Employees
Instructions for
Phone System

Aesop

Main Menu

- Review or Change Personal Information
- Change Name
- Change Phone Number
- To Review or Cancel a Specific Absence
- Hear Again
- Cancel Assignment
- To Review or Cancel Your Upcoming Absences
- To Check Enrollment Balance
- To Create an Absence

1.800.942.3767

Aesop Phone Menu at a Glance

- Review or Change Your Personal Information
- Enter Start Date
- Enter Start and End Times
- Confirm Absence Details
- Enter Your Absence
- Save Your Absence

Special Things to Note

1. To return to the previous menu, press 0.
2. To change your phone number, press 2.
3. To change your PIN number, press 1.
4. To review or change the recording of your name and title, press 5.
5. To review or change the recording of your information, press 5.