



# Aesop/Kiosk Integration

## Overview of Aesop/Kiosk Integration Process

1. If district contacts their ITC to begin the integration process, the ITC will ask the district to contact Aesop to begin the integration process. The ITC can share talking points with the district but the initial process must begin with Aesop.

### Talking Points:

- Employees can create absences through the Kiosk web, Aesop web, or Aesop phone giving the employee a comprehensive entry offering.
  - Transfer leave data and sub time worked directly to USPS in one process, rather than from multiple sources.
  - Seamlessly transfer all demographic data from Kiosk to Aesop, eliminating double entry.
  - Eliminating the double entry requirement, this is dependent on an employee to accurately enter requests in both software packages.
2. Aesop will work with the district to configure the Aesop functionality and also have the district complete the Web Services Integration Agreement, which allows data to be transferred between the two software packages.
  3. Once configuration is complete for Aesop, Aesop will contact NCOCC with the district template configuration information.
  4. NCOCC will configure templates within Kiosk for District and run initial sync.
  5. The ITC that services the district will work with that district to help them with updating the Aesop information that was not matched in Kiosk. Once the information is updated in Aesop they will assist district in running the sync process again to determine what information still needs to be updated.

**The procedures below will help the ITC and District with the cleanup of data in Kiosk and Aesop.**

**Initial Clean Up of Staff**

District Staff need to run an employee list to ensure that USPS and Kiosk employee data is accurate and matches. Only active employees should be in Kiosk. Employees that are no longer active can be deleted from Kiosk.

1. Click on District Administrators
2. Click Update/Delete Users
3. Locate employee
4. Click delete



*Deleting the employee from Kiosk will take away that employee's access to see previous pay slips and W2s.*

If a district is currently using Aesop the district staff will also need to run an employee list from Aesop to verify that only active employees are listed.

*NOTE: The phone number that the employee will be using to access the call functionality of Aesop needs to be entered into the phone number field into USPS. When the initial load of staff is done from Kiosk to Aesop that information is passed to Aesop. If the phone number field is blank in USPS it will be blank in Kiosk, which will result in the employee Phone Login Id being blank in Aesop.*

*When the Enable Aesop Integration is set to Yes, when a user is deleted in Kiosk they will automatically be de-activated in Aesop. When a deleted employee is activated again in Kiosk they will automatically be made active in Aesop.*

Once employee data is verified and accurate the district will verify data is being synced.

*NOTE: NCOCC will complete the template information in the Aesop Configuration screen within Kiosk for the each district that wants to integrate Aesop and Kiosk.*



**In Kiosk:**

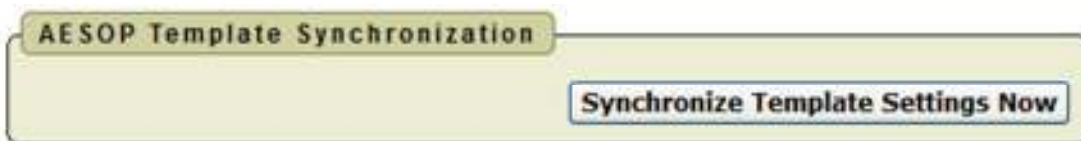
1. Click on District Administrator
2. Click on Configure District Options



3. Under Aesop Integration click Configure Aesop Integration
4. Template information will already be updated



5. Click Synchronize Template Settings Now



6. All Matches and Non Matches will be displayed in the Mappings section.

**Mappings**

Absence Reasons Total: 7      Matched: 7      [View](#)

Employees Total: 152      Matched: 152      [View](#)      **Active Employees not Sync'd**

School Buildings Total: 4      Matched: 4      [View](#)

Use Selections below to Filter Results:

Matched      Active In Aesop

Click on View to see matches/non-matches in Absence Reasons.

AESOP Absence Reason w/ Sub Category											
Matched	Active (Public) in Aesop	Aesop Description (Leave Type)	Aesop Absence Reason ID (Absence Code)	Aesop Absence Reason Dkey	Kiosk Status	Actual/Possible Kiosk Absence Code ^	Kiosk Description (Leave Type)	Absence Reason ID (Sub Category)	Kiosk Sub Category Status	Kiosk Sub Category	Kiosk Sub Category Description
Yes	Yes	Dock	DO	77776	Enabled	DO	Dock	-	N/A	-	-
Yes	Yes	Jury Duty	JD	77777	Enabled	JD	Jury Duty	-	N/A	-	-
Yes	Yes	Military	MI	77780	Enabled	MI	Military	-	N/A	-	-
Yes	Yes	Personal Day	PL	77775	Enabled	PL	Personal Leave	-	N/A	-	-
Yes	Yes	Professional - Ach	PR	121805	Enabled	PR	Professional	P1	Active	P1	Requested by Employee
Yes	Yes	Professional - Emp	PR	121806	Enabled	PR	Professional	P2	Active	P2	Requested by Employee
Yes	Yes	Professional - Sup	PR	121807	Enabled	PR	Professional	P3	Inactive	P3	Requested by Supervisor
Yes	Yes	Professional Leave	PR	77778	Enabled	PR	Professional	-	N/A	-	-
Yes	Yes	Sick Day	SI	77774	Enabled	SI	Sick Leave	-	N/A	-	-
Yes	Yes	Unknown	UN	77779	Enabled	UN	Unknown	-	N/A	-	-

