

VeriTime User Guide for Substitutes

FAUQUIER COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES

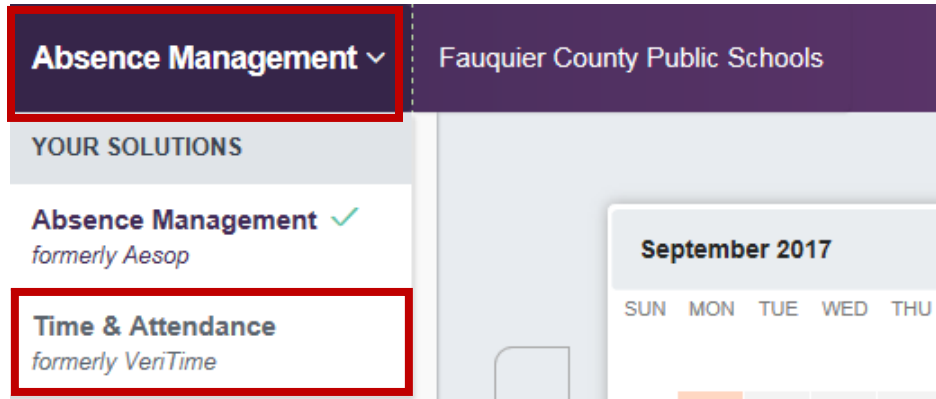
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VeriTime Login

Access VeriTime Through AESOP

If you are logged into AESOP you can access VeriTime simply by clicking on the VeriTime tab on your AESOP home page.



Direct Login

To log directly into VeriTime go to www.veritime.aesoponline.com. On this page enter your Username and Password into the boxes and click submit to be taken to your VeriTime home page.

A direct login form titled "Sign In". It features two input fields: "ID or Username" and "PIN or Password". Below the input fields is a blue "Sign In" button. At the bottom of the form, there are two links: "I forgot my ID or username" and "I forgot my PIN or password".

Please Note: Your Username and Password will be the same as you use for AESOP.

Forgot Your Username or Password?

If you have forgotten your Username and/or Password you can click on either of the links, *Forgot my Username* or *Forgot my Password*. This will take you to a page where you can enter your email address and have a reminder emailed to you.

Provide the email address you currently have on file in your district. We will send all associated IDs or usernames to that address.

Email Address

Email Username

[Return to Sign In](#)

Provide your ID or username and we will email you instructions to change your PIN / password.

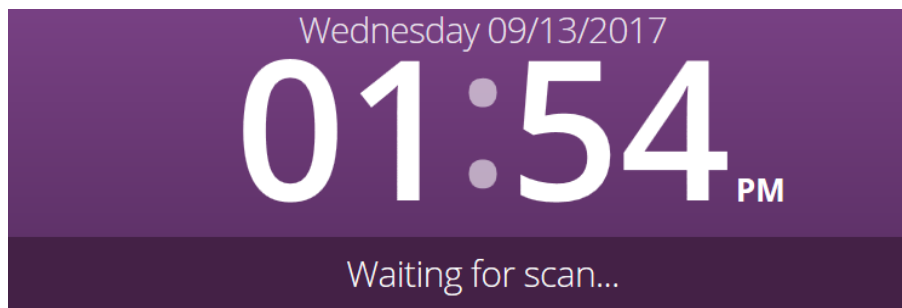
ID or Username

Continue

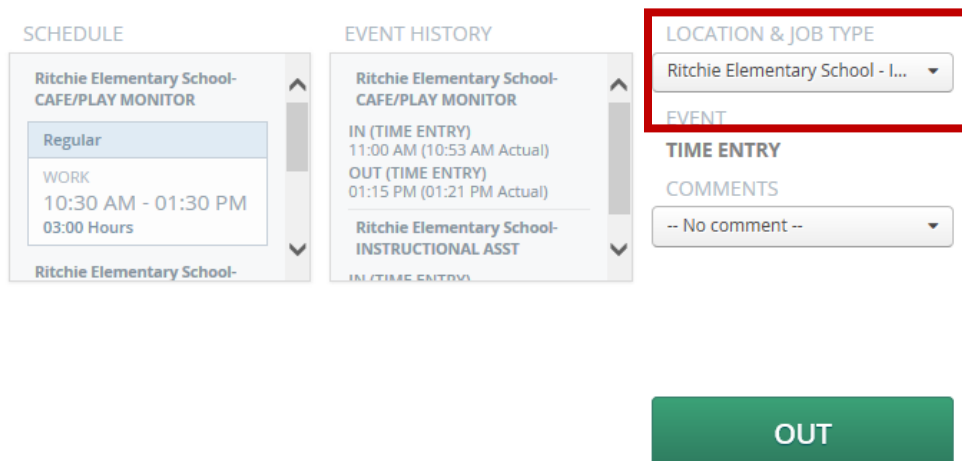
[Return to Sign In](#)

