



Aesop Kiosk Integration

TABLE OF CONTENTS

TABLE OF CONTENTS.....2

AESOP/KIOSK INTEGRATION OVERVIEW3

INITIAL CONFIGURATION IN KIOSK.....4

UPDATING ABSENCE REASONS.....6

STAFF CLEAN UP9

SCHOOL BUILDING CLEAN UP13

ADDITIONAL CONFIGURATION OPTIONS.....14

 CONFIGURE USERS TO SYNC WITH AESOP 14

 SUBSTITUTE ASSIGNMENTS BY APPOINTMENT TYPE..... 16

 DETERMINING WHEN LEAVE REQUESTS WILL SENT TO AESOP 16

GO LIVE WITH INTEGRTION REMINDERS17

TURN ON INTEGRATION.....19

TROUBLESHOOTING.....23

Aesop/Kiosk Integration Overview

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 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.

Initial Configuration

Once Aesop has the configuration completed a list of template ID numbers, district Org ID and API Key will be sent to NCOCC. The template numbers, Org ID and API Key will need to be entered into the Aesop Configuration screen.

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

AESOP Configuration for District IRN: 50278

[Configure Users to Sync to Aesop](#)

API Key	Org Id
Vendor Id	Vendor Pin
Absence Data Template	Absence Data for UpdateTemplate
Absence Canceled/Deleted (Absence Log Data) Template	Absence Updated (Absence Log Data) Template
Substitute Assigned (Absence Log Data) Template	Substitute Removed (Absence Log Data) Template
Employee Information Template	School Information Template
Absence Reason Type Template	

Aesop to handle Substitute Assignment for Appointment Type?

Classified
 Classified
 2
 1

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

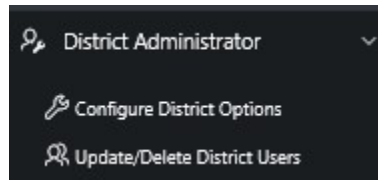
Army Duty
 Military
 Other
 Personal Leave
 Professional
 Sick Leave
 Vacation Leave

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

[Revert Changes](#) [Apply Changes](#)

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

AESOP Integration

[Update Integration State](#)

Enable AESOP integration
No

Current AESOP Status
Disabled

Absences/Sub Assignments Last Synchronized
Never

Template Settings Last Synchronized
Never

Template Initialization
Incomplete

Authentication Settings
Attention Required

[Configure AESOP Integration](#)

5. Click Synchronize Template Settings Now

AESOP Template Synchronization

Click the button below to run the Aesop Template Synchronization.

This process will synchronize the Absence Reason, Employee and School Building information between the Kiosk and Aesop.

The results are visible in the **Mappings** section on this page.

Last Template Settings Sync' completed on

[Synchronize Template Settings Now](#)

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

Mappings

Synchronize Now	Absence Reasons	Total: 11	Matched: 4	View	
Synchronize Now	Employees	Total: 184	Matched: 182	View	Active Employees not Sync'd
Synchronize Now	School Buildings	Total: 6	Matched: 6	View	

Use Selections below to Filter Results:

Matched All	Active in Aesop All
----------------	------------------------

Updating Absence Reasons

Absence reasons must match between Aesop and Kiosk. Which means there can only be one absence type in Aesop assigned to one absence reason in Kiosk. 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.

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

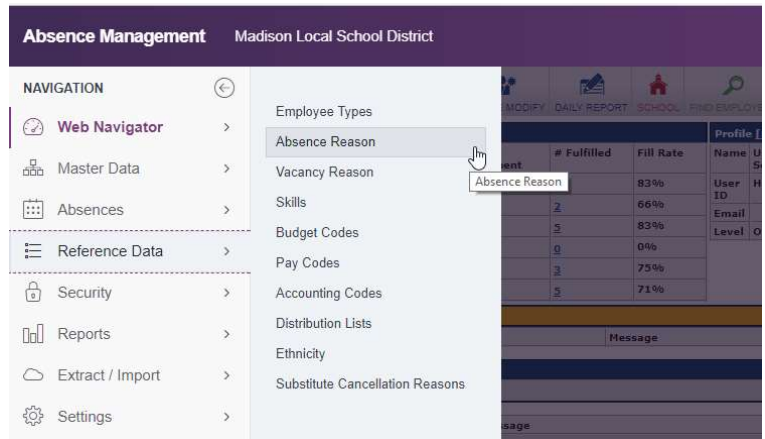
AESOP Absence Reason w/ Sub Category

Matched	Active (Public) In Aesop	Aesop Description (Leave Type)	Aesop Absence Reason Id (Absence Code)	Aesop Absence Reason Dbkey	Kiosk Status	Actual / Possible Kiosk Absence Code	Kiosk Description (Leave Type) ↑ ↓	Absence Reason Id2 (Sub Category)	Kiosk Sub Category Status	Kiosk Sub Category	Kiosk Sub Category Description	Im
No	No	Adm. Leave w/Pay	Adm. Leave w/Pay	30778	N/A	N/A	-	-	N/A	-	-	45112
No	Yes	Association Leave	-	92982	N/A	N/A	-	-	N/A	-	-	45112
No	Yes	Present but Need Sub	Present but Need Sub	32816	N/A	N/A	-	-	N/A	-	-	45112
Yes	Yes	Jury Duty	JD	30779	Enabled	JD	Jury Duty	-	N/A	-	-	45112
Yes	Yes	Personal Leave	PL	30780	Enabled	PL	Personal Leave	-	N/A	-	-	45112
Yes	Yes	Professional Leave	PR	30781	Enabled	PR	Professional	-	N/A	-	-	45112
Yes	Yes	Sick Leave	SI	30782	Enabled	SI	Sick Leave	-	N/A	-	-	45112