[Download CSV](#) 1 - 10

*NOTE: As part of the integration process NCOCC and Aesop are configuring this for each district. For Absence Reasons that have Sub Categories we work with the district to configure Kiosk and Aesop with the correct two-letter code used in USPS.*

*There can only be one absence type in Aesop assigned to one absence reason in Kiosk. If a district uses sub categories in Kiosk those categories will still fall under one absence type in Aesop.*

For non matches in the absence reasons a district staff person with access will need to log into Aesop and Update Leave Types.

**In Aesop:**

1. Click on Reference Data
2. Click on Absence Reason
3. Click on pencil to Edit
4. Change External ID to be the correct employee id from Kiosk
5. Click Apply Changes



**Absence Reason Types**

NOTE: If you already have Absence Reason Balances entered into Aesop - be very cautious making changes to these Absence Reasons or restructuring the "bucket" feature. We suggest contacting Aesop Client Services first!

Name	Public to Employee #	Phone Menu	Month Approval	Hold Hold	Enforce Balance	Enforce Admin	School
Desk	✓		✓	✗	✗	✗	
Law Out	✓		✓	✗	✗	✗	
Military	✓		✓	✗	✗	✗	
Personal Care	✓		✓	✗	✗	✗	
Professional Leave	✓		✓	✗	✗	✗	
Sick Day	✓	1	✓	✗	✗	✗	
Unknown	✓		✓	✗	✗	✗	

**Edit Absence Reason**

Name	Sick Day	School	
Enforced ID	85	Employee Type	unemployed
External ID 2		Enforce	All
Public to Employee	<input type="checkbox"/>	Needs Approval	<input type="checkbox"/>
Phone Menu #	1	Hold Hold	<input type="checkbox"/>
Data Analysis Category	Other	Enforce Approved	<input type="checkbox"/>
		Enforce Balance	<input type="checkbox"/>
		Enforce Notes To Administrator	<input type="checkbox"/>

Buttons: Edit, Apply Changes, Cancel

*Whatever absences types that you see for the Aesop web interface is available for calling functionality also.*

*If an absence type is set to not public in Aesop when a leave request is done in Kiosk for that absence reason the request will not be sent to Aesop.*



In Kiosk click on View to see matches/non-matches in Employees.

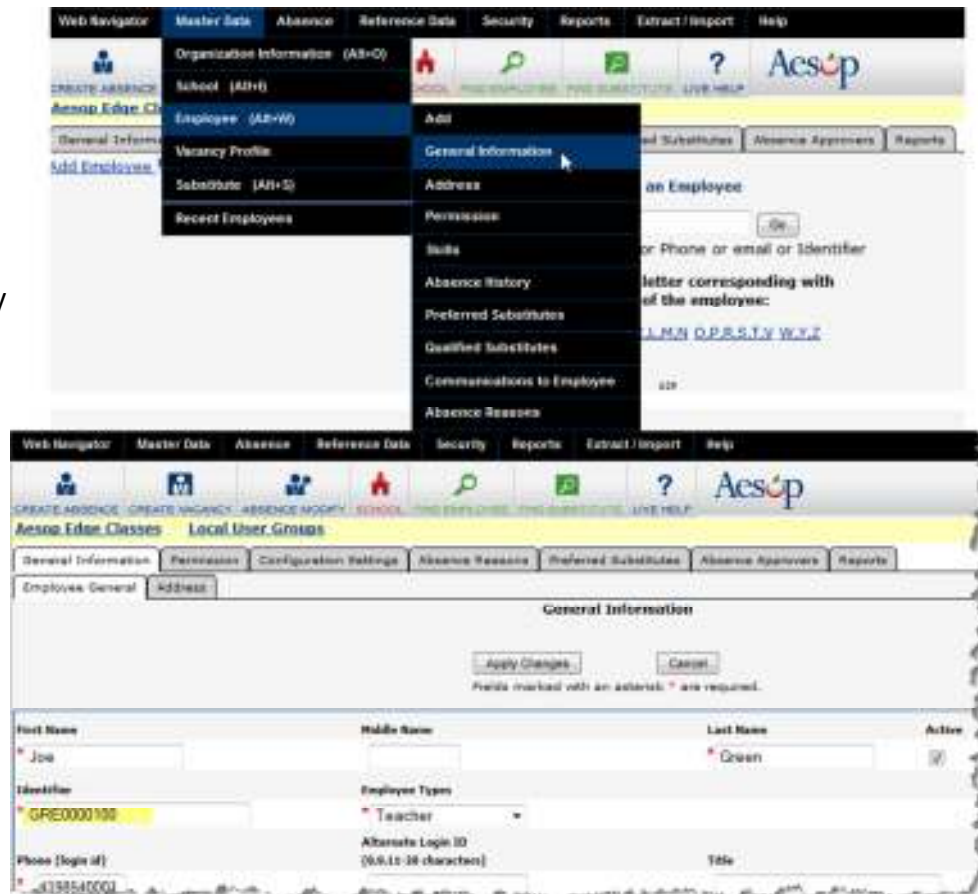
Matched	ADPE Surname	Ful Name	ADPE Employee Number	ESAs	ESAs Employee ID	Initial Name	School External ID	Work Username	Aesop Email	Work Phone	Aesop Phone
Yes	Yes	Proctor, Maria	AK000100	021070	NA	Adams Elementary School	01	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	3333333333	3333333333
Yes	Yes	Everson, Andy	AK000100	021070	NA	Adams Elementary School	01	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	0000000000	0000000000
Yes	Yes	Clark, Brian	AK000100	021070	NA	Summit Elementary School	2003	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	0000000000	0000000000
Yes	Yes	Seccombe, Mary	CA000100	021070	NA	Summit Elementary School	4003	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	3333333333	3333333333
Yes	Yes	Teacher, Megan	CO000100	021070	NA	Summit Elementary School	4000	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	3333333333	3333333333
Yes	Yes	Teacher, David	CO000100	021070	NA	Summit Elementary School	4000	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	3333333333	3333333333
Yes	Yes	Samson, Samantha	CO000100	021070	NA	Adams Elementary School	01	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	0000000000	0000000000
Yes	Yes	Teacher, John	CO000100	021070	NA	Summit Elementary School	2003	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	3333333333	3333333333
Yes	Yes	Driver, Anna	CO000100	021070	NA	Summit Elementary School	4000	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	3333333333	3333333333
Yes	Yes	Payroll, Bob	CO000100	021070	NA	Summit Elementary School	11070	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	0000000000	0000000000
Yes	Yes	Driver, Bob	CO000100	021070	NA	Adams Elementary School	01	mpcproctor@aesop.k12.ak.us	mpcproctor@aesop.k12.ak.us	4400000000	4400000000

