-490-1000-61230-277-6330 50-490-1000-61230-608-6330 50-490-1000-61230-612-6330 50-490-1000-61230-616-6330 50-490-1000-61230-616-6333 50-490-1000-61230-734-6330 50-490-1000-61230-735-6330 50-490-1000-61230-760-6330 50-490-1000-61230-784-6330 50-490-2213-61230-099-6330 50-490-2213-61230-277-6330 50-490-2213-61230-608-6330 50-490-2213-61230-609-6240 50-490-2213-61230-735-6330 50-490-2213-61230-760-6330 | Reconcile ▼ Save |
| Vacancy INTERVENTION - GRANT FUND *Choose Accounting Code* Custom (7:30 AM-3:30 PM) [📄] [🔗] | | Reconcile ▼ Save | |
| Absence TEACHER, NOT REALLY A Custom (7:30 AM-12:00 PM) [📄] [🔗] | | Reconcile ▼ Save | |

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

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 ✓ 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 ✓ 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: 10-000-2213-61230-042-0000 ✓ 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 ✓ Save |

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:

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