

VeriTime Training

Use the
Aesop
Login
Screen

LOGIN

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Substitute Placement & Absence Management

GET A DEMO >>

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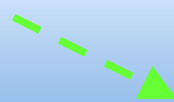
Search

WHAT?

Date	Time	Duration	Teacher	Subject
Smith, Matt	3rd Grade Teacher			
Fri, 3/30/2012	8:00 AM - 3:00 PM	Full Day		Senior Elementary School
Gordon, Barbara				
Mon, 4/9/2012	8:00 AM - 3:00 PM	Full Day		Vanderbilt High School

WHY?

WHO?



Absence

Feedback

Account

Directory

Veritime

Help

April 2013

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

■ Absences
 ■ Closed Day
 ■ In-Service Day

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

Please select a date

Need more options? [Advanced Mode](#)

April 2013

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6

Substitute Required

Yes

Absence Reason

Select One

FILE ATTACHMENTS

Clocking in Using Time Clock

You can use this feature rather than scanning

The screenshot displays the VeriTime software interface. At the top left, the 'FRONTLINE TECHNOLOGIES' logo is visible. The main header features the 'VeriTime' logo. Below the header is a navigation bar with buttons for 'Home', 'Reports', 'Aesop', and 'Help'. The main content area contains four feature tiles: 'Work Detail' (with a person icon on a monitor), 'Timesheet' (with a document and clock icon), 'Time Clock' (with a monitor showing '08 30'), and 'Schedule' (with a calendar and person icon). The 'Time Clock' tile is highlighted with a green border, and a green dashed arrow points to it from the top right. A settings gear icon is located to the right of the 'Time Clock' tile.



Thursday, May 30, 2013

Welcome *Your Name*

Central Family Center - Secretary

Regular Work - 07:45 AM - 11:45 AM (04:00)
Break - 11:45 AM - 12:15 PM (00:30)
Regular Work - 12:15 PM - 04:15 PM (04:00)

1. Click Clock In or Clock out

Clock In

Clock Out

07:50 AM

2. Clock In Time will appear here

Log

Daily Shift

07:50 AM -

Viewing Your Timesheet

You can review your timesheet (clock in and clock out) using this

The screenshot displays the VeriTime software interface. At the top left, the 'FRONTLINE TECHNOLOGIES' logo is visible. The main header features the 'VeriTime' logo. Below the header, there is a navigation bar with a home icon, 'Reports', 'Aesop', and 'Help' buttons. The main content area contains four tiles: 'Work Detail' (with a person icon on a monitor), 'Timesheet' (with a document and clock icon, highlighted by a green box and a green arrow), 'Time Clock' (with a monitor showing '08:30'), and 'Schedule' (with a calendar icon showing '30' and a person icon). A settings gear icon is located on the right side of the main content area.



EMPLOYEE White, Snow

Submit

Actions



Weekly 11-03/08-03/14 Current

HOURS 11:15

PAID 11:15

Cancel All Changes

Save Changes

Expand All

Collapse All

WED March 11, 2015

Timesheet 06:30 Paid 06:30

THU March 12, 2015

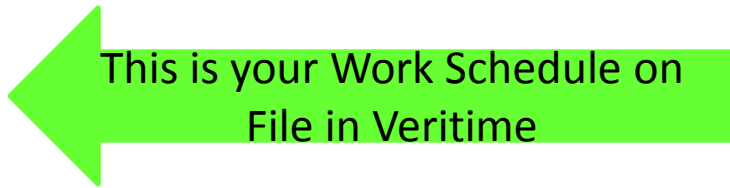
Timesheet 04:45 Paid 04:45

LOCATION Sun Path Elementary JOB TYPE PSA, Spec Ed DCD SP DUE 03/16/2015 STATUS

Delete Timesheet

SCHEDULE

Regular Work	08:00 AM - 11:00 AM (03:00)	--
Break	11:00 AM - 11:30 AM (00:30)	Paid: No
Regular Work	11:30 AM - 03:00 PM (03:30)	--



TIME EVENTS



Daily Shift

Clock In

10:15 AM

10:19 AM (Actual)

Clock Out

03:00 PM



Add New Event

TIMESHEET COMMENT



Comment input field

Weekly 11-03/08-03/14 Current Summary

LOCATION	JOB TYPE	TYPE	HOURS	PAID
Sun Path Elementary	PSA, Spec Ed DCD SP	Time Events	11:45	11:45
Sun Path Elementary	PSA, Spec Ed DCD SP	Admin Time	-00:30	-00:30
Total			11:15	11:15

