AESOP Telephonic Absence Reporting

LOGIN BY PHONE

To call Aesop, dial **1(800) 942-3767.** You will be prompted to enter your ID number (followed by the# sign), then your PIN (followed by the # sign).

ID: Your current 10 digit phone number in PeopleSoft (check ESS to confirm that the number is correct)

PIN: System Generated PIN (this was included in the welcome email you received from AESOP)

NOTE: This is different from the login credentials you will use when you report an absence online.

If you do not have your PIN, please contact the ISD Help Desk at 973-733-8700 or the NPS Contact Center at 973-733-7333 to have it reset. Please change your password when you log in.

Report an absence, Press 1
- To enter an absence for today, Press 1
- To enter an absence for tomorrow, Press 2
- To enter an absence for another day, Press 3

Review upcoming absences, Press 3
- To hear the information again, Press 2
- To listen to the next absence, Press 4

Review a specific absence, Press 4
- Enter the confirmation number, followed by the # sign
- To hear the information again, Press 1
- To cancel a job, Press 2

Review/Change your personal information, Press 5
- To change the name recording, Press 1
- To change your PIN, Press 2
- To change your phone number, Press 3

> **When you create an absence by phone, be sure to stay on the call long enough to hear the confirmation number assigned to the new absence. This number is your way of ensuring the absence has been successfully reported.**