[Download CSV](#)

In Aesop:

1. Click on Reference Data
2. Click on Absence Reason
3. Click on Absence Reason name to Edit
4. Change External ID to be the correct 2-letter absence code from USPS/Kiosk
5. Click Save



Absence Reasons

NOTE: If you **already** have Absence Reason Balances entered into Aesop - be **very cautious** making changes to these Absence Reasons or restructuring any Buckets (groups). We suggest contacting Aesop Client Services **first!**

Balance Year Start: July 1st Edit

+ Add Absence Reason + Add Absence Reason Bucket

Name
Jury Duty
Personal Leave Cancel
Prof. Athletic
Professional
<input checked="" type="checkbox"/> Sick Leave
Vacation Leave

Personal Leave

Cancel Save

Name * [Edit Language Definitions](#) School *
Personal Leave Madison Local School District Schools

External ID External ID 2 Data Analysis Category *
PL Personal Time Off

Phone Menu# Employee Types
3 Employee Types All

Time Usage

Minimum Duration Hours Minimum Balance Hours

Settings

Public to Employee Enforce Balances Needs Approval
 Enforce Notes to Administrator Hold Until Approved

If the leave type in Kiosk has a sub category you need to enter the 2-digit value from Kiosk into the External ID 2 field.

Absence Reasons

NOTE: If you **already** have Absence Reason Balances entered into Aesop - be **very cautious** making changes to these Absence Reasons or restructuring any Buckets (groups). We suggest contacting Aesop Client Services **first!**

Balance Year Start: July 1st Edit

+ Add Absence Reason + Add Absence Reason Bucket

Name
Funeral Leave
Personal Restricted
Personal Unrestrict
Prof Comp Time
Prof Field Trip Cancel
Prof In District
Prof Mentoring
Prof Other Leave
Prof Out of District
Prof Union Leave
Sick Leave
Unpaid Leave
Vacation

Prof Field Trip

Cancel Save

Name * [Edit Language Definitions](#) School *
Prof Field Trip Cardinal Local School District Schools

External ID External ID 2 Data Analysis Category *
PR FT Professional Development

Phone Menu# Employee Types
6 Employee Types All

All

Time Usage

Minimum Duration Hours Minimum Balance Hours

Settings

Public to Employee Enforce Balances Needs Approval
 Enforce Notes to Administrator Hold Until Approved

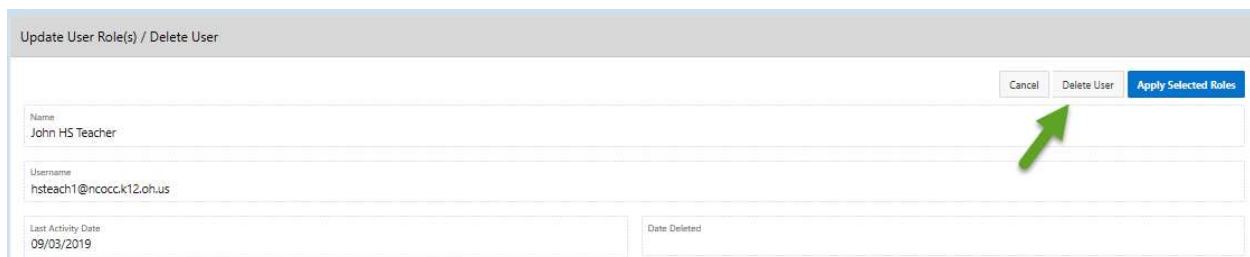
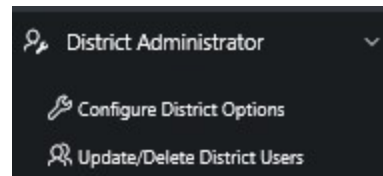
If an absence type is set to not public in Aesop when a leave request is done in Kiosk for that absence reason the request will not be sent to Aesop.

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

Staff Clean Up

District staff will want 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

A screenshot of a web application interface for managing users. The title bar reads 'Update User Role(s) / Delete User'. There are three buttons at the top right: 'Cancel', 'Delete User', and 'Apply Selected Roles'. The 'Delete User' button is highlighted with a green arrow. Below the buttons, there are several input fields: 'Name' (John HS Teacher), 'Username' (hsteach1@ncocck12.oh.us), 'Last Activity Date' (09/03/2019), and 'Date Deleted' (empty).

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 not being able to enter leave requests.

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.

In Kiosk click on View on the Employee row to see employee matches/non-matches.

