



Lincoln County Student Support Center  
305 Danville Ave, Stanford, KY 40484  
606-365-2124

### **Annual Training Requirement**

Log on to our website at [www.lincoln.kyschools.us](http://www.lincoln.kyschools.us), click on **Staff Resources** and select **Lincoln County Public Schools Required Employee Training** from the dropdown box. Your **firstnamelastname** (no capitals, no spaces) is the username and your **birth year** is the password to access your trainings. **You cannot begin working until all of these trainings are complete.**

### **Using Frontline/Aesop to Find and Accept Jobs by Phone**

You may interact with the system by way of a Toll Free, automated voice instruction menu system at 1-800-942-3767 (1-800-94-AESOP).

### **Important Notes:**

In order to access the automated system, you will need to enter your ID and PIN. These numbers will be mailed to you once your application is complete. The system will provide you with the following details of the assignment:

1. School Name
2. Date(s) of Assignment
3. Room or Reporting Location
4. Start Time
5. Any Special Instructions

You will then be prompted to either accept or reject the assignment.

If you accept a job, you will be issued a confirmation number. Please remember that your transaction is not complete until Frontline supplies you with a confirmation number. Frontline will automatically make a recording of your name on the phone system. To review or change the recording of your name, call into Frontline and select option 4.

### **Using Frontline/Aesop to Find and Accept Jobs Online**

You can also search for and accept available jobs, change personal settings, and update your calendar online at <http://www.aesoponline.com>. A valid email is needed to set up your online account.

### **School Closings**

It is your responsibility to be aware of school closings. In the event school is closed you will not report to work or be paid. School closings are always posted on our webpage at [www.lincoln.kyschools.us](http://www.lincoln.kyschools.us) and in a variety of local media outlets.

### **Paystubs**

All Lincoln County employees are paid through Direct Deposit. To access to your online pay stub go to [www.lincoln.kyschools.us](http://www.lincoln.kyschools.us) –click the '*staff resources*' tab at the top and click on the 'KEEIS' icon on the bottom right. Your ID and password will be mailed to you once your application is complete.