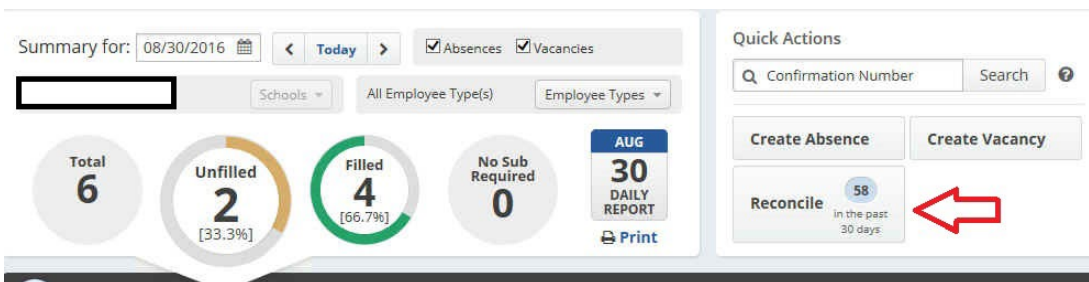


AESOP Reconciliation Job Aid

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 < Today > ☒ Absences ☒ Vacancies

Schools All Employee Type(s) Employee Types

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

AUG 30 DAILY REPORT

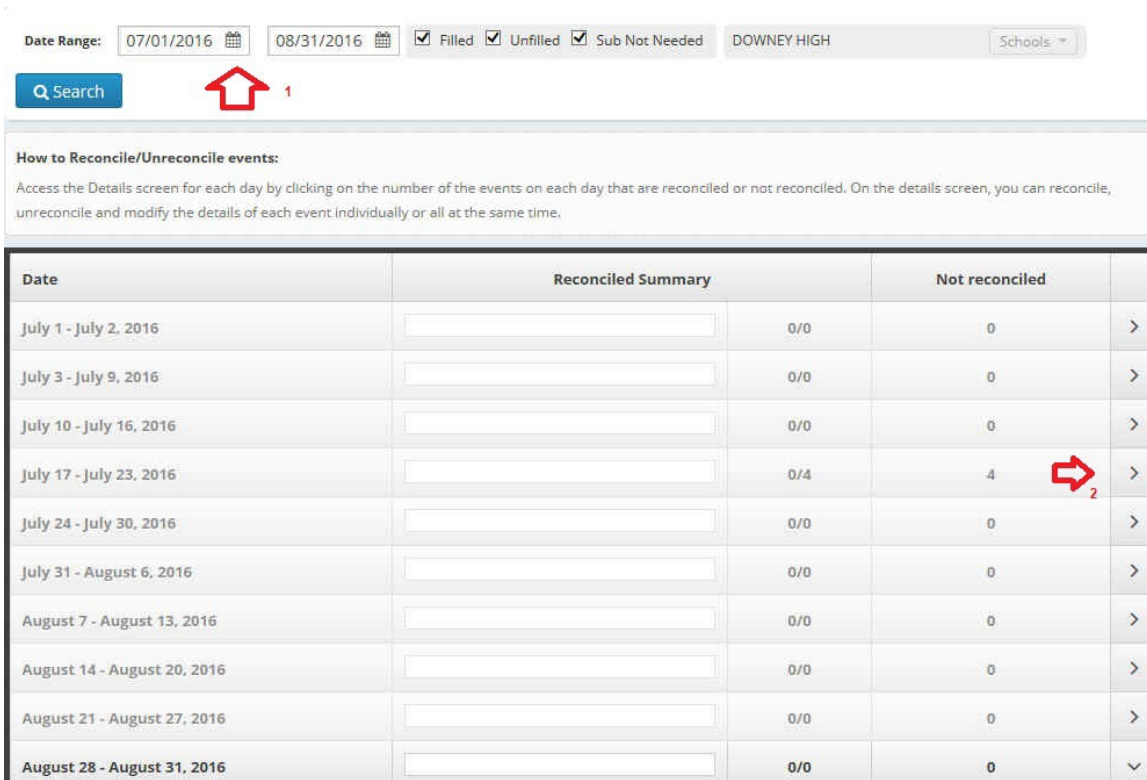
Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Reconcile 58 in the past 30 days

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	<input type="text"/>	0/0	0 >
July 3 - July 9, 2016	<input type="text"/>	0/0	0 >
July 10 - July 16, 2016	<input type="text"/>	0/0	0 >
July 17 - July 23, 2016	<input type="text"/>	0/4	4
July 24 - July 30, 2016	<input type="text"/>	0/0	0 >
July 31 - August 6, 2016	<input type="text"/>	0/0	0 >
August 7 - August 13, 2016	<input type="text"/>	0/0	0 >
August 14 - August 20, 2016	<input type="text"/>	0/0	0 >
August 21 - August 27, 2016	<input type="text"/>	0/0	0 >
August 28 - August 31, 2016	<input type="text"/>	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

- 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)	
Confirmation #: 216985427	Absence Reason:	10-000-2240-61230-085-0000
Employee Type: Teacher	Accounting Code:	10-000-2240-61230-093-0037
Title: QUEEN		10-000-2290-61230-225-0000
Location: DOWNEY HIGH		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
Vacancy	INTERVENTION - GRANT FUND *Choose Accounting Code* Custom (7:30 AM-3:30 PM)	10-420-2210-61230-017-0202
Confirmation #: 216985615	Vacancy Reason:	10-470-1000-61230-086-0026
Employee Type: Vacancy	Accounting Code:	50-490-1000-61230-070-6330
Title: QUEEN		50-490-1000-61230-070-6333
Location: DOWNEY HIGH		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

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	Absence Reason: ProfDevGrnt*UseAcct*	Accounting Code: 50-490-1000-61230-277-6330	Save
Employee Type: Teacher			
Title: QUEEN			
Location: DOWNEY HIGH			
Vacancy	INTERVENTION - GRANT FUND *Choose Accounting Code* Custom (7:30 AM-3:30 PM)	Edit Details	Reconcile
Confirmation #: 216985615	Vacancy Reason: (Vacancy Position)	Accounting Code: 50-490-1000-61230-277-6330	Save
Employee Type: Vacancy			
Title: QUEEN			
Location: DOWNEY HIGH			
Absence	TEACHER, NOT REALLY A Custom (7:30 AM-12:00 PM)	Edit Details	Reconcile
Confirmation #: 216985744	Absence Reason: ProfDevGen*UseAcct*	Accounting Code: 10-000-2213-61230-042-0000	Save
Employee Type: Teacher			
Title: FIRST GRADE			
Location: DOWNEY HIGH			
Absence	TEACHER, NOT REALLY A Custom (1:00 PM-3:30 PM)	Edit Details	Reconcile
Confirmation #: 216986615	Absence Reason: Sick Leave	Accounting Code: Select One	Save
Employee Type: Teacher			
Title: FIRST GRADE			
Location: DOWNEY HIGH			

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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- Camille Druitt, 775-348-0231, camille.druitt@washoeschools.net