Mappings

Synchronize Now Absence Reasons **Total: 11** **Matched: 4** View

Synchronize Now Employees **Total: 184** **Matched: 182** View Active Employees not Sync'd

Synchronize Now School Buildings **Total: 6** **Matched: 6** View

Use Selections below to Filter Results:

Matched: All Active In Aesop: All

Data in green is a match, data in red is not a match.

AESOP Employees

Number of Rows Displayed: 500

Matched LT	Active In Aesop	Full Name	AESOP Employee Identifier	External Id (Pos JobNo)	Dekey	USPS Employee ID	AESOP School In Kiosk?	AESOP Employee School Name	AESOP Employee External Id	Kiosk Position School Name	Kiosk Position School ISN	Kiosk Username	Aesop Email	Kiosk Phone	Aesop Phone	Start Time	Half Day Break 1	Half Day Break 2	End Time
Yes	Yes	Cook, Annie	BUR000100	-	6218773	N/A	Yes	Bloomfield Elementary (Aide)	2923	Edgewood Elementary School Ia	002923	aesop.hccook@ccoc.k12.oh.us	aesop.hccook@ccoc.k12.oh.us	5555555555	5555555555	-	-	-	-
Yes	Yes	Cook, Annie	BUR000100	-	6218773	N/A	Yes	Bloomfield Elementary School	2923	Edgewood Elementary School Ia	002923	aesop.hccook@ccoc.k12.oh.us	aesop.hccook@ccoc.k12.oh.us	5555555555	5555555555	-	-	-	-
Yes	Yes	Cook, Jane	TUR000100	-	6218775	N/A	Yes	Buchanan Elementary School	4069	Buchanan Elementary School	004069	aesop.mccook@ccoc.k12.oh.us	aesop.mccook@ccoc.k12.oh.us	1235558888	1235558888	-	-	-	-
Yes	Yes	Cook, Jane	TUR000100	-	6218775	N/A	Yes	Buchanan Elementary (Bus Driver)	4069	Buchanan Elementary School	004069	aesop.mccook@ccoc.k12.oh.us	aesop.mccook@ccoc.k12.oh.us	1235558888	1235558888	-	-	-	-
Yes	Yes	Director, Andy	ASH000100	-	6218738	N/A	Yes	Adams Elementary School	91	Adams Elementary School	000091	aesop.transdr@ccoc.k12.oh.us	aesop.transdr@ccoc.k12.oh.us	3333333333	3333333333	-	-	-	-
Yes	Yes	Director, Pamela	SIM000100	-	6218770	N/A	Yes	Buchanan Elementary School	4069	Buchanan Elementary School	004069	aesop.fdirector@ccoc.k12.oh.us	aesop.fdirector@ccoc.k12.oh.us	1205558899	1205558899	-	-	-	-
Yes	Yes	Director, Pamela	SIM000100	-	6218770	N/A	Yes	Buchanan Elementary (Bus Driver)	4069	Buchanan Elementary School	004069	aesop.fdirector@ccoc.k12.oh.us	aesop.fdirector@ccoc.k12.oh.us	1205558899	1205558899	-	-	-	-
Yes	Yes	Driver, Annie	GIB000100	-	6218764	N/A	Yes	Buchanan Elementary (Bus Driver)	4069	Buchanan Elementary School	004069	aesop.busdriver1@ccoc.k12.oh.us	aesop.busdriver1@ccoc.k12.oh.us	7777777777	7777777777	-	-	-	-

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 when the employee logs into Kiosk or the Load Positions for All Registered Users has been clicked on the district configuration screen. Any Aesop data that is not correct will need to be changed in Aesop.

The USPS employee ID must be the Aesop Employee ID. If the ID does not match the employee will not sync.

To isolate the data that needs to be cleaned up you have Filter options of phone, email and building information.

For non-matches in the employees' information, a district staff person with access will need to log into Aesop and update incorrect information.

Mappings

Synchronize Now Absence Reasons **Total: 17** **Matched: 16** View

Synchronize Now Employees **Total: 22** **Matched: 22** View Active Employees not Sync'd

Synchronize Now School Buildings **Total: 7** **Matched: 6** View

Use Selections below to Filter Results:

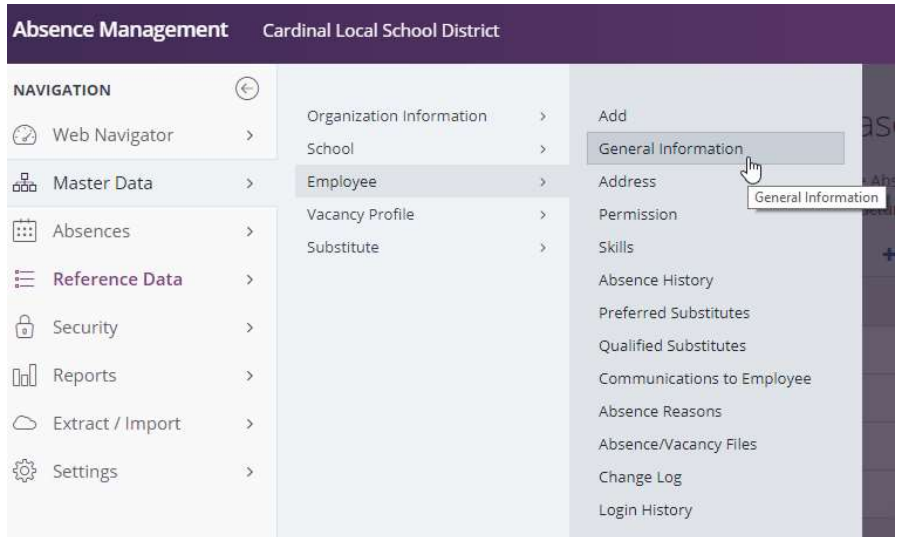
Matched: All Active In Aesop: All School: All