How to Clock In/Out Using Barcode Scanner

At the designated kiosks, the clock will look like the picture below. When the message reads, *Waiting for a scan*, simply scan your barcode across the scanner until you hear a confirmation beep and/or see a confirmation message.



When you have multiple jobs that you work, you will need to make sure that you are selecting the correct job type once your scan has been accepted. ***If you are not selecting the correct job type, your pay could be affected.*** From the point, you will need to click either the [green IN](#) or [OUT](#) button.

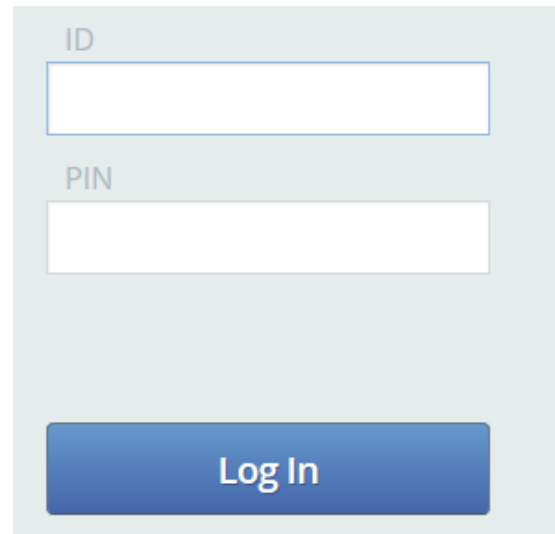
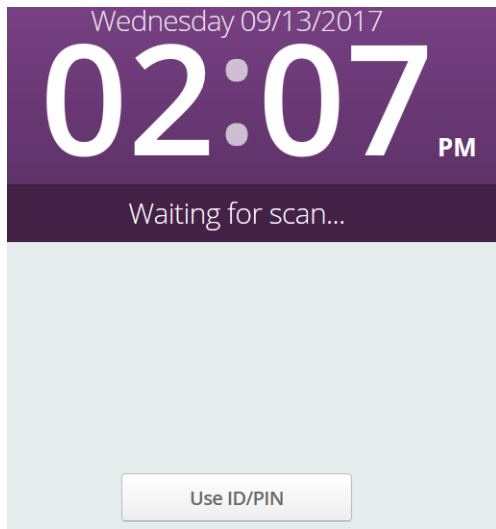


Please Note: If you have lost your barcode or need a replacement, you are still able to clock in/out by following the directions under [How to Clock In/Out Without a Barcode](#). Contact Human Resources at 540-422-8300 to inquire about getting a replacement barcode.

How to Clock In/Out Without a Barcode

Clock In/Out From a Kiosk

The designated kiosk will also allow you to clock in or out if you have lost your barcode or if the barcode simply is not working correctly. From the kiosk, click on the *Use ID/PIN* button located on the kiosk. Then you will need to enter your Username and PIN in the boxes provided and click *Log In*.