USPS will be the source for data for Kiosk and Aesop. Any changes to phone or email addresses need to be made within USPS. Kiosk will be updated with those changes and then pass the changes to Aesop.

For non matches in the employees a district staff person with access will need to log into Aesop and Update Employee IDs.

**In Aesop:**

1. Click on Master Data
2. Click on Employee
3. Click on General Information
4. Search for Employee by last name
5. Click Edit
6. Modify identifier with correct employee id
7. Click Apply Changes



Important to note that if an employee id changes in USPS it will not only affect Kiosk but will affect Aesop and cause the employee not to be able to login to Kiosk or pass leave requests from Aesop.

Any employees that were not loaded automatically into Aesop can be view by clicking on the Active Employees not Sync'd.



This will give you a list of employees that can be verified and corrected either in Kiosk or Aesop.

**Employees Active in Kiosk not Sync'd**

Employee ID #	Last Name	First Name	Middle Name	Email
BR000100	Teacher	Tammy	Es	aesop.eslteacher2@ncooc.k12.oh.us
EV000100	Custodian	James	Es	aesop.escustodian@ncooc.k12.oh.us
GRA000100	Teacher	Emily	Es	aesop.eslteacher1@ncooc.k12.oh.us
GRA000200	Teacher	Ken	Ms	aesop.msateach3@ncooc.k12.oh.us
LEM000100	Substitute	Stanley	H	aesop.substitute@ncooc.k12.oh.us

[Download CSV](#)

Click on View to see

matches/non-matches in School Buildings.

School buildings should match. This is part of the configuration process done by Aesop and NCOCC.

**AESOP School Buildings**

Matched	Active in Aesop	Address	Aesop Web ID	Aesop External ID	Building Name	Building District	Building District Name
Yes	No	Buchanan Elementary School	87001	4000	Buchanan Elementary School	44107	Hamilton City SD
Yes	Yes	Adams Elementary School	107228	01	Adams Elementary School	44107	Hamilton City SD
Yes	Yes	Bloomfield Elementary School	87000	2023	Bloomfield Elementary School	40004	Edgewood City SD
Yes	No	Charlee Elementary School	87000	110708	Charlee Elementary School	40110	Lakota Local SD
No	Yes	Aesop Elementary School	107225	-	NA	NA	NA

[Download CSV](#)

Number of Rows Displayed: 10

Once everything matches the following configuration needs to be done:

