



## Quick Guide for Sarasota County Substitutes

[www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)

[subcentral@sarasotacountyschools.net](mailto:subcentral@sarasotacountyschools.net)

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

**Absence Management: Internet - [aesoponline.com](http://aesoponline.com)**

**ID or Username:** Your 10 digit Phone Number (no dashes)

**Pin or Password:** last 4 digits of your phone number OR a number that was assigned to you (you can change your pin number at any time)

**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
- 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 Certified, 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

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

- Go to [www.sarasotacountyschools.net](http://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** – is your 10 digit phone number (no dashes)
- **PIN or Password** – is usually the last four digits of your phone number or a number that was assigned to you
- Click Sign in
- Click on **Frontline Support** to learn how to navigate the Absence Management System

