

Business Procedures

1. Time sheet accounting:

- a. Time sheets will be emailed two days prior to pay day to each employee's BASSC e-mail account. Time sheets will be due on pay day for each pay period.
 - i. Open the attachment.
 - ii. Click in the timesheet grid area to activate Excel.
 - iii. Account for days or hours as appropriate. (Some hourly staff (aides) have chosen to have their pay calculated on an annual basis and paid over a twelve month time frame. These remain hourly positions and thus hours, not days, will be the accounting unit.)

TABLE OF DECIMAL EQUIVALENTS	
Number of Hours Worked	
# of hours	7.00 hours
1 hour	0.14
2 hours	0.29
3 hours	0.43
4 hours	0.57
5 hours	0.71
6 hours	0.86
7 hours	1.00

- iv. Reconcile the days (or partial days – see Table of Decimal Equivalents) or hours (for hourly employees) not worked (sick, personal, etc.) with your AESOP absence history for that pay period.
 - v. After you have completed the fields, click outside of the Excel portion to deactivate.
 - vi. **Sign and submit it to Melissa Selvidge in the Administrative Office in person, via e-mail to Melissa.Selvidge@bassc-sped.org, or fax 355-4419. If submitting by e-mail put your name and the last 4 digits of your social security number on the signature line at the bottom.**
- b. Time sheets will be reconciled to the AESOP record. AESOP is the mechanism that will record and maintain leave balances. Thus, the AESOP record must be maintained and accurate.

Aesop service is available to you 24 hours a day, seven days a week. You may interact with the system on the internet at <http://www.aesoponline.com>, or by way of a toll-free automated phone line 1-800-942-3767. All employees are required to enter absences (sick, personal, etc.) in the AESOP system, as well as notify their supervisor. If you have exceeded your limit of sick days, Aesop will not allow you to enter additional absences.

If you have any further questions, please contact Melissa Selvidge for assistance at 355-4731.