**In order for new employee data to be automatically sent to Aesop the Employee Leave Type in Aesop must be created.**

1. Click on Reference Data
2. Click on Employee Type



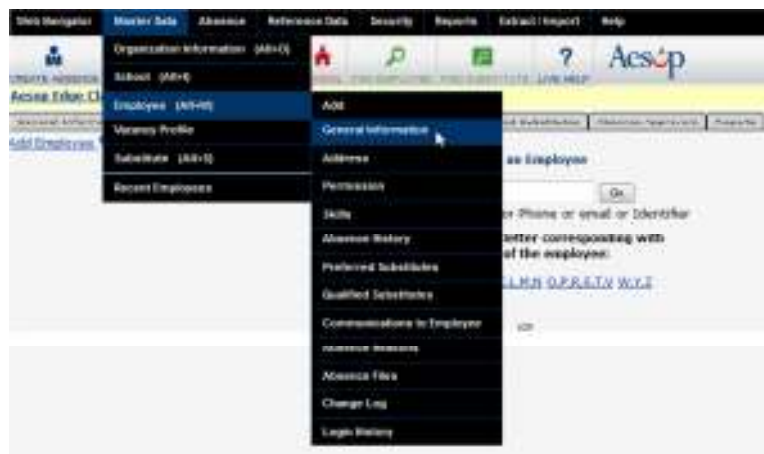
3. Click on +
4. Enter Description of **New to HR KIOSK**
5. Enter External ID of **HR KIOSK**



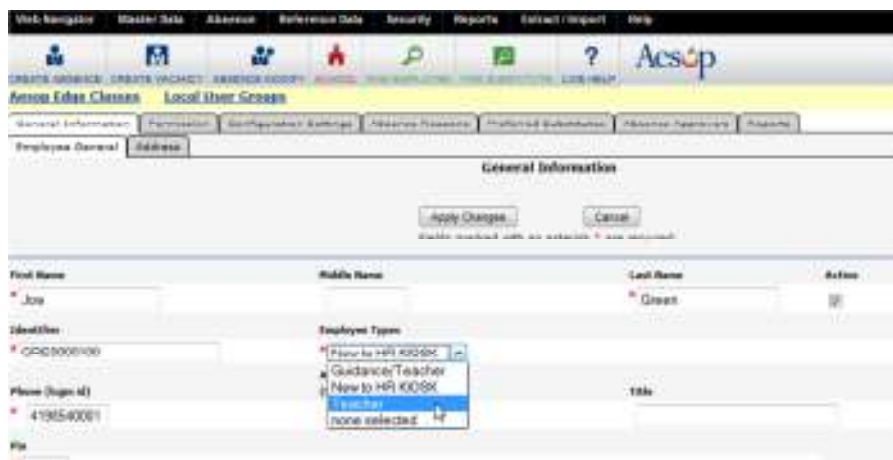
6. Select Teacher/Professional in the Internal Data Analysis Category
7. Click green check mark to add leave type.

Once the syncing of staff is complete any new staff added from Kiosk into Aesop that will be using Aesop for substitute replacement will need to have a correct Employee Type. District staff with the appropriate Aesop access will need to go into Aesop and change the Employee Type to the correct type.

1. Click on Master Data
2. Click on Employee
3. Click on General Information
4. Search for Employee by last name
5. Click Edit



6. Change Employee Types
7. Click Apply Changes

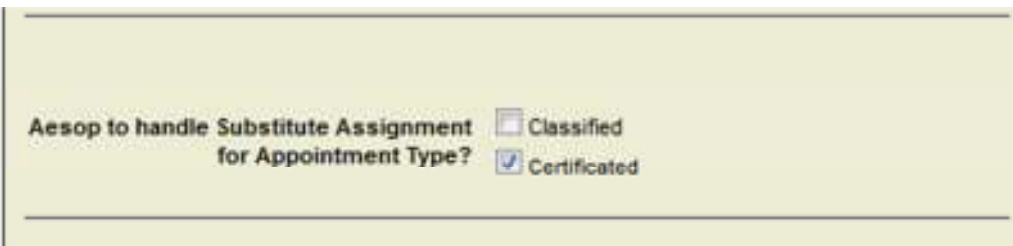




*NOTE: When a user is deleted in Kiosk they will automatically be de-activated in Aesop. When a deleted employee is activated again in Kiosk they will automatically be made active in Aesop.*

### Substitute Assignments by Appointment Type

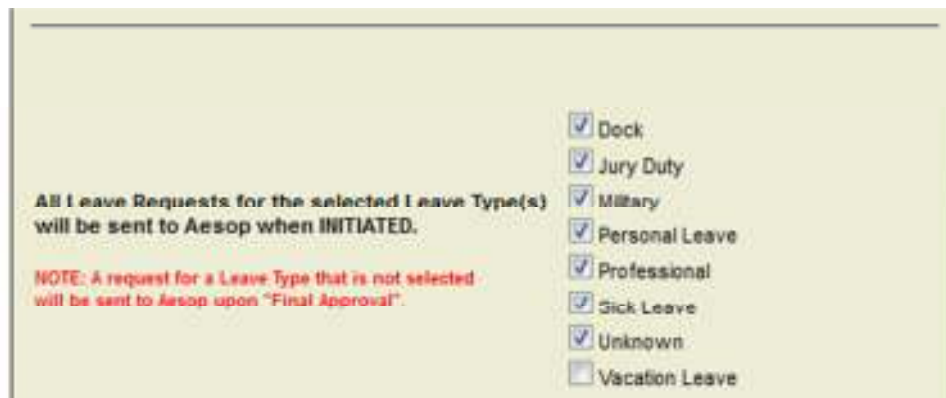
All leave requests will flow from Kiosk to Aesop but a district can configure Kiosk so that Aesop will find replacements based on Appointment Type. If a district chooses to have Aesop find replacements for just Certificated staff they can check the box and then any leave request created by a Certificated staff will be sent to Aesop that a replacement is needed. If a district wants to still use the Sub Coordinator functionality within Kiosk for their Classified staff if they uncheck the box leave requests will still flow to Aesop but no replacement will be found.



