

## **Clerks:** AESOP Conf#

## How to locate the conf# in AESOP

Supplemental pay forms are now submitted through Employee Self Service. Any form submitted with the HR sub budget code will require the CONF# on the absence.

You can access AESOP Absence management at <a href="https://www.aesoponline.com/login2.asp">https://www.aesoponline.com/login2.asp</a>

Type in your User ID and Password.

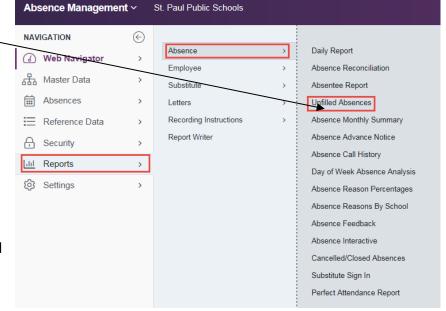
Click the Sign In button.

Once you have logged into AESOP, you can access the unfilled absence through **Reports** 

> Absence > Unfilled Absences.

Enter the date range in the start date and end date.

Use the dropdown menu to locate your school then click submit.



Locate the employee who requested the sub. The CONF# will be located in blue.