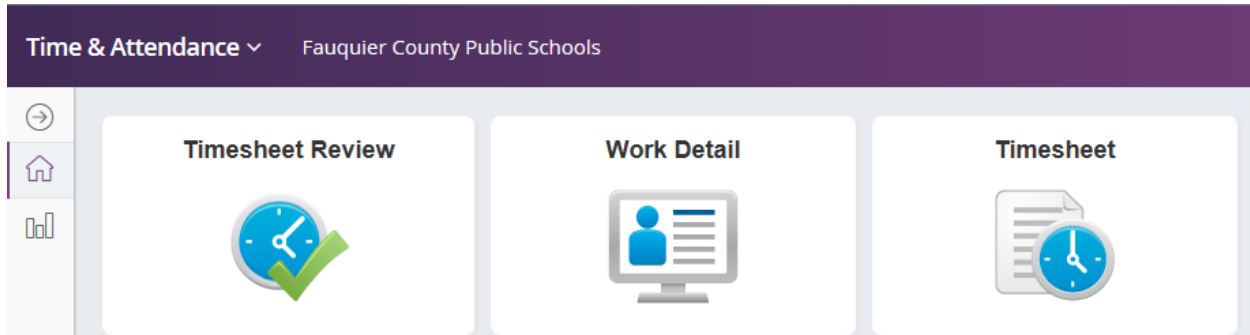
Please Note: Your Username and PIN will not be the same as your AESOP login. When manually clocking in/out on the kiosk, your Username is your phone number and your PIN is the last four of your social security number.

Completing Your Timesheet

Launch the Timesheet from Your AESOP Portal

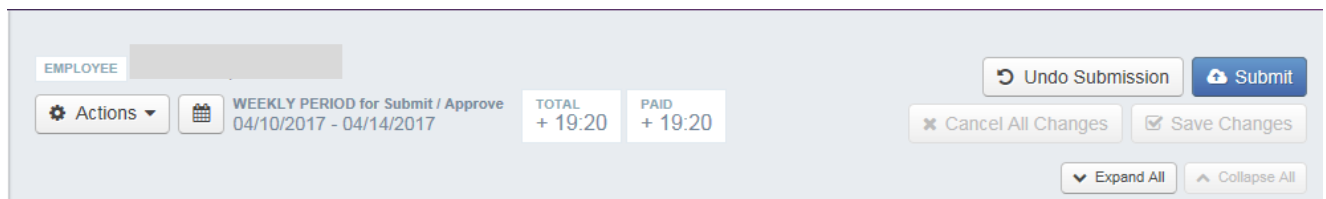
The timesheet is the central hub for all your times and durations. Any information entered from the time clock will be here along with the information you enter directly into the timesheet.

From the VeriTime home page, click the *Timesheet* icon.



Top of Timesheet

At the top of the timesheet you will see your name as well as the date range and the total hours. You will also have some utility options.



- Expand All and Collapse All
 - These option will allow you to either look at all the details of each day of the week or to show a summary of the week at a glance.
- Save Changes
 - If you have to add a comment to your timesheet, you will need to make sure that you click *Save Changes* prior to closing out the window.
- Undo Submission
 - If you have submitted the timesheet but need to make any changes, you can click *Undo Submission*. Be sure to submit your time sheet once any changes are made.
- Submit
 - Substitutes are required to submit their timesheet no later than the end of each week.

Submitting Timesheet

Comments

Comments should be added when there is a discrepancy with your time. Some examples might be: forgot to clock in, forgot to clock out, stayed late, came in early, etc. Substitutes do NOT have access to make adjustments to their time entry. Comments will be used by your supervisor to make any adjustments on your timesheet that are needed.

Substitutes will know that their time has been adjusted by their supervisor when the comment is orange.

Submission

Once you have added any comments that you need, you will be required to submit your timesheet. When ready, click the *Submit* button. A pop up will appear for you to choose the dates that you would like to submit. You can select all if it is the end of the week or submit one day at a time. Once the appropriate boxes are checked, click *Continue*.

Timesheet Status (1 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Select Dates:

<input checked="" type="checkbox"/> All Timesheets
<input checked="" type="checkbox"/> 04/10/2017 - Monday (2 timesheets)
<input checked="" type="checkbox"/> 04/11/2017 - Tuesday (2 timesheets)
<input checked="" type="checkbox"/> 04/12/2017 - Wednesday (1 timesheet)
<input checked="" type="checkbox"/> 04/13/2017 - Thursday (2 timesheets)
<input checked="" type="checkbox"/> 04/14/2017 - Friday (2 timesheets)

Cancel Continue →

On the following screen you must certify your time by clicking the box prior to submitting your timesheet. To complete your timesheet, click *Submit Timesheets*.