Email: All Phone: All Search:

Go

In Aesop:

1. Click on Master Data
2. Click on Employee
3. Click on General Information



4. Search for Employee by last name or click on a letter of the alphabet.



5. Click on the employee's name to view their information.

[Add Employee](#)

Select an Employee

Search:

Search by Last Name or Phone or email or Identifier

Please choose the letter corresponding with the name of the employee:
[A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[Y](#)[Z](#)

Employee	School	Identifier	Email
Cook, Annie Hs.	Bloomfield Elementary School	BUR000100	aesop.hscook@ncocc.k12.oh.us
Cook, Jane Ms.	Buchanan Elementary School	TUR000100	aesop.mscook@ncocc.k12.oh.us
Custodian, Larry Ms.	Buchanan Elementary School	KEL000100	aesop.mscustodian@ncocc.k12.oh.us
Director, Andy Transporta	Adams Elementary School	ASH000100	aesop.transdir@ncocc.k12.oh.us
Director, Pamela Es.	Buchanan Elementary School	SIM000100	aesop.fsdirector@ncocc.k12.oh.us
Driver, Annie Bus.	Buchanan Elementary School	GIB000100	aesop.busdriver1@ncocc.k12.oh.us
Driver, Bea Bus.	Adams Elementary School	HOR000100	aesop.busdriver2@ncocc.k12.oh.us
Payroll, Grace C.	Cherokee Elementary School	HED000100	aesop.pavroll@ncocc.k12.oh.us
Principal, Dale Ms.	Buchanan Elementary School	ROG000100	aesop.msprin@ncocc.k12.oh.us
Principal, Marcia Es.	Adams Elementary School	ABL000100	aesop.esprin@ncocc.k12.oh.us
Principal, Martha Hs.	Bloomfield Elementary School	SMI000100	aesop.hsprin@ncocc.k12.oh.us
Secretary, Debbie Superinten	Cherokee Elementary School	WAR000100	aesop.suptsec@ncocc.k12.oh.us
Secretary, Mary Ms.	Buchanan Elementary School	CHA000100	aesop.mssec@ncocc.k12.oh.us
Secretary, Pennev Hs.	Bloomfield Elementary School	NIX000100	aesop.hssec@ncocc.k12.oh.us
Secretary, Samantha Es.	Adams Elementary School	DOW000100	aesop.essec@ncocc.k12.oh.us
Superintendent, Adam K.	Cherokee Elementary School	YOU000100	aesop.supt@ncocc.k12.oh.us
Supervisor, Michael H.	Bloomfield Elementary School	WHI000100	aesop.maintsup@ncocc.k12.oh.us
Teacher, David Ms.	Buchanan Elementary School	DAV000100	aesop.msteach1@ncocc.k12.oh.us
Teacher, Ginger Ms.	Buchanan Elementary School	COL000100	aesop.msteach2@ncocc.k12.oh.us
Teacher, John Hs.	Bloomfield Elementary School	FOS000100	aesop.hsteach1@ncocc.k12.oh.us
Teacher, Kathleen Hs.	Bloomfield Elementary (Aide)	SCH000100	aesop.hsteach2@ncocc.k12.oh.us
	Buchanan Elementary (Bus Driver)	SCH000100	aesop.hsteach2@ncocc.k12.oh.us
Treasurer, Kevin	Cherokee Elementary School	MAR000100	aesop.treasurer@ncocc.k12.oh.us
Treasurer, Mandy Assistant	Cherokee Elementary School	KEN000100	aesop.assttreas@ncocc.k12.oh.us

6. Click on Edit to modify information

The screenshot shows the 'Employee: Teacher, John' edit page in the Aesop system. The page includes a navigation bar with options like 'CREATE ABSENCE', 'CREATE VACANCY', and 'ABSENCE MODIFY'. Below the navigation, there are tabs for 'General Information', 'Permission', 'Configuration Settings', 'Absence Reasons', 'Preferred Substitutes', 'Absence Approvers', and 'Reports'. The 'General Information' tab is active, showing fields for First Name (John), Middle Name (Hs), Last Name (Teacher), and an Active checkbox. Other fields include Identifier (FOS000100), Employee Types (New to HR KIOSK), Title (High School Teacher), E-Mail (aesop.hsteach1@ncocc.k12.oh.us), School(s) (Bloomfield Elementary School), Gender, Room (Main Office), Start Date, End Date, and Birth Date. The 'Login Information' section includes Phone (7404562222), Pin (7653), and an Alternate Login ID field. The 'Absence Times' section has fields for Absence Start Time, Absence Half Day Break, Absence End Time, and Absence Hours Per Day. A 'Substitute Report Times' link is also present.

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 to and from Aesop.

