



Quick Guide for Sarasota County Substitutes

www.sarasotacountyschools.net

Absence Management: Phone Number - 1-800-942-3767 (to call for available jobs)

Absence Management: Internet - aesoponline.com

ID or Username: must contain 1 alphabet character and must be a total of 4 characters.

Pin or Password: must contain 1 alphabet character, 1 number or special character, and must be a total of 8 characters.

Employee Portal for Payroll: extension 31300

- Click on Find It Fast
- Click on For Employees – under Portals, click on Employee Portal

User ID: A number on the back of your badge. Use the A_ _ _ _ _

Pin: Last 4 digits of SS #
Sign-in

Substitute Handbook:

- Click on Find It Fast
- Click on For Employees, under Employee Corner click on Employee and Applicant Related Resources
- Click on Substitute Teacher Information, under Downloads, click on Substitute Handbook

Pay Dates:

- Click on Find It Fast
- Click on For Employees – under Portals, click on Employee Portal
- Sign in - User ID is your A number and the PIN is the last four digits of your SS #
- Click on Documents & Links
- Click Payroll Calendar

Salary Schedule:

- Click on Find It Fast
- Click on For Employees, under Employee Corner click on Employee and Applicant Related Resources
- Click on Job Descriptions and Salaries
- Click on Salary Schedules
- Click on Temporary/Substitute

Calendar:

- Click on Find It Fast
- Click on Calendars

Address Change:

- Click on Find It Fast
- Click on For Employees
- Under Employee Corner, click on Employee and Applicant Related Resources
- Click on Employee Forms
- Under Miscellaneous Forms, click on Change of Address-Phone

Attention Substitutes

- Working 10 days (total of 75 hours) in the school year is a requirement in order to be eligible to sub the next school year. It's the substitute's responsibility to know the last date for students during the current school year
- When a **Professional Day** is scheduled on the school calendar, Long Term Instructional Substitutes usually work on these days. If you are not a Long-Term Instructional Substitute you will not be working on these days unless you have special arrangements made with the school. Classified Substitutes will not be working on these days unless you have special arrangements made with the school.
- It's **very important** to check your scheduled jobs every morning before you leave your house, as the school may have cancelled it.
- If a school cancels a job and are unable to reach you to inform you of the cancellation, you **will not** get a two (2) hour show up fee
- It's important for you to check the notes on each job for the details from the school, before you accept the job
- It's important to enter your email address in the Absence Management System, under personal information
- It's important to keep your address up to date
- Be proactive – don't wait for the system to call you; the best way to get jobs is through the web
- When you see a job that says Supplemental Teacher, that means teacher's pay, check the notes for details
- When you see a job that says Supplemental Classified, that **is not** teacher's pay, it's hourly, check the notes for details
- A non-instructional job (classified) **DOES** count towards your 10-day (total of 75 hours) requirement
- If you work half days, two half days will equal one day worked
- If you accept a multiday assignment, you are expected to fulfill your obligation and work all days
- Instructional jobs are paid on a half or whole day basis
- Classified jobs are paid hourly
- At the end of each school year, ALL Substitutes (Instructional & Classified) are put in an inactive status. The Absence Management System is shut down for maintenance every summer; therefore, you will not have access to Absence Management during this time

*Another way to access Absence Management is through the Sarasota County Schools Website

- Go to www.sarasotacountyschools.net
- Click on Find It Fast
- Click on For Employees – under Portals, click on Substitute Web Connect
you will be directly linked to the Absence Management Portal
- **ID or Username** – must contain 1 alphabet character and must be a total of 4 characters.
- **PIN or Password** – must contain 1 alphabet character, 1 number or special character, and must be a total of 8 characters.
- Click Sign in
- Click on Question Mark (upper right corner) for **Frontline Support** to learn how to navigate the Absence Management System
- Visit the Basic and Advanced Video