



AESOP vs TimeKeeper (TK)

Effective August 8, 2016, AESOP will no longer be used for employees that do not require a substitute. This includes all classified staff (teacher assistants, custodians, clerical staff, ALC coordinators), media coordinators, lead teachers, administrators, directors, principals, assistant principals, etc.

Certified staff (10-month teachers) and EC teacher assistants, PK teacher assistants, and child nutrition staff will continue to use AESOP, since a substitute is required. Principals will approve absences in TimeKeeper and AESOP within a reasonable amount of time after the absence has occurred. Daily would be preferred. Please develop a routine to take care of this function. **DO NOT PRINT TIMESHEETS.** All approvals are to be completed in the LINQ/TK system.

Staff that will use TK to sign in and out for time records will be required to approve their time in TK no later than each Monday, or the next day they return to work. Principals will **approve timesheets by Noon each Tuesday**. The school payroll secretary can go into TK and set up an alert to remind the staff (who clock in and out) to approve their timesheet.

Payroll secretaries are not to approve absence requests or timesheets. This is a principal function and should be completed by the principal only. Payroll secretaries are to simply assist other employees in preparing their time records for administrator approval. Timesheets should only be administrator approved once the employee has approved their time.

If an employee or the principal fails to approve the timesheets, Payroll will contact the administrator for an update. Depending on when payroll cutoff is each month, the employee will be at risk to not be paid for the time worked. If the school is responsible for the error, the principal will need to explain to the employee why he/she does not get paid. The school may also be responsible for any payment owed to the employee.

*****If an employee has already submitted an absence in AESOP, do not resubmit. It will duplicate the absence.***