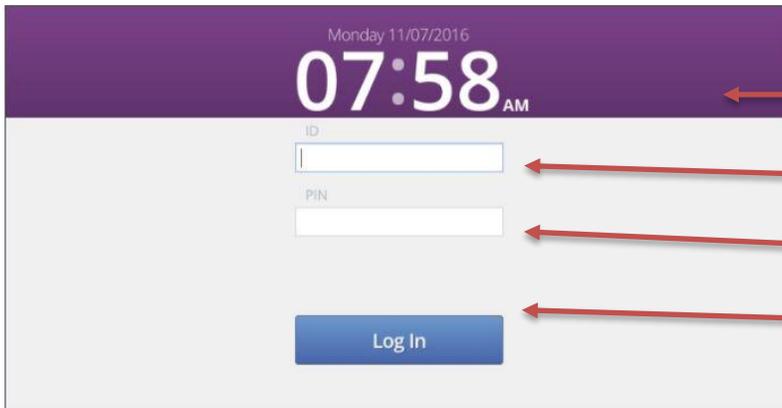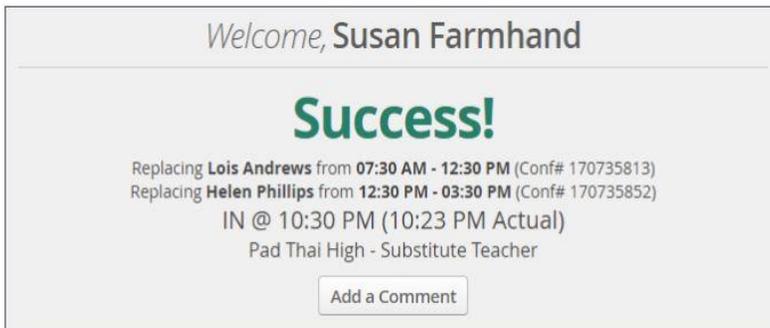# Clocking In

CLOCKING IN ON THE WEB

1. When clocking-in at a Time and Attendance Kiosk, this is the screen that will appear

2. Enter your Aesop/Time & Attendance ID.

3. Enter your 4 or 5 digit PIN.

4. Click 'Login' or hit Enter

5. You have successfully clocked in!

6. Repeat the same process when *clocking out* at the end of your shift.

Electronic timesheets must be submitted every Friday through VeriTime.

If a pay period ends on a day other than Friday, that week's timesheet must be submitted by the 25th*

Submitting your Timesheet for Approval

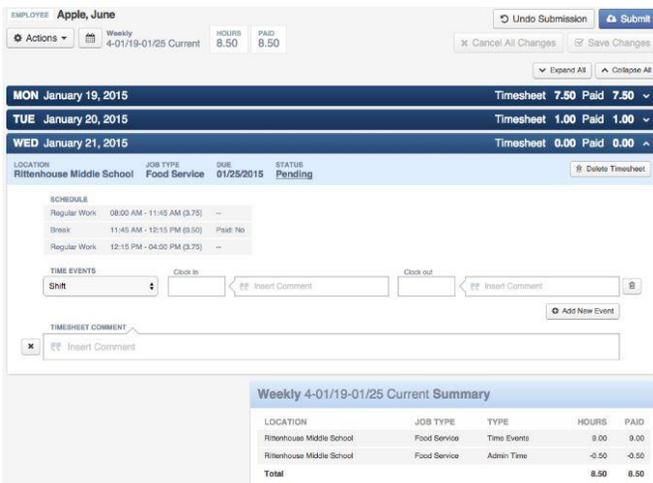Log into the time and attendance system at veritime.aesoponline.com

Click the **TIMESHEET ICON**

Here you can view records of scheduled time, entries of time worked, and a summary for the week.

Click on a day and the **blue bar** will expand to show job details for each of your assignments, such as your "Sign In" and Sign Out" events.

The **DATE RANGE SUMMARY** gives you the details for the location, job type, hours, pay, and total.

Weekly 4-01/19-01/25 Current **Summary**				
LOCATION	JOB TYPE	TYPE	HOURS	PAID
Rittenhouse Middle School	Food Service	Time Events	9.00	9.00
Rittenhouse Middle School	Food Service	Admin Time	-0.50	-0.50
Total			**8.50**	**8.50**

Adding Comments

You can comment on individual **IN** or **OUT** events by clicking the text box next to the time. *Click on Save Changes to save.*

You can also comment on the entire timesheet using the large **TIMESHEET COMMENT** section located underneath the time events section. *Don't forget to save any changes!*

TIMESHEETS MUST BE SUBMITTED WEEKLY AND ON THE 25TH OF THE MONTH!

Electronic timesheets must be submitted every Friday through VeriTime. If a pay period ends on a day other than Friday, that week's timesheet must be submitted by the 25th. To submit, click the blue **SUBMIT** button located on the top right corner of your timesheet.

This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click Continue.

Here, you have the option to add comments in the text box.
To submit:
1. Check the box to confirm the timesheet submission
2. Type in your PIN

3. Click Submit Timesheets.