Entering Time Manually

This feature should **NOT** be used on a regular basis

The screenshot shows a web-based time entry interface. At the top, there are navigation tabs for 'Home', 'Reports', 'Aesop', and 'Help'. Below this, the employee's name 'White, Snow' is displayed. A 'Submit' button is in the top right. A green arrow labeled 'Click Save' points to a 'Save Changes' button, which is highlighted with a green box. Below the submit buttons are 'Expand All' and 'Collapse All' options. The main content area shows dates for 'WED March 11, 2015' and 'THU March 12, 2015', with corresponding timesheet and paid hours. A table lists schedule items: 'Regular Work' (08:00 AM - 11:00 AM), 'Break' (11:00 AM - 11:30 AM), and another 'Regular Work' (11:30 AM - 03:00 PM). The 'TIME EVENTS' section shows a 'Daily Shift' event with a 'Clock In' field containing '10:19 AM (Actual)'. A green arrow labeled 'Enter Time' points to the 'Clock Out' field. Below this is a 'TIMESHEET COMMENT' section with a text area and a green arrow labeled 'Enter Comment' pointing to it. A 'Delete Timesheet' button is also visible.

EMPLOYEE White, Snow

Submit

Actions Weekly 11-03/08-03/14 Current HOURS 11:15 PAID 11:15

Click Save

Save Changes

Expand All Collapse All

WED March 11, 2015 Timesheet 06:30 Paid 06:30

THU March 12, 2015 Timesheet 04:45 Paid 04:45

LOCATION Sun Path Elementary JOB TYPE PSA, Spec Ed DCD SP DUE 03/16/2015 STATUS [Icons]

Delete Timesheet

SCHEDULE

Regular Work	08:00 AM - 11:00 AM (03:00)	--
Break	11:00 AM - 11:30 AM (00:30)	Paid: No
Regular Work	11:30 AM - 03:00 PM (03:30)	--

TIME EVENTS

Daily Shift

Clock In 10:19 AM (Actual)

Insert Comment

Enter Time

comment [No Title]

Add New Event

TIMESHEET COMMENT

Enter Comment

THU March 12, 2015

Timesheet **04:45** Paid **04:45** ^

LOCATION: **Sun Path Elementary** JOB TYPE: **PSA, Spec Ed DCD SP** DUE: **03/16/2015** STATUS:

Delete Timesheet

SCHEDULE

Regular Work	08:00 AM - 11:00 AM (03:00)	--
Break	11:00 AM - 11:30 AM (00:30)	Paid: No
Regular Work	11:30 AM - 03:00 PM (03:30)	--

TIME EVENTS

Daily Shift

Clock In: **10:15 AM** Insert Comment

Clock Out: **03:00 PM** Comment

10:19 AM (Actual)

Add New Event

TIMESHEET COMMENT

Manual Entering will be in Orange

Entering Comment

Enter a comment anytime you work outside your regular work schedule or manual entry

FRONTLINE TECHNOLOGIES

Snow White Logout

VeriTime

Home Reports Aesop Help

EMPLOYEE White, Snow

Actions Weekly 11-03/08-03/14 Previous HOURS 11:00 PAID 11:00

Submit

Save Changes

Expand All Collapse All

WED March 11, 2015

Timesheet 06:30 Paid 06:30

LOCATION Sun Path Elementary JOB TYPE PSA, Spec Ed DCD SP DUE 03/16/2015 STATUS Delete Timesheet

SCHEDULE

Regular Work	08:00 AM - 11:00 AM (03:00)	--
Break	11:00 AM - 11:30 AM (00:30)	Paid: No
Regular Work	11:30 AM - 03:00 PM (03:30)	--

TIME EVENTS

Clock In: 08:00 AM

Clock Out: 03:00 PM

Add New Event

ADMIN TIME

Auto Deduct Time	Duration: -00:30	Reason: System created record
------------------	------------------	-------------------------------

TIMESHEET COMMENT

Time clock was not working.

Add Comment

Click Save

EMPLOYEE White, Snow

Submit

Actions

Weekly

11-03/08-03/14 Previous

HOURS 11:00

PAID 11:00

Cancel All Changes

Save Changes

Expand All

Collapse All

WED March 11, 2015

Timesheet 06:30 Paid 00:00

LOCATION Sun Path Elementary JOB TYPE PSA, Spec Ed DCD SP DUE 03/16/2015 STATUS

SCHEDULE

Regular Work	08:00 AM - 11:00 AM (03:00)	--
Break	11:00 AM - 11:30 AM (00:30)	Paid: No
Regular Work	11:30 AM - 03:00 PM (03:30)	--

TIME EVENTS

Daily Shift Clock In: **08:00 AM** [Insert Comment] Clock Out: **03:15 PM** [Insert Comment] [Trash]

Add New Event

ADMIN TIME

Auto Deduct Time Duration: **-00:30** Reason: System created record

TIMESHEET COMMENT

[x] [Comment Icon] Late Bus [Add Comment]