Aesop to handle Substitute Assignment for Appointment Type?  Classified  Certificated

### Determining when Leave Requests will be sent to Aesop

All leave requests will flow from Kiosk to Aesop but a district can configure at what point the leave request will flow to Aesop. If a district puts a check in the box next to the leave type any leave requests done for that leave type will be sent when the employee clicks on the submit when creating the leave request. If you do not check the box next to the leave requests any leave requests done for that leave type will be sent to Aesop on final approval.



All Leave Requests for the selected Leave Type(s) will be sent to Aesop when INITIATED.

*NOTE: A request for a Leave Type that is not selected will be sent to Aesop upon "Final Approval".*

- Dock
- Jury Duty
- Military
- Personal Leave
- Professional
- Sick Leave
- Unknown
- Vacation Leave

Once everything is verified for staff and sync is working correctly district can configure how often leave requests are sent and received from Kiosk to Aesop.

**In Kiosk:**

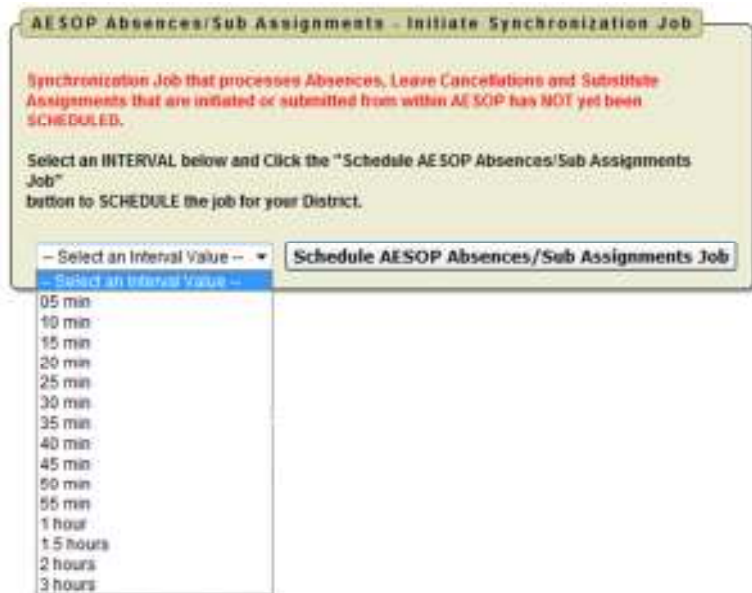
1. Click on District Administrator
2. Click on Edit/Update District
3. Under Aesop Integration click Configure Aesop Integration



**Aesop Absence/Sub Assignments**

This will set the interval for how often leave requests are sent from Aesop to Kiosk.

1. Click on the drop down arrow to select how often requests are sent.
2. Click Schedule AESOP/Absences/Sub Assignments Job



*Once set Kiosk will display the Repeat Interval, Last and Next Run dates. Cancel will cancel sync of leave requests and the sync can be rescheduled to a different interval.*

**AESOP Absences/Sub Assignments - Initiate Synchronization Job**

Synchronization Job that processes Absences, Leave Cancellations and Substitute Assignments that are initiated or submitted from within AESOP is now SCHEDULED.

Repeat Interval: Runs every 5 minutes  
 Scheduled Date: 10/12/2012 04:28:08 PM  
 Last Run Date: 12/13/2012 11:18:00 AM - Succeeded  
 Next Run Date: 12/13/2012 11:23:00 AM

[See Absences/Sub Assignments Job details](#) [Cancel AESOP Absences/Sub Assignments Job](#)

The See Absences/Sub Assignments Job Details shows a list of dates and times the sync was run and if there were any errors.