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

The screenshot shows the 'Mappings' page in the Aesop system. It features three 'Synchronize Now' buttons for 'Absence Reasons' (Total: 17, Matched: 16), 'Employees' (Total: 22, Matched: 22), and 'School Buildings' (Total: 7, Matched: 6). A green arrow points to the 'Active Employees not Sync'd' button. Below these are filter options for 'Matched', 'Active In Aesop', 'School', 'Email', 'Phone', and a search field with a 'Go' button.

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

Clicking the the employee ID next to an employee will display the data that is being synced between Aesop and Kiosk. This will allow you to see which data is missing like a phone number or supervisor ID.

AESOP Configuration Reports

Employees Active in Kiosk not Sync'd

Employee ID	Last Name	First Name	Middle Name	Email	Phone	Position Count	Aesop Count	Building Count
EVA000100	Custodian	James	Es	aesop.escustodian@ncocc.k12.oh.us	1231233333	0	0	0
LEM000100	Substitute	Stanley	H	aesop.substitute@ncocc.k12.oh.us	-	0	0	0
BIR000100	Teacher	Tammy	Es	aesop.esteach2@ncocc.k12.oh.us	2222222222	0	0	0
GRA000100	Teacher	Emily	Es	aesop.esteach1@ncocc.k12.oh.us	4444444444	0	0	0
GRA000200	Teacher	Ken	Ms	aesop.msteach3@ncocc.k12.oh.us	3333335511	0	0	0

[Download CSV](#)

1 - 5

Employees Active in Kiosk not Sync'd Detail

Employee ID	Last Name	First Name	Middle Name	Email	Phone	Job No	Job Status	Building IRN	Supervisor ID
EVA000100	Custodian	James	Es	aesop.escustodian@ncocc.k12.oh.us	1231233333	1	INACTIVE	000000	WHI000100

1 - 1

School Building Clean Up

Buildings are matched between Aesop and Kiosk based on the building IRN. Some districts like to use Bus Garage, Transportation, Maintenance in Aesop. These are more of a position type instead of a building but they can still be used in Aesop. The building would need to be assigned to a building IRN. For example, transportation would be assigned the district IRN in Aesop so it matches Kiosk. This is part of the configuration process done by Aesop and NCOCC.

AESOP School Buildings

Number of Rows Displayed: 10

Matched	Active in Aesop	Aesop Name	Aesop Web Id	Aesop External Id	Building IRN	Building Name	Building District IRN	Building District Name	Start Time	Half Day Break 1	Half Day Break 2	End Time
Yes	Yes	Bloomfield Elementary (Aide)	182208	2923	2923	Edgewood Elementary School Ele	45094	Edgewood City SD	10:00:00 AM	12:00:00 PM	12:30:00 PM	2:30:00 PM
Yes	Yes	Bloomfield Elementary School	87890	2923	2923	Edgewood Elementary School Ele	45094	Edgewood City SD	8:00:00 AM	12:00:00 PM	12:00:00 PM	4:00:00 PM
Yes	Yes	Buchanan Elementary (Bus Driver)	182206	4059	4059	Buchanan Elementary School	44107	Hamilton City SD	7:00:00 AM	9:00:00 AM	3:30:00 PM	5:30:00 PM
Yes	Yes	Adams Elementary School	107228	91	91	Adams Elementary School	44107	Hamilton City SD	8:00:00 AM	12:00:00 PM	12:00:00 PM	3:00:00 PM
Yes	Yes	Buchanan Elementary School	87891	4059	4059	Buchanan Elementary School	44107	Hamilton City SD	8:00:00 AM	12:00:00 PM	12:00:00 PM	4:00:00 PM
Yes	Yes	Cherokee Elementary School	87892	119758	119758	Cherokee Elementary School	46110	Lakota Local SD	8:00:00 AM	12:00:00 PM	12:00:00 PM	4:00:00 PM
No	Yes	Aesop Elementary School	107225	-	-	N/A	N/A	N/A	8:00:00 AM	12:00:00 PM	12:30:00 PM	3:00:00 PM

[Download CSV](#)

1 - 7

Additional Configuration Options

Configure Users to Sync to Aesop

For those who have staff that will not be needing substitute replacement, districts have the option to decide which staff need to be synced with Kiosk and Aesop.

1. Click on Configure Users to Sync to Aesop.

AESOP Configuration for District IRN: 1005

[Configure Users to Sync to Aesop](#)

API Key U9P67Q93U6354070	Org Id 14525
Vendor Id KioskVendor	Vendor Pin
Absence Data Template 291676	Absence Data for UpdateTemplate 242845
Absence Cancelled/Deleted (Absence Log Data) Template 187744	Absence Updated (Absence Log Data) Template 242847
Substitute Assigned (Absence Log Data) Template 166013	Substitute Removed (Absence Log Data) Template 166014
Employee Information Template 166015	School Information Template 166016
Absence Reason Type Template 166017	

2. The first list will display staff who are currently not syncing and need to be synced with Aesop. Click on the checkbox next to the staff person's name and click Set Selected Users to Sync.

