Hello Everyone,

When to Use Accounting Codes
There are only 3 absence reasons and 2 vacancy reasons that require you to choose a WCSD accounting code. They are:
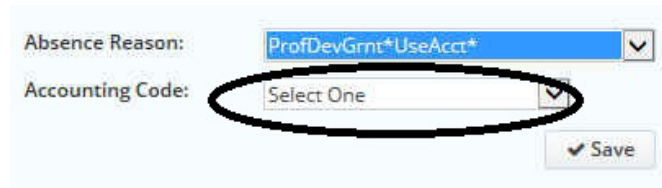
Absences:
- ParentInvolvUseAcct* (Parent Involvement Grant)
- ProfDevGen*UseAcct* (Professional Development General Fund)
- ProfDevGrnt*UseAcct* (Professional Development Grant Fund)

Vacancy:
- Intervention Grant Fund *Choose Accounting Code*
- Roving Sub – PD *Choose Accounting Code*

If your absence or vacancy reason is listed above, you must choose an accounting code from the pull down list that is available to your site. This can be done when the absence is entered by the school site, when the vacancy is entered, or during the reconciliation process.

How Often Should I Reconcile?
Reconciling absences at the school level is an important aspect of ensuring accurate payroll integration between Aesop and BusinessPLUS. "Reconciling" means the Campus User puts his or her "stamp of approval" on the absence, indicating that "person A" was indeed absent and "person B" did in fact substitute for this person. In essence, it is viewed as the "OK to pay" stemming from the school location.

You should be reconciling your absences and vacancies in AESOP 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. Waiting may cause unnecessary pressure on the departments that support the accounting code project and delay payroll processing.

Missing Accounting Codes
The department funding the sub should provide you with the accounting code to be used, either on the Request for Professional Leave form (HR-F530) or via an email. If you access your accounting code list in AESOP and find the account number is NOT listed, please follow the below instructions:
- Email Sub Services suboffice@washoeschools.net. They will verify the accounting code with either the Grants Department or the Budget Office, then add it to AESOP for you.
- If you are not provided with an accounting code for an absence or vacancy that requires one, please contact the department funding the sub and request the code.
- If the fully qualified WCSD accounting code is not listed on the Request for Professional Leave form (HR-F530), please contact the department funding the sub and request the code.

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 it is not provided, call the department paying for the sub to request the code, then enter it on form and choose the accounting code from your AESOP list.

(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

Video Tutorials

The following video tutorials are available in the Timecard Online Team, AESOP section.
Entering an Absence
Entering a Vacancy
Reconciling Absences and Vacancies

AESOP and Timekeeping Assistance Guides

We have created the Timekeeper Definitions and Absence/Vacancy Reasons to assist you with the reconciliation process and with your timekeeping duties. Use these guides to ensure AESOP and Timecard Online match…..this will help you avoid Payroll sub miss-match reports at the end of the month. (There is no longer an "account code cheat sheet". If a grant or other District department is paying for your sub, you should be provided a fully qualified account number when the sub is approved and you should find this same account number in AESOP.)

Job Aids and Guides can be found in the Timecard Online Team, AESOP section.
Absence and Vacancy Reasons
Timekeeping Definitions (Zoom in when using Adobe to increase the size of this document.)
AESOP Absence Reason Budget Coding Rules
Job Aid AESOP Reconciliation
AESOP Absences with Accounting Codes Report

External Billing of a Sub

If an external agency is paying for the sub, that agency will require an invoice from WCSD in order to pay for the subs/reimburse WCSD for the subs. WCSD can invoice the external agency via the Accounts Payable Department. If this is the case, email Accounts Payable with the following information (ap@washoeschools.net):

- Name of external agency to be invoiced
- Address of external agency (to send invoice)
- Explanation of event
- Location of event
- Date(s) of event
- Name of employee(s) attending event
- # of full days or half days

Accounts Payable will prepare the invoice and send it to the external agency. The invoice will instruct the external agency to remit all funds to the WCSD Business Office. When the funds are sent to WCSD, the Business Office will process for deposit and post to the appropriate account.

Can Teachers Find Information about this Project?
Information is available on the AESOP Tutorials web page: https://www.washoeschools.net/Page/19637
Teacher Memo AESOP Absence Definitions and Accounting Code Project
Absence Reason Guide for Teachers
AESOP Absence Reason Definitions – video for teachers

For all other substitute services questions, please contact the Sub Office/Human Resources directly:

Jody Hilton
Substitute Services Coordinator
775-348-0233
jhilton@washoeschools.net

Camille Druitt
Substitute Services Technician
775-348-0231
camille.druitt@washoeschools.net