Leave Requests - Sub Assignments Synchronization Job Details

LogID	Requested Start Date	Actual Start Date	Date Loaded *	Run Duration	Status	Error #	Additional Info
887570	2012-12-13 11:23:00 AM	2012-12-13 11:23:00 AM	2012-12-13 10:23:04 AM	+000 00:00:04	SUCCEEDED	0	
887568	2012-12-13 11:18:30 AM	2012-12-13 11:18:00 AM	2012-12-13 10:18:03 AM	+000 00:00:04	SUCCEEDED	0	
887566	2012-12-13 11:13:00 AM	2012-12-13 11:13:00 AM	2012-12-13 10:13:09 AM	+000 00:00:09	SUCCEEDED	0	
887564	2012-12-13 11:08:00 AM	2012-12-13 11:08:00 AM	2012-12-13 10:08:05 AM	+000 00:00:05	SUCCEEDED	0	
887562	2012-12-13 11:03:00 AM	2012-12-13 11:03:00 AM	2012-12-13 10:03:07 AM	+000 00:00:07	SUCCEEDED	0	
887560	2012-12-13 10:58:00 AM	2012-12-13 10:58:00 AM	2012-12-13 09:58:03 AM	+000 00:00:04	SUCCEEDED	0	
887558	2012-12-13 10:53:00 AM	2012-12-13 10:53:00 AM	2012-12-13 09:53:03 AM	+000 00:00:04	SUCCEEDED	0	
887556	2012-12-13 10:48:00 AM	2012-12-13 10:48:00 AM	2012-12-13 09:48:03 AM	+000 00:00:04	SUCCEEDED	0	
887553	2012-12-13 10:43:00 AM	2012-12-13 10:43:00 AM	2012-12-13 09:43:06 AM	+000 00:00:08	SUCCEEDED	0	
887551	2012-12-13 10:38:00 AM	2012-12-13 10:38:00 AM	2012-12-13 09:38:03 AM	+000 00:00:04	SUCCEEDED	0	
887549	2012-12-13 10:33:00 AM	2012-12-13 10:33:00 AM	2012-12-13 09:33:12 AM	+000 00:00:12	SUCCEEDED	0	
887547	2012-12-13 10:28:00 AM	2012-12-13 10:28:00 AM	2012-12-13 09:28:03 AM	+000 00:00:04	SUCCEEDED	0	
887544	2012-12-13 10:23:00 AM	2012-12-13 10:23:00 AM	2012-12-13 09:23:04 AM	+000 00:00:04	SUCCEEDED	0	
887542	2012-12-13 10:18:00 AM	2012-12-13 10:18:00 AM	2012-12-13 09:18:05 AM	+000 00:00:08	SUCCEEDED	0	
887540	2012-12-13 10:13:00 AM	2012-12-13 10:13:00 AM	2012-12-13 09:13:05 AM	+000 00:00:05	SUCCEEDED	0	

row(s) 1 - 15 of more than 500 • [Next >]

Close Window

**Aesop Employee Leave Balances**

This will set the interval for how often leave balances are sent from Kiosk to Aesop.

1. Select Weekly Interval (either Weekly or Biweekly)

**AESOP Employee Leave Balances - Initiate Synchronization Job**

Synchronization Job that updates Employee Leave Balances to AESOP has NOT yet been SCHEDULED.

Select CRITERIA below and Click the "Schedule AESOP Employee Leave Balances Job" button to SCHEDULE the job for your District.

Weekly Interval: Select Weekly Interval -  
 Day Of Week: Select Weekly Interval -  
 Every Week

2. Select Day of Week

**AESOP Employee Leave Balances - Initiate Synchronization Job**

Synchronization Job that updates Employee Leave Balances to AESOP has NOT yet been SCHEDULED.

Select CRITERIA below and Click the "Schedule AESOP Employee Leave Balances Job" button to SCHEDULE the job for your District.

Weekly Interval: Select Weekly Interval -  
 Day Of Week: Select Day of Week -  
 Start Time: Select Day of Week -  
 Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

3. Select Start Time

**AESOP Employee Leave Balances - Initiate Synchronization Job**

Synchronization Job that updates Employee Leave Balances to AESOP has NOT yet been SCHEDULED.

Select CRITERIA below and Click the "Schedule AESOP Employee Leave Balances Job" button to SCHEDULE the job for your District.

Weekly Interval:

Day Of Week:

Start Time:  :  AM

4. Click Apply Changes

*Once set Kiosk will display the Repeat Interval, Last and Next Run dates. Cancel will cancel sync of leave balances and allow you to reschedule the sync.*

**AESOP Employee Leave Balances - Initiate Synchronization Job**

Synchronization Job that updates Employee Leave Balances to AESOP is now SCHEDULED.

Repeat Interval: Run every Monday at 11:00 PM  
 Scheduled Date: 10/08/2012 04:14:18 PM  
 Last Run Date: 12/10/2012 11:00:18 PM - **Succeeded**  
 Next Run Date: 12/17/2012 11:00:18 PM

The See Employee Leave Balances Job Details shows a list of dates and times the sync was run and if there were any errors.

**Employee Leave Balances Synchronization Job Details**

Log ID	Requested Start Date	Actual Start Date	Date Logged ↑	Run Duration	Status	Error #	Additional Info
593128	2012-12-10 11:00:18 PM	2012-12-10 11:00:18 PM	2012-12-10 10:00:22 PM	+000 00:00:04	SUCCEEDED	0	
583838	2012-12-03 11:00:18 PM	2012-12-03 11:00:18 PM	2012-12-03 10:00:24 PM	+000 00:00:06	SUCCEEDED	0	
577015	2012-11-26 11:00:18 PM	2012-11-26 11:00:18 PM	2012-11-26 10:00:23 PM	+000 00:00:05	SUCCEEDED	0	
574137	2012-11-19 11:00:18 PM	2012-11-19 11:00:18 PM	2012-11-19 10:00:22 PM	+000 00:00:04	SUCCEEDED	0	

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## Aesop Employee

This will set the interval for how often employee job information is sent from Kiosk to Aesop.