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.

← Back Cancel Submit Timesheets

Please Note: All entries of time worked and leave taken must be entered accurately and on time in order to receive timely pay. Any entry that is found to be fraudulent may result in disciplinary action up to and including termination.

Work Detail Report

The Work Detail report provides information about your time for a given time period. The data is broken down by work week, then day, then location/job type combination.

Accessing the Report

To access the Work Detail report, click on the *Work Detail* icon on the VeriTime home page.

Work Detail



Please note: If the icon does not appear, please following the directions under Home Page Widgets to add this icon to your home page.

Running the Report

At the top of the report you can select a date range of the data you wish to view. You can also set options to have signature lines or hide portions of the report. To apply filters, unselect the options and then click *Run Report*.

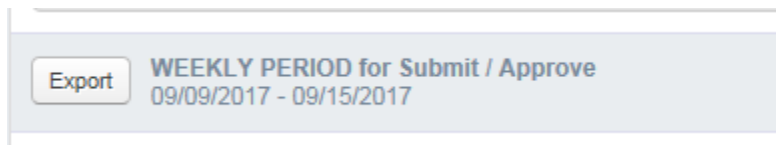
Work Detail

Date Range:	Display Options:
WEEKLY PERIOD for Submit / Appr <input type="button" value="v"/>	<input type="checkbox"/> Hide Days
09/09/2017 - 09/15/2017 <input type="button" value="v"/>	<input type="checkbox"/> Hide Day Details
	<input type="checkbox"/> Hide Day Totals
	<input checked="" type="checkbox"/> Hide User Signature Line
	<input checked="" type="checkbox"/> Hide Manager Signature Line
<input type="button" value="Run Report"/>	

The image below shows the body of the report.

WORK WEEK SUMMARY								
Dates					Events			
DAY	LOCATION & JOB	SCH	DURATION		CODE	TYPE	TIME	
			TOTAL	PAID			IN	OUT
Mon 09/11	Liberty High School OFFICE ASSOCIATE III	07:30	07:30	07:30	ET	TIME ENTRY	07:00 AM <i>06:51 AM Actual</i>	03:00 PM <i>02:58 PM Actual</i>
					AD	Auto Deduct Time	--	--

You also have the option to export the report into a Microsoft Excel document. Click on the *Export* button and the document will appear at the bottom of your screen to open.



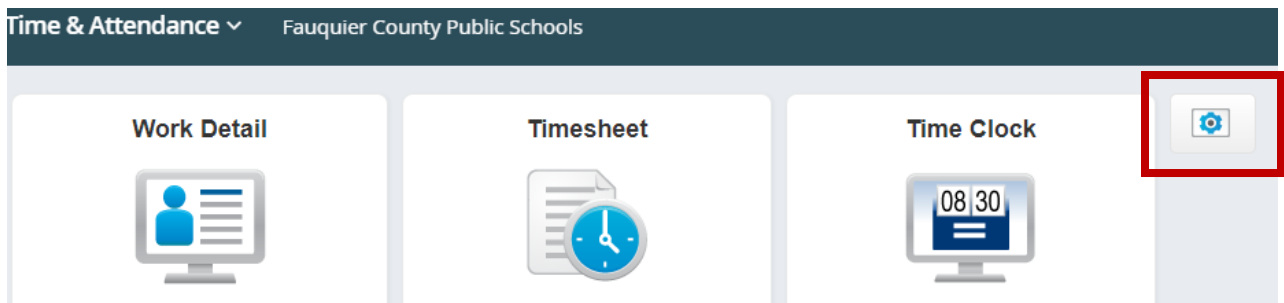
Please note: You will need to be in Google Chrome for this function to work

Home Page Widgets

You have the ability to customize your VeriTime home page to show the items you use most or remove items that you never use.

