

# Submitting a VeriTime Timesheet

The screenshot shows the 'Absence Management' dashboard (Formerly Aesop) for user KATELIN HAYS. The top navigation bar includes 'Available Jobs', 'History', 'Feedback', 'Preferences', 'VeriTime', and 'Help'. A blue arrow points to the 'VeriTime' tab. Below the navigation are three calendar views for April, May, and June 2017. At the bottom, there are four summary boxes: '0 Available Jobs', '0 Scheduled Jobs', '0 Past Jobs', and '6 Non Work Days'. Below these is a table with columns for Date, Time, Duration, and Location, containing the message: 'I'm sorry. There are no available assignments at the moment. Please check back later for new postings!'.

After you logged in with your AESOP credentials select the tab at the top that says *VeriTime*.

The screenshot shows the 'Time & Attendance' dashboard (Formerly VeriTime) for Fauquier County Public Schools, user KATELIN HAYS. The dashboard features four main widgets: 'Work Detail', 'Timesheet', 'Schedule', and 'Change PIN'. A large blue arrow points upwards to the 'Timesheet' widget.

Once at the VeriTime screen select the *Timesheet* widget.

**Time & Attendance** ▼ Fauquier County Public Schools ? KATELIN HAYS ▼

Formerly VeriTime

SUBSTITUTE **HAYS, KATELIN** **Submit**

WEEKLY PERIOD for Submit / Approve 03/18/2017 - 03/24/2017 TOTAL + 05:00 PAID + 05:00

Cancel All Changes Save Changes

Expand All Collapse All

**TUE March 21, 2017** Total + 02:30 Paid + 02:30

LOCATION	JOB TYPE	DUE	STATUS
Fauquier County Public Schools	Temporary/Substitute	03/26/2017	Pending

TIME EVENTS	IN	OUT	Total	Paid
TIME ENTRY	11:00 AM -- (Actual)	01:30 PM -- (Actual)	+ 02:30	+ 02:30

TIMESHEET COMMENT

Insert Comment + 02:30 + 02:30

**FRI March 24, 2017** Total + 02:30 Paid + 02:30

**WEEKLY PERIOD for Submit / Approve 03/18/2017 - 03/24/2017**

Summary	JOB TYPE	TYPE	TOTAL	PAID
Fauquier County Public Schools	Temporary/Substitute	Time Events	05:00	05:00
<b>Total</b>			<b>05:00</b>	<b>05:00</b>

Once you have reviewed your timesheet for each day that you have worked you must select *Submit*.

**Timesheet Status (1 of 2)**

**Action:**  
Submit Pending/Rejected Timesheets

**Select Dates:**

- All Timesheets
- 03/21/2017 - Tuesday (1 timesheet)
- 03/24/2017 - Friday (1 timesheet)

Continue Continue

You can select each day that you have worked and select *Continue*.

**Timesheet Status (2 of 2)** ×

**Action:**  
Submit Pending/Rejected Timesheets

**Comments:**

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

**Digitally Sign using PIN:**

← Back Cancel Submit Timesheets

Verify and digitally sign with your PIN #



Once you have selected the days and provided any comments (optional) you must select that you verify the time entered is accurate and then digitally sign with your PIN #.