Clock Out time is beyond regular work schedule

Adding a Time Sheet

The screenshot shows the VeriTime software interface. At the top left is the 'FRONTLINE TECHNOLOGIES' logo, followed by the 'VeriTime' logo. Below the logos is a navigation bar with 'Reports' and 'Aesop' tabs. The main area displays 'EMPLOYEE White, Snow'. Below this, there is a yellow 'Actions' button with a gear icon. A dropdown menu is open from this button, showing three options: 'Add Timesheet', 'Move Timesheet Events', and 'View Payroll Summary'. A green dashed arrow points from the 'Add Timesheet' option to the right. To the right of the 'Actions' button, there is a calendar icon and the text 'Weekly 11-03/08-03/14 Current'. Further right are two boxes labeled 'HOURS' and 'PAID', both containing the value '11:00'.

The screenshot shows the 'Add Timesheets' dialog box. The title bar is dark blue with the text 'Add Timesheets' in white. Below the title bar, there are two dropdown menus. The first is labeled 'Dates' and has 'Sun, March 08, 2015' selected. A green arrow points from the text 'Select Date' to this dropdown. The second dropdown is labeled 'Location/Job Types' and has 'District Office - Extended Time-District' selected. A green arrow points from the text 'Select Location/Job Type' to this dropdown. At the bottom right of the dialog box, there are two buttons: 'Cancel' with a close icon and 'OK' with a checkmark icon. A green arrow points from the text 'Click OK' to the 'OK' button.

LOCATION: District Office JOB TYPE: **Extended Time-District Office** DUE: 03/16/2015 STATUS: Pending

Delete Timesheet

TIME EVENTS

Daily Shift Clock In: [] Insert Comment [] Clock Out: [] Insert Comment []

Add New Event

TIMESHEET COMMENT

Insert Comment []

LOCATION: District Office JOB TYPE: **PSA-Lead** DUE: 03/16/2015 STATUS: Pending

Delete Timesheet

SCHEDULE

Regular Work	07:30 AM - 11:30 AM (04:00)	--
Break	11:30 AM - 12:00 PM (00:30)	Paid No
Regular Work	12:00 PM - 04:00 PM (04:00)	--

TIME EVENTS

Daily Shift Clock In: **07:45 AM** Insert Comment [] Clock Out: [] Insert Comment []
07:46 AM (Actual)

Add New Event

TIMESHEET COMMENT

Insert Comment []

Review Timesheet at the end of the week

EMPLOYEE

Actions

Weekly 9-02/22-02/28 Previous

HOURS 32:30 PAID 32:30

Cancel All Changes Save Changes

Expand All Collapse All

MON February 23, 2015 Timesheet 06:30 Paid 06:30

TUE February 24, 2015 Timesheet 06:30 Paid 06:30

WED February 25, 2015 Timesheet 06:30 Paid 06:30

THU February 26, 2015 Timesheet 06:30 Paid 06:30

FRI February 27, 2015 Timesheet 06:30 Paid 06:30

Weekly 9-02/22-02/28 Previous Summary

LOCATION	JOB TYPE	TYPE	HOURS	PAID
Jackson Elementary	PSA, Spec Ed SLD	Time Events	28:00	28:00
Jackson Elementary	PSA, Spec Ed SLD	Leave	06:30	06:30
Jackson Elementary	PSA, Spec Ed SLD	Admin Time	-02:00	-02:00
Total			32:30	32:30

Review past Timesheets

EMPLOYEE

Actions Weekly 9-02/22-02/28 Previous HOURS 32:30 PAID 32:30 Cancel All Changes Save Changes Expand All Collapse All

MON February 23, 2015 Timesheet 06:30 Paid 06:30

TUE February 24, 2015 Timesheet 06:30 Paid 06:30

WED February 25, 2015 Timesheet 06:30 Paid 06:30

THU February 26, 2015 Timesheet 06:30 Paid 06:30

FRI February 27, 2015 Timesheet 06:30 Paid 06:30

Weekly 9-02/22-02/28 Previous Summary

LOCATION	JOB TYPE	TYPE
Jackson Elementary	PSA, Spec Ed SLD	Time Even...
Jackson Elementary	PSA, Spec Ed SLD	Leave
Jackson Elementary	PSA, Spec Ed SLD	Admin Time
Total		

Change Date Range

Date Range:

Weekly

9-02/22-02/28 Previous

12-03/15-03/21 Next

11-03/08-03/14 Current

10-03/01-03/07 Previous

9-02/22-02/28 Previous

8-02/15-02/21 Previous

7-02/08-02/14 Previous

6-02/01-02/07 Previous

5-01/25-01/31 Previous

4-01/18-01/24 Previous

3-01/11-01/17 Previous

Custom Date Range