1. Select Weekly Interval  
(either Weekly or Biweekly)

**AESOP Employee - Initiate Synchronization Job**

Synchronization Job for Employees between the Kiosk and AESOP has NOT yet been SCHEDULED.

Select CRITERIA below and Click the "Schedule AESOP Employee Job" button to SCHEDULE the job for your District.

Weekly Interval: -- Select Weekly Interval --

Day Of Week: -- Select Weekly Interval --

Start Time: Every Week  
Every Other Week

**Schedule AESOP Employee Job**

2. Select Day of Week

**AESOP Employee - Initiate Synchronization Job**

Synchronization Job for Employees between the Kiosk and AESOP has NOT yet been SCHEDULED.

Select CRITERIA below and Click the "Schedule AESOP Employee Job" button to SCHEDULE the job for your District.

Weekly Interval: -- Select Weekly Interval --

Day Of Week: -- Select Day of Week --

Start Time: -- Select Day of Week --

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

**Schedule AESOP Employee Job**

3. Select Start Time

**AESOP Employee - Initiate Synchronization Job**

Synchronization Job for Employees between the Kiosk and AESOP has NOT yet been SCHEDULED.

Select CRITERIA below and Click the "Schedule AESOP Employee Job" button to SCHEDULE the job for your District.

Weekly Interval: -- Select Weekly Interval --

Day Of Week: -- Select Day of Week --

Start Time: 01:00 AM

**Schedule AESOP Employee Job**

4. Click Schedule AESOP Employee Job



Once set Kiosk will display the Repeat Interval, Last and Next Run dates. Cancel will cancel sync of employee job information and allow you to reschedule the sync.

**AESOP Employee - Initiate Synchronization Job**

Synchronization Job for Employees between the Kiosk and AESOP is now SCHEDULED.

Repeat Interval: Runs every Monday at 11:00 PM  
 Scheduled Date: 10/09/2012 11:38:51 PM  
 Last Run Date: 12/10/2012 11:00:51 PM - **Succeeded**  
 Next Run Date: 12/17/2012 11:00:51 PM

[See Employee Job details](#) [Cancel AESOP Employee Job](#)

The See Employee Job Details shows a list of dates and times the sync was run and if there were any errors.

**Employees Synchronization Job Details**

Log ID	Requested Start Date	Actual Start Date	Date Logged *	Run Duration	Status	Error #	Additional Info
583129	2012-12-10 11:00:51 PM	2012-12-10 11:00:51 PM	2012-12-10 10:00:52 PM	+000 00:00:00	SUCCEEDED	0	
583839	2012-12-03 11:00:51 PM	2012-12-03 11:00:51 PM	2012-12-03 10:00:52 PM	+000 00:00:00	SUCCEEDED	0	
577018	2012-11-26 11:00:51 PM	2012-11-26 11:00:51 PM	2012-11-26 10:00:52 PM	+000 00:00:00	SUCCEEDED	0	
574140	2012-11-19 11:00:51 PM	2012-11-19 11:00:51 PM	2012-11-19 10:00:52 PM	+000 00:00:00	SUCCEEDED	0	

1 - 4

[Close Window](#)

Once buildings and absence types are matching, set the Enable Aesop Integration flag to yes.

**AESOP Integration**

Enable AESOP integration: No

Current AESOP Status: **Disabled**

Absences/Sub Assignments Last Synchronized: **Never**

Template Settings Last Synchronized: 12/11/2012 01:35:20 PM

Template Initialization: **Complete**

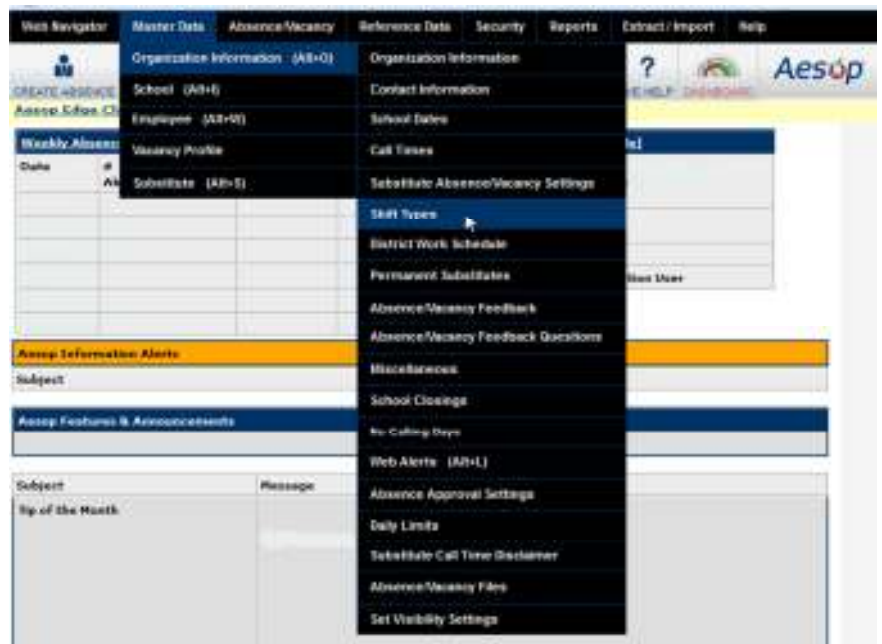
Authentication Settings: **Complete**

The Aesop Employee Integration Sync Job can be used to load staff that is registered in Kiosk but not loaded into AESOP. When this job runs it will load the new staff into AESOP as well as any users that have not been caught by de-activating them in Kiosk.