Select User(s) to Sync to AESOP

Search: Go Actions

Select All to Sync	Last Name	First Name	Employee ID	Username	Phone	Job
<input type="checkbox"/>	Teacher	Tammy	BIR000100	aesop.esteach2@ncocc.k12.oh.us	2222222222	1
<input type="checkbox"/>	Teacher	Emily	GRA000100	aesop.esteach1@ncocc.k12.oh.us	4444444444	1
<input type="checkbox"/>	Teacher	Ken	GRA000200	aesop.msteach3@ncocc.k12.oh.us	3333335511	1
<input type="checkbox"/>	Custodian	Larry	KEL000100	aesop.mscustodian@ncocc.k12.oh.us	3405551010	1

- The second list will display staff who are currently syncing. If the district has staff that they no longer need to have synced with Aesop they can click the red X next to the employee's name under the Select User to Desync from Aesop. This will allow the employee to create leave requests in Kiosk but the leave request will not flow to Aesop.

Select User to Desync from AESOP

Last Name First Name Employee ID [Filter Users](#)

Rows: 200

Select Employee	Last Name	First Name	Employee ID	Username	Phone	Job	Job Title	Building IRN	Appointment Type
X	Cook	Annie	BUR000100	aesop.hscocook@ncoccc.k12.oh.us	5555555555	1	High School Cook	002923	Classified
X	Cook	Jane	TUR000100	aesop.mscook@ncoccc.k12.oh.us	1235558888	1	Middle School Cook	004069	Classified
X	Director	Andy	ASH000100	aesop.transdir@ncoccc.k12.oh.us	3333333333	1	Elementary Bus Driver	000091	Classified
X	Director	Pamela	SIM000100	aesop.fsdirector@ncoccc.k12.oh.us	1205558899	1	Middle School Cook	004069	Classified
X	Driver	Annie	GB000100	aesop.busdriver1@ncoccc.k12.oh.us	7777777777	1	Middle School Bus Driver	004069	Classified
X	Driver	Bea	HCR000100	aesop.busdriver2@ncoccc.k12.oh.us	4405553224	1	Elementary Bus Driver	000091	Classified
X	Payroll	Grace	HED000100	aesop.payroll@ncoccc.k12.oh.us	4445559998	1	Payroll Clerk	119768	Classified
X	Principal	Marcia	ABL000100	aesop.asprin@ncoccc.k12.oh.us	1111111111	1	Elementary Principal	000091	Certificated
X	Principal	Dale	ROG000100	aesop.msprin@ncoccc.k12.oh.us	4445551222	1	Middle School Principal	004069	Certificated
X	Principal	Martha	SIM000100	aesop.hsprin@ncoccc.k12.oh.us	4445552222	1	High School Principal	002923	Certificated
X	Secretary	Mary	CHA000100	aesop.mssec@ncoccc.k12.oh.us	1111111111	1	Middle School Secretary	004069	Classified
X	Secretary	Samantha	DOW000100	aesop.essec@ncoccc.k12.oh.us	3333333333	1	Elementary Secretary	000091	Classified
X	Secretary	Penney	NIU000100	aesop.hssec@ncoccc.k12.oh.us	5125554141	1	High School Secretary	002923	Classified
X	Secretary	Debbie	WAR000100	aesop.suptsec@ncoccc.k12.oh.us	2225551112	1	Superintendent's Secretary	119768	Classified
X	Superintendent	Adam	YOU000100	aesop.supt@ncoccc.k12.oh.us	1235553333	1	SUPERINTENDENT	119768	Certificated
X	Supervisor	Michael	WHI000100	aesop.maintsup@ncoccc.k12.oh.us	4565551515	1	High School Custodian	002923	Classified
X	Teacher	Ginger	COL000100	aesop.mssteach2@ncoccc.k12.oh.us	7777777777	1	Middle School Teacher	004069	Certificated
X	Teacher	David	DWI000100	aesop.mssteach1@ncoccc.k12.oh.us	3333333333	1	Middle School Teacher	004069	Certificated
X	Teacher	John	FOU000100	aesop.hssteach1@ncoccc.k12.oh.us	7404562222	1	High School Teacher	000091	Certificated

- When you click on the red X you will receive the confirmation that this employee will no longer be sync'd.

When the employee logs into Kiosk they will see the message that they are not integrated with Aesop.



If you select a staff person to sync or they are de-sync'd, Kiosk will be updated immediately. The process will try to update Aesop too, but if there is an issue and it fails to update Aesop the nightly job that runs will try to update the employee again.

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?

- Certificated
- Classified

Determining when Leave Requests will be sent to Aesop

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

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

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

Go Live With Integration Reminders

Before going live with the integration review the final topics below with your district.