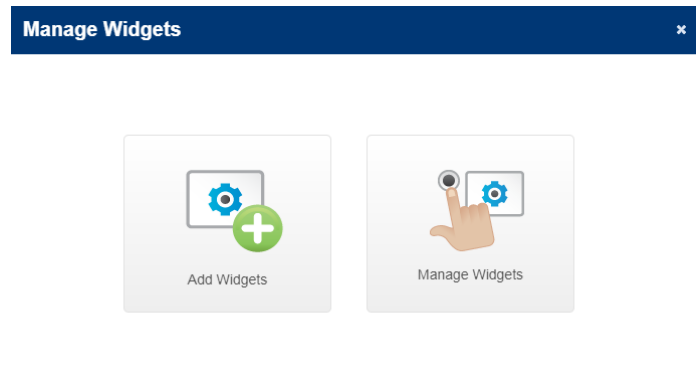
Managing Widgets

To start managing the widgets that are on your home page, click the gear button found on the right side of your home page.

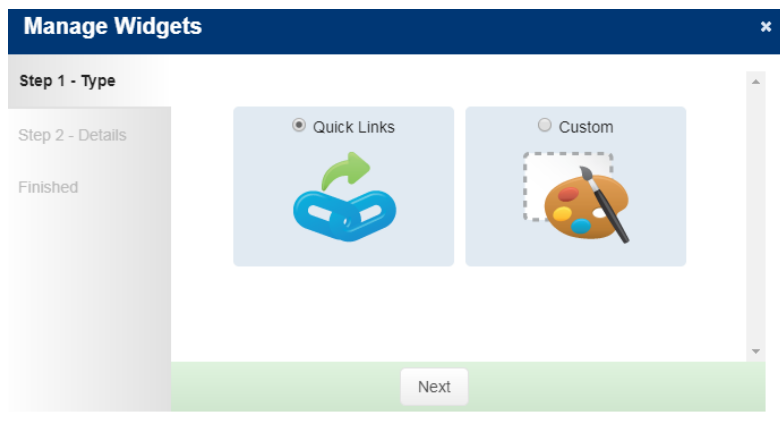


Adding Widgets

If you would like to add a widget to your home page choose the *Add Widgets* option.



To start, click *Quick Links* and then click the *Next* button.



Select the widget that you would like to add to your home page, by clicking the circle next to the title and then click *Next*. You can only add one at a time.

The next screen will provide confirmation that you have added the widget and give you the option to finish or add another widget.

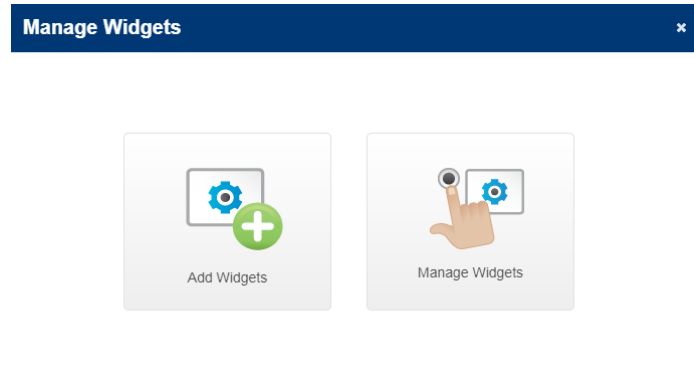
Congratulations!
Your widget has been added.



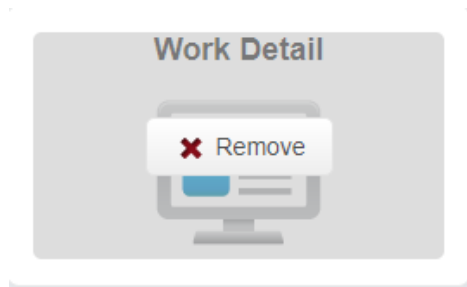
To add multiple widgets, you can click the *Add Another?* Button and follow the same steps. If you are done managing your widgets, click *Close*.

Removing Widgets

If you would like to remove a widget, choose the *Manage Widgets* option in the pop-up.



Click the *Remove* button on the widget you would like to remove from home page. You will receive a pop up that asks if you are sure, click *Ok*.



Organize Your Widgets

To move a widget, hover your cursor over it and then left click on your mouse and hold. Then drag the widget to wherever you want it on the home page and release the mouse button. You can move each of the widgets on the home page to whatever position you would like.