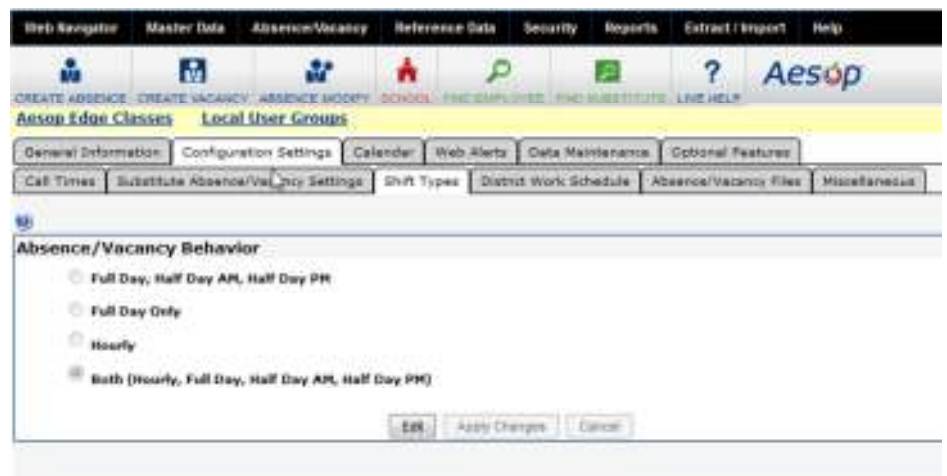
## Additional Configuration

### To accept hours from Kiosk into Aesop

1. Click on Master Data
2. Click on Organization Information
3. Click on Shift Types



4. Select Both (Hourly, Full Day, Half Day AM, Half Day PM)
5. Click Apply Changes



## ADDITIONAL NOTES

- A leave request done in Kiosk needs to be done for one leave type; you cannot select multiple leave types on a request. When entering a leave request in Aesop an employee must only select one leave type at a time. This will allow for the information to be sent correctly to Kiosk.
- If you have secured a sub and do not need Aesop to contact a substitute for a leave request, when creating the leave request in Kiosk uncheck the Sub Needed box.
- Aesop and Kiosk must match with employee phone numbers and email addresses. If Aesop has the most current then USPS must be updated with the current information. Once USPS is updated then Kiosk will be updated as well.
- Verify that the district has reviewed employees in Kiosk and Aesop. Employees that are active in Aesop but not active in Kiosk will be set to inactive in Aesop when the syncing of data begins.
- Approving and Cancelling absences should ALWAYS be done in Kiosk. Leave Requests should be initiated from the Kiosk, if at all possible. Sick leave will be sent to Aesop at the time of creation and all other leaves will be sent upon final approval from within the Kiosk. Approving the leaves in Aesop will NOT approve them in the Kiosk. The creation of the Leave Request, Substitute Assignment and Removal from within Aesop is when information is passed to the Kiosk.
- Districts have the ability to have the Leave Approval process turned off in Aesop. To allow districts to only approve in one place the Leave Approval process should be turned off in Aesop. This will allow all approvals to be done in Kiosk. Cancellations or rejections that are done in Kiosk are sent to Aesop to cancel the substitute.
- Any notes that are put into the notes to substitute field on a request within Aesop will be put in the comments field in the leave request in Kiosk. Notes put into the administrator field in Aesop are put into the reason field on the leave request in Kiosk.
- Default start and end times in Kiosk must be set and verify those start and end times match Aesop.
- With the integration enabled, staff will no longer have the ability to update their sick leave requests in Kiosk prior to first level approval. Once the leave request is sent to Aesop a confirmation number is generated and sent to Kiosk. Once the confirmation number is received the request cannot be updated. The staff member will need to cancel the request in Kiosk and create a new leave request.
- USPS will be the source for data for Kiosk and Aesop. Any changes to phone or email addresses need to be made within USPS. Kiosk will be updated with those changes and then pass the changes to Aesop.
- When leave is cancelled/deleted from Aesop and a request for cancellation is created in Kiosk, when the supervisor approves the cancellation they may receive the following message.

AESOP: -104-Confirmation Number does not appear to match the specified Org or Confirmation Number has already been cancelled

Check with AESOP administrator to ensure CONF#109245716 has been cancelled  
Request Cancelled successfully.

AESOP: -104-Confirmation Number does not appear to match the specified Org or Confirmation Number has already been cancelled

The AESOP 104 error is because Kiosk is trying to match the request in Aesop but the leave request has already been cancelled. It still cancelled the leave request in both places.