- Aesop and Kiosk must match with employee phone numbers, email addresses, and building IRNs. If Aesop has the most current information, then USPS must be updated with the current information. Once USPS is updated then Kiosk will be updated as well. For the integration process to work correctly they need to match because Aesop uses the phone number as the employee pin so USPS/Kiosk needs to have that same number to match on to verify the correct employee.
- USPS will be the source for data for Kiosk and Aesop. Any changes to phone or email addresses need to be made within USPS and Aesop. Kiosk will be updated with those when the employee logs into Kiosk.
- When adding a new staff, you will want to create them in USPS. Verify that the employee has building IRN, email address, phone number supervisor id and active job in USPS. Once this has been verified the employee can be registered in Kiosk. Once added in Kiosk, a nightly job will run and the staff information will be sent to Aesop with an employee type of New to HR Kiosk. The district will need to go into Aesop to update the employee type information.
- Districts will want to verify that they have breaks added in Aesop for their staff.
- Districts can select when leave requests will be sent to Aesop when the request is created in Kiosk. Leave requests can be sent to Aesop at the time the request is initiated or upon final approval of the request.
- 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.
- Districts can determine how often Kiosk checks Aesop for new leave requests. The minimum amount is every 5 minutes.
- Once the integration is live leave approval will only be done within Kiosk. The approval process will be turned off in Aesop.

- When a district has a calamity day, they can close the day in Aesop. Aesop will ask for confirmation that requests for that day need to be cancelled. Once it is confirmed to cancel requests those requests will be cancelled in Kiosk.
- Districts need to be careful when creating closed days on their Aesop calendar. They will want to close the days based on employee leave types.
- Staff can update a request in Aesop to cancel one day in a multiple day request. That updated information will be sent to Kiosk and the request will be updated.
- Cancellations or rejections that are done in Kiosk are sent to Aesop to cancel the substitute once the request has been approved in Kiosk.
- 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.
- Attachments that are added to a leave request in Kiosk will not be sent to Aesop.
- Default start and end times must be set in Aesop. Kiosk will look to Aesop to verify what the start and end times when a leave request is created. Staff will not be able to edit start and end times in Kiosk.
- With the integration enabled, staff will no longer can 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.
- The maximum number of days on a leave request is 9 days. The Aesop web service can only transmit a maximum of 9 days on a request.
- Make sure all supervisors have current leave requests approved. Only new requests that are created after the integration is live will flow to Aesop.

Turn On Integration

1. Set the Enable Aesop Integration to Yes
2. Click on Update Integration State

AESOP Integration

Enable AESOP Integration
No

Update Integration State

Current AESOP Status
Disabled

Absences/Sub Assignments Last Synchronized
Never

Template Settings Last Synchronized
Never

Template Initialization
Incomplete

Authentication Settings
Attention Required

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

AESOP Integration

Enable AESOP Integration
No

Update Integration State

Current AESOP Status
Disabled

Absences/Sub Assignments Last Synchronized
Never

Template Settings Last Synchronized
Never

Template Initialization
Incomplete

Authentication Settings
Attention Required

Configure AESOP Integration

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

[See Kiosk to Aesop Errors](#)

[See Aesop Absences in Error](#)

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: 09/20/2019 01:26:53 PM
 Last Run Date: 09/20/2019 01:21:00 PM - **Succeeded**
 Next Run Date: 09/20/2019 01:31:00 PM

[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.

AESOP Configuration Reports

Leave Requests - Sub Assignments Synchronization Job Details

Requested Start Date: Actual Start Date: Date Logged: Status: -- Select Status -- [Apply Filter](#)

Log ID	Requested Start Date	Actual Start Date	Date Logged L ^T	Run Duration	Status	Error #	Additional Info
2805782	2019-09-04 12:41:00 AM	2019-09-04 12:41:00 AM	2019-09-04 12:41:07 PM	+000000000 00:00:07.000000000	SUCCEEDED	0	
2805400	2019-09-03 05:36:00 PM	2019-09-03 05:36:00 PM	2019-09-03 05:36:07 PM	+000000000 00:00:07.000000000	SUCCEEDED	0	
2846036	2019-09-03 05:21:00 PM	2019-09-03 05:21:00 PM	2019-09-03 05:21:02 PM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2846092	2019-09-03 05:01:00 PM	2019-09-03 05:01:00 PM	2019-09-03 05:01:02 PM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2846050	2019-09-03 04:56:00 PM	2019-09-03 04:56:00 PM	2019-09-03 04:56:07 PM	+000000000 00:00:07.000000000	SUCCEEDED	0	
2843800	2019-09-03 02:59:00 PM	2019-09-03 02:59:00 PM	2019-09-03 02:59:02 PM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2839488	2019-09-03 01:46:00 PM	2019-09-03 01:46:00 PM	2019-09-03 01:46:02 PM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2839596	2019-09-03 01:36:00 PM	2019-09-03 01:36:00 PM	2019-09-03 01:36:02 PM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2839596	2019-09-03 01:21:00 PM	2019-09-03 01:21:00 PM	2019-09-03 01:21:02 PM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2831824	2019-09-03 12:01:00 PM	2019-09-03 12:01:00 PM	2019-09-03 12:01:02 PM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2831404	2019-09-03 11:51:00 AM	2019-09-03 11:51:00 AM	2019-09-03 11:51:02 AM	+000000000 00:00:02.000000000	SUCCEEDED	0	
2831234	2019-09-03 11:46:00 AM	2019-09-03 11:46:00 AM	2019-09-03 11:46:03 AM	+000000000 00:00:03.000000000	SUCCEEDED	0	
2830832	2019-09-03 11:36:00 AM	2019-09-03 11:36:00 AM	2019-09-03 11:36:03 AM	+000000000 00:00:03.000000000	SUCCEEDED	0	
2829830	2019-09-03 11:06:00 AM	2019-09-03 11:06:00 AM	2019-09-03 11:06:04 AM	+000000000 00:00:04.000000000	SUCCEEDED	0	
2827964	2019-09-03 10:31:00 AM	2019-09-03 10:31:00 AM	2019-09-03 10:31:03 AM	+000000000 00:00:03.000000000	SUCCEEDED	0	

