

## **FAQ's for Substitutes**

### **Q: Why am I not seeing any jobs online or receiving any calls for jobs?**

A: Most likely, if you have not received a lot of job offers, it is due to the lack of their availability – you'll see this lull beginning of school year and after Winter and Spring Breaks. Please be aware that multiple people may be contacted for a single job, but only the first to accept it will be given the job.

Also, check to make sure your license is active.

### **Q: How can I check my school preferences to make sure they are set correctly?**

A: From your Aesop home screen, click on the “preferences” tab. Then go to the left menu column, and select “schools”. Make sure the radio button is selected next to “Show me assignments at the schools selected below.” Then, place a check next to each school at which you would like to work as a sub.

### **Q: Can I set up my preferences based on feeder/geographic area?**

A: Currently, the only way to set up your school choices is individually, as detailed above.

### **Q: How does DCSD / Aesop know the area(s) in which I am qualified to sub?**

A: We are auditing all transcripts to indicate the subjects in which our substitutes are qualified to teach. If you have taken more credits, it is important to send a copy of your transcript to Human Resources so your record can be updated. If you have an added endorsement, update Workday to reflect this addition.

### **Q: If I turn off calling (from the preferences tab), can I still see and/or pick up jobs online?**

A: Yes. Turning off the calling feature means that Aesop will not contact you via phone. You can still see and accept jobs on their website.

### **Q: Does Aesop “lock” a job during the call-out period (or at any time)?**

A: No. Jobs are filled by the first sub who accepts the assignment. Once a job is “taken”, it disappears from the system.

**Q: What is the rule for cancelling out of a job?**

A: A sub may cancel out of a job at any point before the start time. For cancellations with less than 12 hours before the start time, you should go into Aesop and cancel the job. Please contact the School and the Substitute office to notify them of the cancellation and your reason for cancelling with short notice.

**Q: What defines a half day assignment?**

A: A half day is any assignment that is 4 hours or less.

**Q: Am I able to see my credentials, including my license expiration date in Aesop?**

A: Subs are not able to see their own credentials / expirations via Aesop, but they are visible to you in Workday under the Personal Information worklet. Aesop will send you a reminder email 90 days before your expiration date. Remember, YOU are responsible for renewing your license on time and updating the information in Workday.

**Q: What does it mean to be on a teacher's "Favorite Five" list?**

A: With the "Preferred Substitutes" feature, a teacher will be able to choose a list of subs who are allowed to see absences further in advance than other subs if the absence is entered more than 30 hours from the start time. If a teacher ranks their "favorite 5" from their preferred list, those 5 will be notified via email, and will be called in the order ranked on the next evening call out period if the job is still unfilled. The favorite 5 get an e-mail notification in advance. The job is still first-come first-serve to all preferred subs on the teachers list.

**Payroll**

**Q: When is the payroll period?**

A: A payroll period begins the first working day of the month and ends on the last working day of the month.

**Q: When is payday?**

A: Checks are issued on the 20<sup>th</sup> of the month for all jobs worked during the previous month. Ex. You will be paid on September 20<sup>th</sup> for all days worked in August).

**Q: What is the payment method?**

A: Your check will be direct deposited. Payslips are available to view or print from Workday under the Pay worklet. It is very important that you complete your Onboarding in Workday to have your check direct deposited.

**Q: What if I did not receive my pay check?**

A: Please look in Aesop to see if you worked in the month that is currently being paid (previous month's days worked). Please make sure to check Workday to look at your payslip, as well as the bank account and number you signed up with when you were hired. If you cannot find payment, please call the HR Customer Care at 720.433.0140.

**Professional Development**

**Q: Does the school district offer professional development for Substitutes?**

A: Yes, look on the District website for information regarding the classes under Professional Development

**Q: Do the professional development classes cost money?**

A: If there is a fee for the class it's posted with the class information, but there aren't any additional fees because you are a substitute.

**Q: How do I find information on Professional Development classes?**

A: Go to the main District webpage, A-Z search, choose P for Professional Development. Once there, you can look up the course catalog. To sign up for courses you do have to create an account.

**What to do for the next school year**

**Q: What do I need to do for the next school year?**

A: If you met the 20 day requirement for the year, you should review all of the information on the Substitute Program page on the district website for any changes for the following school year; this should be updated no later than July 1st each year. You will also receive a letter of Intent by email, follow the instructions it gives. Please also review your personal information in Workday, so Human Resources and the Sub Program will have your most current information.