(rows 1 - 15 of more than 500) Next ▶

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)

It is helpful to run this job once a 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 --

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

2. Select Day of Week

AESOP Employee Leave Balances - Initiate Synchronization Job

See Employee Leave Balances Job Errors

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 --
 -- Select Weekly Interval --
 Every Week
 Every Other Week

3. Select Start Time

AESOP Employee Leave Balances - Initiate Synchronization Job

See Employee Leave Balances Job Errors

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 --

01:00 AM

Schedule AESOP Employee Leave Balances Job

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

See Employee Leave Balances Job Errors

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

Repeat Interval: Runs every Friday at 10:00 PM
 Scheduled Date: 09/20/2019 01:32:49 PM
 Last Run Date: 09/15/2019 01:00:55 AM - Succeeded
 Next Run Date: 09/20/2019 10:00:49 PM

See Employee Leave Balances Job details

Cancel AESOP Employee Leave Balances Job

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

AESOP Configuration Reports

Employee Leave Balances Synchronization Job Details

Requested Start Date: | Actual Start Date: | Date Logged: | Status: -- Select Status --

Apply Filter

Log ID	Requested Start Date	Actual Start Date	Date Logged	Run Duration	Status	Error #	Additional Info
3608982	2019-09-15 01:00:55 AM	2019-09-15 01:00:55 AM	2019-09-15 01:01:38 AM	+000000000 00:00:44.000000000	SUCCEEDED	0	
3157234	2019-09-08 01:00:55 AM	2019-09-08 01:00:55 AM	2019-09-08 01:01:40 AM	+000000000 00:00:46.000000000	SUCCEEDED	0	
2692344	2019-09-01 01:00:55 AM	2019-09-01 01:00:56 AM	2019-09-01 01:01:41 AM	+000000000 00:00:46.000000000	SUCCEEDED	0	
2234814	2019-08-25 01:00:55 AM	2019-08-25 01:00:55 AM	2019-08-25 01:01:34 AM	+000000000 00:00:39.000000000	SUCCEEDED	0	

1 - 4

Aesop Employee – Initiate Synchronization Job

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

1. Set Weekly Interval to Every Day.
2. Select Day of Week
3. Select Start Time
4. Click Schedule AESOP Employee

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.

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.

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

Log ID	Requested Start Date	Actual Start Date	Date Logged	Run Duration	Status	Error #	Additional Info
3554996	2019-09-14 01:00:57 AM	2019-09-14 01:00:58 AM	2019-09-14 02:01:18 AM	+000000000 00:00:21.000000000	SUCCEEDED	0	
3103068	2019-09-07 01:00:57 AM	2019-09-07 01:00:57 AM	2019-09-07 02:01:22 AM	+000000000 00:00:25.000000000	SUCCEEDED	0	
2696798	2019-08-31 01:00:57 AM	2019-08-31 01:00:57 AM	2019-08-31 02:01:20 AM	+000000000 00:00:23.000000000	SUCCEEDED	0	
2181226	2019-08-24 01:00:57 AM	2019-08-24 01:00:57 AM	2019-08-24 02:01:34 AM	+000000000 00:00:37.000000000	SUCCEEDED	0	

Troubleshooting

An employee entered a request and when they clicked submit they received a User Defined Error.

The first step in troubleshooting this is to determine what the real error is.

1. Click on ITC Kiosk Administrator
2. Click on Create Absence Error Report
3. Click on the calendar icon to select a date and time for the report. You can only view 1 day at a time in this log file.
4. Click submit when from and to dates have been entered.

The log will show the date, time username and error.

To find the error look for the username of the employee who is receiving the error. The actual error will be in the Extra column.

Common things to look for:

Error creating your AESOP request. Employee configured to NOT need substitutes in AESOP. Please un-check Substitute Needed checkbox and try again. The error is saying the employee has been flagged on the Aesop side as not needing a sub

How to fix – Login to Aesop and under Master Data > Employee> General Information > Permissions make sure the employee is marked as either Always requires a Substitute or Can Decide if a Substitute is Required.

The following absence days in this absence conflict with already existing absence days

How to fix – This error is saying there is already a request in Aesop for this employee for the date(s) entered. The employee or Aesop administrator needs to cancel the request on the Aesop side and it needs to be entered again.

***** Parameters *** p_request_number: 3663691 p_default_starttime: 08:00 AM p_default_endtime: 04:00 PM p_hoursinworkday: 7.25 p_sub_comments: p_validate_only: N message: Error creating your AESOP request. Unknown technical error.**

How to fix – Verify the start and end times on the request are accurate especially if the request is a half day request. When an employee puts in a request for a half day it will display in Kiosk what the accurate times are for a half day according to what has been entered in Aesop. The error above has displayed when the correct times were not entered.

Also, check the hours in the work day for the employee if the request is a full day request to make sure total hours match with the hours in the work day from Aesop.